

**PAYSON UNITED METHODIST CHURCH
FACILITY USE APPLICATION**

Application Date: ___/___/___ Organization: _____

Person Making Application: _____ Phone: _____

Address: _____
Mailing Address City State Zip

Is the purpose of your event fund-raising? Yes No

Is an admission charge or donation required? Yes No

Briefly describe the purpose of your event:

Event Date: ___/___/___ to ___/___/___ Event time(s): _____

Expected Attendance: Adults: _____ Children: _____

Space Requirements: (See the floor plan on the back of this form)

Celebration Hall	<input type="checkbox"/>	Room 202	<input type="checkbox"/>	Piano	<input type="checkbox"/>
Kitchen (300)	<input type="checkbox"/>	Room 205	<input type="checkbox"/>	PA System	<input type="checkbox"/>
Room 200	<input type="checkbox"/>	Room 303	<input type="checkbox"/>	Video Equip.	<input type="checkbox"/>
Room 201	<input type="checkbox"/>	Room 304	<input type="checkbox"/>	Playground	<input type="checkbox"/>

**Certificate of Insurance Provided? Yes No

**A Certificate of Insurance is required at least one week prior to the event. Events or groups directly associated with the Desert Southwest Annual Conference of the United Methodist Church do not have to provide a Certificate of Insurance.

**Damage Deposit of \$100.00 is enclosed: Yes No

**A Damage Deposit of \$100.00 is required of all groups meeting on the campus of Payson UMC. It must be received at least one week prior to the event. It will be refunded after the event in total or in part depending upon whether or not any damage has been done.

Payson United Methodist Church reserves the right to revoke this agreement at any time if the use of the facilities is inconsistent with the General Facility Use Policies or if a conflict arises with standard Church operating needs.

Applicant Signature: _____ Date: _____

PUMC Approval Signature: _____ Date: _____

PUMC Denial Signature: _____ Date: _____

Return completed form to Payson United Methodist Church 414 N. Easy Street Payson AZ 85541 at least 15 days before your event.

FACILITY USE POLICIES PAYSON UNITED METHODIST CHURCH

A. SCOPE:

This document establishes policies and procedures for facility use. These policies and procedures apply to all groups that use Payson United Methodist Church (PUMC) facilities.

B. POLICY:

Facility use must support the mission and ministry of the United Methodist Church as established in *The Book of Discipline*. The Board of Trustees will ensure that *The Book of Discipline* and the policies and procedures established herein are followed. PUMC Councils, Boards, and Committees do not have to apply for facility use for activities under their direction or for their routine meetings and events. However, these routine activities should be scheduled through the Church Secretary to avoid conflict. Facility use for activities NOT under the direction of PUMC Councils, Boards, and Committees must be approved per the procedures specified in this document. Each application for facility use will be reviewed and approved or disapproved on a case by case basis. Reimbursement policies are established in the REIMBURSEMENT SCHEDULE attached to this document.

C. PRIORITIES:

The needs of PUMC have priority as far as facility use is concerned. If a situation arises where PUMC has a need that conflicts with another group's approved application request to use the facility, the applicant individual or group shall be notified that their event is canceled and any Damage Deposit will be returned. Every effort shall be made to issue the notification of cancellation at least fourteen (14) days in advance of the scheduled event. The applicant individual or group will be given the opportunity to reschedule if they desire to do so.

D. PROCEDURES:

1. All unscheduled requests to use PUMC facilities shall be coordinated with the Church Secretary who determines facility availability.
2. Facility use requests for events NOT under the direction of PUMC Councils, Boards, and Committees: if the facility is available, the applicant individual or group will be given, mailed, or faxed a copy of this policy document, the FACILITY USE APPLICATION form, and the REIMBURSEMENT SCHEDULE, if applicable. They will be requested to complete and return the FACILITY USE APPLICATION form at least 15 days before to their event.
3. If the applicant individual or group falls into the categories cited under "reimbursement not required" on the REIMBURSEMENT SCHEDULE, the FACILITY USE APPLICATION may be approved the Pastor, the Chairman or Vice Chairman of the Board of Trustees without further consultation. If it falls outside those individuals or groups, the FACILITY USE APPLICATION must be forwarded to the Board of Trustees for approval.
4. If time permits, Trustee review of the FACILITY USE APPLICATION will take place at the next scheduled meeting of the Trustees. However, if an expedited response is required, the Trustees may be polled by telephone and the replies documented in the next meeting minutes.

5. The FACILITY USE APPLICATION form and the REIMBURSEMENT SCHEDULE provide direction regarding the requirements for a Certificate of Insurance, a Damage Deposit, and reimbursement to PUMC. The directions provided therein shall be followed unless specifically waived by the Trustees.

6. After approval of a FACILITY USE APPLICATION, arrangements must be made to assign a Contact Person from the Church for the event. The approving agent shall implement this requirement.

7. After approval of the FACILITY USE APPLICATION, the approved application, the name of the contact person and his/her telephone number, and any special instructions concerning the event shall be communicated to the Church Secretary.

8. For approved application requests, the Church Secretary shall forward a copy of the approved FACILITY USE APPLICATION form, the FACILITY USE CONFIRMATION letter, and a map of Payson, if required, to the individual or group applicant.

9. If the FACILITY USE APPLICATION is denied, the Chairman of the Board of Trustees and the Pastor will decide on any special notification correspondence required to be sent to the individual or group applicant.

10. For denied application requests, the Church Secretary shall forward a copy of the denied FACILITY USE APPLICATION form and any special correspondence to the individual or group applicant.

E. RESPONSIBILITIES:

The Contact Person shall:

- Check to ensure that a Certificate of Insurance and/or the Damage Deposit has been received one week before the event, if required.
- Provide a walk-through of the facilities, if necessary. If the Contact Person is unfamiliar with equipment (video, audio, kitchen), he/she is responsible to contact someone who is knowledgeable about the equipment to ensure that it is used properly.
- Contact the individual or group applicant to determine if special set-up is required and if it is, follow through to see that it is accomplished. Depending upon the extent of the set-up, a special fee may be assessed.
- Notify the Chairman of the Kitchen Committee if the kitchen is to be used for food preparation.
- Understand how to get the proper heating or air conditioning on.
- Make arrangements with the Church Secretary to have the proper keys and know how to get the security system disarmed and armed. NOTE: Temporary codes can be assigned, if desired.
- Collect any keys after the event. **NOTE: Keys will not be duplicated. Lost key(s) will result in forfeiture of the Damage Deposit.**
- Make a walk-through after the event to assess any damage or extra cleaning required.
- Notify the Church Secretary to return the Damage Deposit if there is no damage, extra clean-up is not required, and the key(s) have been returned.

Facility Users shall:

- Follow the policies and procedures specified in this document unless a specific waiver has been granted by the Board of Trustees.
- Observe parking space designations at all times.

- Supply any materials or food that you intend to use or consume during their planned event unless other arrangements have been made.
- Be knowledgeable of appropriate health regulations if food is to be prepared.
- Prepare food only in the kitchen; not in the classrooms.
- Clean up after each event, including picking up and disposing of trash (both in the Church and in the parking lot), cleaning up spills, and organizing furniture into its initial position.
- Turn off lights, including restrooms and classrooms, and make sure all doors are locked.
- Replace any plastic plugs removed from the electrical outlets as open electric outlets pose a hazard to children who may subsequently use the facility.
- Remove any food from the refrigerator(s), cupboards, and counters and dispose of it or otherwise remove it from the facility.
- Ensure that no alcohol, tobacco, illegal drugs, or weapons are brought into the facility. The only exception to this is smoking, which must be done outdoors, and care must be exercised to ensure that used smoking material is disposed of properly.
- Report any damage to the facility or equipment to the Contact Person and recognize that if the damage is greater than the Damage Deposit, the user individual or group will be billed for any amount in excess of the Damage Deposit.

REIMBURSEMENT SCHEDULE PAYSON UNITED METHODIST CHURCH

The following is a statement of PUMC reimbursement policy.

A. REIMBURSEMENT NOT REQUIRED:

Although there is no charge for facility use, it is recommended, depending upon the type of event, that the custodian be paid for his/her services, if needed. (Typically, this fee would be \$25.00 per hour.)

1. Full Members of PUMC: A Full Member is a person who is on the membership roll as prepared by the Membership Secretary. Full Members will not be charged for the use of the facility or equipment for the following types of immediate family functions: birthday parties, baptisms, weddings, funerals, or family reunions. It is customary to offer a honorarium to musicians or clergy who support these events. The FACILITY USE APPLICATION form may not be required. A Damage Deposit may be required. A Certificate of Insurance is not required.

2. Groups that are part of the United Methodist Church: A Damage Deposit is required. A Certificate of Insurance is not required.

3. Para-church organizations or groups affiliated with Councils, Boards, or Committees of PUMC: A para-church organization is one which has been endorsed by a Council, Board, or Committee of PUMC and so noted in their minutes. An affiliated group has a direct relationship with the mission and ministry of the United Methodist Church. If fund-raising is part of the event for which facility use is being requested, approval of the request shall be considered on a case by case basis. A Damage Deposit is required. A Certificate of Insurance is required.

B. REIMBURSEMENT REQUIRED:

Organizations other than those cited above will be assessed reimbursement fees for facility use per the schedule below. Additional fees can be assessed at the direction of the Board of Trustees. Custodian fees, if assessed, are \$25.00 per hour.

Celebration Hall	\$40.00 per hour or \$200.00 per 8 hour day
Kitchen (300)	\$20.00 one time charge-counter space and storage \$25.00 per hour if equipment is used
Rooms 200, 201, 203, 205, 303, & 304	\$20.00 each
Nursery (301)	\$20.00
PA System	\$25.00 for technician