

Orange United Methodist Church

Facility Use Application

Name of group/organization
Name of representative
Address
Representative's phone number
Representative's email address
Name of Event Activity
Purpose of Event Activity
Date & Time Requested

Facility Requested

Sanctuary
Fellowship Hall
Fellowship Hall Kitchen
Hut
Parlor
Classroom
Custodian – REQUIRED FOR ANY EVENT USE
Expected # of attendees

I/We certify that our group/organization is a nonprofit, 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 directives and guidelines contained in the Building Use Guidelines and 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 _____

Date _____

GUIDELINES FOR USE OF OUMC 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/fees for weddings are covered under a separate policy and can be provided upon request.

The church facilities cannot be used for commercial purposes nor is the sale of commercial products at events allowed. No admission fee may be charged. Fund-raising event of any type must have prior approval by the Trustee and Finance committees.

The Orange UMC staff do not provide event planning or commercial conference center support services when non-Orange UMC groups/organizations use the Church's facilities.

Fees:

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

*Unless otherwise approved, the use of the kitchen for non-member events or outside organizations is limited to food warming and serving only. The kitchen is not available for food preparation. Outside organizations are expected to provide their own utensils, serving implements, and dinnerware.

** Usage fees must be paid to the Church 30 business days before the date of the Event/Activity. The area used must be left in the condition, in which it was found, there must be no damage to any room, fixture, feature or item of furnishing in the area being used.

In addition:

- No alcoholic beverages are allowed on the premises.
- Orange Church buildings and grounds are designated as non-smoking.
- Please stay only in that portion of the building assigned to you.
- Animals are not permitted inside the buildings, unless the animal is a trained service animal.
- Please ensure that all tables and chairs are wiped down and prior to being put away where they were found. Please put any other furniture back where it was found. Please leave all bulletin boards and table displays as found.
- All garbage and recycling should be put in designated receptacles.
- Please be sure that all windows and doors are properly locked and that all lights are turned off when you leave.
- Do not use church equipment, supplies, or telephones without permission.
- Children are welcome at OUMC, however, all children (up to the age of 18) must be supervised by responsible adults.

Trash and recycling must be removed upon departure.