

GUIDELINES FOR USE OF Orange UMC CHURCH FACILITIES

Non-Orange UMC groups or organizations wishing to use Orange UMC facilities must receive advance approval for their reservation from the church staff through the use of the attached application. Facility use for weddings is covered under a separate policy and can be provided upon request.

Fees:

Reservation fee (security deposit)	\$100 non-refundable
Sanctuary use	\$300/hour
Fellowship Hall use	\$300/hour or \$2,000 for 8 hours
Hut (1) use	\$250/hour
Fellowship Hall kitchen use	\$250/hour
Use of other church rooms	\$150/per room per event

A CUSTODIAN IS REQUIRED FOR ANY EVENT USE

Custodial fees	\$100/per event
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Usage fees must be paid to the Church 30 business days before the date of the Event/Activity.

Orange UMC Facility Use Application

All activities on church property must be consistent with the mission and vision of Orange UMC. Facility use requests will be considered based on whether the use promotes Orange UMC's mission, message, and viewpoint.

Name of group/organization _____

Address _____

Name of representative _____

Representative's phone number _____

Representative's email address _____

Name of Event/Activity _____

Purpose of Event/Activity _____

Expected # of Attendees _____

Date & Time Frame Preferred _____

Alternative Date & Time _____

Facility requested:

Sanctuary	Hut
Fellowship Hall	Parlor
Fellowship Hall Kitchen	Classroom

I/We certify that our group/organization is a non-profit, service-oriented organization.

I/We agree to hold harmless Orange United Methodist Church (“the Church”) and indemnify the Church and defend any claim or action against the Church arising out of any incident resulting in any loss or damage to persons or property occurring on the premises of the Church in conjunction with the usage for which application is herein made. Additionally, I/We will be responsible for any and all damages to the facilities, the contents thereof, or the grounds and will pay the costs for such damages.

I/We agree to abide by all guidelines and expectations above that were communicated to us by the staff representatives of Orange United Methodist Church.

I / We understand that Orange UMC reserves the right to cancel or change an approved reservation with a 48-hour notice as it is impossible to anticipate the potential emergencies that may face the church membership.

Group/Organization Representative Signature _____

Printed Name _____ Date _____