

ST JAMES UNITED METHODIST CHURCH
BUILDING USE REQUEST FORM

Name of Group or Organization: _____

Non - Profit For - profit _____ Tax Identification # _____

Sponsored by St. James United Methodist Church? Yes _____ No _____

St. James Member: Yes _____ No _____

Event Name: _____

Date of Event: _____

Event Time: Beginning _____ Ending _____

Set Up and Clean Up Time: Beginning _____ Ending _____

One Time Event: _____ Recurring: Weekly _____ Monthly _____ Annually _____

Recurring: Start Date _____ End Date _____

Person in Charge: _____

Email: _____

Telephone #: (C) _____ (H) _____ (W) _____

Address: _____

Type of Activity: _____

Estimated size of group: _____

Designated key contact person: _____ Phone #: _____

Designated clean-up person: _____ Phone #: _____

Will meal/food be served: _____ Catered by: _____

A security and damage deposit of \$100 is required to secure the event on the calendar.

Deposit paid _____

Rooms requested:

- ***Please do not use any rooms without permission from the Facilities Manager***

_____ Sanctuary	_____ Chapel
_____ Christian Life Ministry Center	_____ CLMC Kitchen
_____ Fellowship Hall	_____ Fellowship Hall Kitchen

Classroom #(s): _____

Other - Please Specify: _____

Equipment requested:

_____ Tables (round)	_____ Tables (6 foot)
_____ Chairs(#)	_____ Lectern
_____ Sound System: \$20.00 fee for set up of sound system	
_____ Projectors: \$20.00 fee for set up of projector system and \$20.00 per hour charge for use of projector	

A/V Technician: Fee: _____ (See fee schedule: 30 day notice required)

Custodian: Fee: _____ (See fee schedule)

- ***All fees must be paid two (2) weeks prior to the event. Cancellation of event less than two (2) weeks prior to the event will result in forfeiture of all fees and deposit.***

RESERVING FACILITIES:

The request form must be received in the church office **60 days prior to the event**. All requests are to be made to the Facilities Manager. At that time the scheduling of the event will be coordinated with church and other activities already on the calendar. The security and damage deposit is required to secure the event on the calendar.

SECURITY RESPONSIBILITY:

Arrangements must be made to enter the building with the Facilities Manager. An Event Entrance Code can be obtained by each group and can only be used during the times of the event and if a onetime event, only that one time. If you prefer to have the door unlocked then you assume all responsibility for the safety of your attendees and their belongings. We recommend keeping the door locked for safety. **Each group must have a designated door person to man the door and make sure only the proper attendees are admitted.**

CLEAN UP AND RESTORING FACILITIES:

The church facilities utilized are to be restored after said event has been completed. Someone must be designated for this responsibility and that person will be responsible for meeting with the Facilities Manager prior to the event to be informed of policies and location of equipment. All equipment and furniture that is moved out of place is to be returned to its original position. Furniture in the Narthex, Chapel, Sanctuary and Conference Room is not to be moved. Payment will be made to the church for custodian services rendered on behalf of the organization for set up and clean up. **All fees must be paid two (2) weeks prior to the event.** All tablecloths used must be washed and returned to the church within 2 calendar days.

A request must be presented 30 days prior to the event if a person is needed to operate the A/V equipment. See the fee schedule for cost of this service. Charges will also be made for set up for the sound system and projector system. Payment will be made to the church for A/V technician services rendered on behalf of the organization. **All fees must be paid two (2) weeks prior to the event.**

There is no smoking allowed on St James United Methodist Church property.

In case of an emergency, please call 911 and then inform the church office, Facilities Manager or custodian on duty after 5 pm.

At times, people walk in and ask for financial help or assistance with food, please ask that person to contact one of the pastors at St James United Methodist Church.

We are very proud of our facility. Please treat our building, its interior, equipment, and our staff with respect.

I have received a copy of the Building Use Guidelines and Fee Schedule concerning use of the building and furnishings of St. James United Methodist Church and agree to abide by them. I will report any known damages to the church office and be responsible for any damages.

Signature: _____

Group Name: _____

Date: _____

Accepted by St James United Methodist Church:

Signature: _____

Date: _____

ST JAMES UNITED METHODIST CHURCH
BUILDING USE GUIDELINES

Each group using the facilities must schedule the activity through the Facilities Manager by an adult (person aged 21 or older). This contact person is to insure that these guidelines are fulfilled and will be responsible for any and all damage, maintenance, and cleaning of the facility which should be performed by the group.

St James United Methodist Church will schedule events for the use of the facilities based on the following priorities:

1. Any event sponsored by St James United Methodist Church
2. Activities and/or organizations of the United Methodist Church
3. Benevolent groups

Each group is responsible to return any used space, chancel, stage or kitchen to its original condition, including location of tables and chairs.

EVENTS - CHRISTIAN LIFE MINISTRIES CENTER:

Each group is responsible to return any used space, stage or kitchen to its original condition. This includes setting up, taking down, storing of tables, chairs, goals etc. Behavior and dress will be consistent with a facility consecrated for worship and Christian education. For athletic events, all participants must wear appropriate athletic clothing and shoes.

Except by special permission on an event by event basis, the stage and electronic equipment is totally off limits. **Nothing on the stage, including electronic equipment, may be moved or disconnected. Only church approved sound technicians may adjust, move, plug or unplug sound equipment on the stage; only such technicians may operate the tech booth.**

Saturday events not sponsored by St James must conclude by 3:00 pm and this includes breakdown and cleaning. This is to allow the room to be arranged for Sunday worship.

KITCHEN GUIDELINES

1. It is the responsibility of the user to clean and return all dishes, utensils, and cookware to proper storage area, and take all trash to the dumpster.
2. All grease used in the kitchen must be removed by the group and/or responsible adult. Any food left in the kitchen becomes the property of the church and will be either consumed and/or thrown away at the discretion of the church staff.
3. User must have instruction on proper use of all kitchen equipment prior to use.
4. Any non - St James Church Group using the kitchen must provide all supplies used by that group. This includes paper products, utensils, trash bags, cleaning supplies, dish towels and table linens.
5. Cooking is not permitted without prior approval. Fan must be in operation whenever stove is used.
6. If any kitchen supplies or equipment is taken from one kitchen to the other kitchen, it must be returned to its original location.

GENERAL GUIDELINES

1. Only church-approved A/V technician may operate A/V equipment.
2. No furnishings or equipment shall be removed from the church property and room furnishings must be left in the order and location in which they were found.
3. All lights should be turned off when leaving the building and all doors are to be locked. Arrangements must also be made with the Facilities Manager for the security system to be activated after building is locked.
4. Hanging items from the ceiling tiles or ceiling struts in the hallway or rooms is not permitted. No items, such as signs, pictures or other memorabilia, are to be placed on the walls.
5. Smoking is not permitted on the church property at any time.
6. Alcoholic beverages are not permitted on church property at any time.
7. All city laws and ordinances are to be observed.
8. St James Church is not liable for any injuries or damage to personal property.
9. Groups organized for profit are not eligible to use the facilities for a fund raising event. A for-profit group is defined as a commercial venture in which individual(s) receive income for profit. Benevolent groups raising funds consistent with proclaiming the gospel as stated by St James Church are not included in this category.
10. Appeals for exceptions to these guidelines must be made in writing to the Facilities Manager who will forward the request to the Board of Trustees at the Trustee's next regularly scheduled meeting.

ST JAMES UNITED METHODIST CHURCH
BUILDING USE FEE SCHEDULE

FEE SCHEDULE - Christian Life Ministries Center (CLMC)

Multipurpose Room by non - St James Group:

- (No scheduled activities after 3:00 pm on Saturday)

\$100 security/damage deposit due at time event is scheduled to secure event on the calendar

\$100 kitchen use fee

Custodian's Fee:

\$130 - For less than 100 people

\$260 - For 100-200 people

\$390 - For more than 200 people

\$25 - For each classroom in CLMC

A/V and Sound

\$20 Sound System set up and turn on fee

\$20 Projection System set up and turn on fee plus \$20 per hour usage fee

\$35 per hour – A/V Technician

Multipurpose Room by St James member for personal use:

- (Wedding anniversary, birthday party; does not include organization to which church members belong; no scheduled activities after 3:00 pm on Saturday)

Custodian's Fee:

\$130 - For less than 100 people

\$260 - For 100-200 people

\$390 - For more than 200 people

A/V and Sound

\$20 Sound System set up and turn on fee

\$20 Projection System set up and turn on fee plus \$20 per hour usage fee

\$35 per hour – A/V Technician

Staging Equipment - If staging is used, the organization or individual must contact the Praise and Worship Leader for instructions on usage. Saturday events not sponsored by St James must conclude by 3:00 pm and this includes breakdown and clean up. This is to allow the room to be arranged for Sunday worship.

FEE SCHEDULE - Fellowship Hall in Main Building

Use of Fellowship Hall and Kitchen by a non- St James Group

- (No scheduled activities after 5:00 pm on Saturday)

\$50 security/damage deposit due at time event is scheduled to secure on the calendar

\$50 kitchen use fee

Custodian's Fee:

\$130 - For less than 100 people

\$260 - For more than 100 people

\$20 Sound System set up and turn on fee

Use of Fellowship Hall and Kitchen by a St James member for personal use:

- (No scheduled activities after 5:00 pm on Saturday)

Custodian's Fee:

\$130 - For less or more than 100 people

\$20 Sound System set up and turn on fee