

Facilities Use Agreement

The Ivy Creek United Methodist Church (“ICUMC”) family realizes that God has blessed us with lovely grounds and buildings (the “Facilities”) and that we are charged to be good stewards of these resources under our care. We understand this to be holy ground. As part of ICUMC’s charge of stewardship to share our blessings with others, we encourage appropriate use of our Facilities by our members and the community.

ICUMC member groups, organizations and committees are permitted full use of the Facilities at no charge, subject to availability, as determined by the ICUMC Master Calendar (the “Master Calendar”), maintained by the ICUMC office. Individual members in good standing of ICUMC may request the use of the Facilities for personal use, also subject to any Event purpose and availability of the Facilities.

The ICUMC Facilities are available to community groups, individuals and organizations (“Users”) for a variety of social, civic and educational events, activities and functions (the “Event(s)”). Priority for use of the Facilities will be permitted in the order specified below:

1. **Spiritual**: Use of the Facilities for spiritual purposes will be allowed the highest priority and take precedence over all other uses. Spiritual use by Users will be established through consultation with the ICUMC Trustees and the ICUMC Council.
2. **Charitable**: Use by non-profit charitable organizations providing service to the community.
3. **Educational and Civic**: Supporters of educational and other civic interests.
4. **Special Use**: Use of the Facilities for other Events may be allowed solely at the discretion of the ICUMC Trustees.
5. **For-Profit Groups**: For-profit groups may apply to the ICUMC office for the use of the Facilities, subject to availability. Typically, such requests will be granted when Users includes an ICUMC member in good standing or upon recommendation of a member, and the usage does not conflict with the purpose or policies of the congregation. The ICUMC Trustees and the Council may approve or decline any such request based upon the intended use. If permission is granted to User, there will be no sale of tickets or admission charged for any Event without the prior approval of ICUMC Trustees and Council.

Terms & Conditions

1. A Facilities Use Agreement (“FUA”) must be acknowledged, completed and executed by a User leader or representative once an Event has been approved by ICUMC and indicated on the Master Calendar.
2. A minimum of two weeks advance notice is required for Facilities reservations.
3. Users obtaining permission for use of the Facilities will restrict their activities to those rooms specified in this FUA. User leaders utilizing any portion of the Facilities will not allow guests to roam freely outside of the immediate area.
4. [All Users of the Facilities during the evening or on the weekend (unless otherwise arranged) will compensate an ICUMC Representative (“Representative”) at [\$10.00/hour] to open the Facilities, be present during Events, and close the Facilities at the completion of the Event.]
5. A completed FUA must include a drawing of the desired set-up of the requested space within the Facilities. Requests for set-ups of tables and chairs, the use of audio-visual equipment, etc. must be indicated in detail on the FUA and reviewed with the Representative. Set-up and takedown of chairs, tables and equipment will be permitted only under the direct supervision of an ICUMC Representative.
6. Children and all youth organizations utilizing the Facilities are to be supervised by adults at all times, including a minimum of two persons - one over the age of 16, and another over the age of 18. No individual adult may be left with any child other than his or her own child or a child for whom they serve as legal guardian.
7. The Facilities are a place of worship, and will be respected as such. Speech and personal actions will reflect presence in the Lord’s House.
8. All Users of the Facilities will adhere to the ICUMC no-smoking policy in all buildings of the Facilities. Alcoholic beverages, drugs or gambling are strictly prohibited.
9. Users of the Facilities are responsible for cleaning and restoration of all furniture, appliances and equipment to their original location and status. Failure to clean the Facilities will result in a cleaning charge as determined at the sole discretion of the ICUMC Trustees for janitorial services to the User.
10. Users are required to remove all trash at the conclusion of any Event.
11. Church-owned musical instruments may be used only with the specific permission of the ICUMC Director of Music or the ICUMC Pastor.

12. Fire detectors and heating/air conditioning thermostats will be regulated by the ICUMC Representative.
13. Nails, staples, tape or other fasteners are not permitted on walls, ceilings, floors or furniture. Use of decorations in or on the Facilities must be approved by the ICUMC and are not permitted in any manner that could pose any damage to the Facilities. All approved decorations must be removed at the completion of the Event.
14. Users are to leave the Facilities in the same condition in which they were found. Any damage must be reported immediately to the ICUMC Representative. Users are responsible for damage to ICUMC Facilities. There will be a fee of \$25 per damage incident, in addition to the cost of repair or replacement by ICUMC. ICUMC Trustees may waive or modify damage fees at their sole discretion.
15. ICUMC does not accept liability or responsibility for any personal injury, disability, or property loss incurred during the use of the Facilities. Users are required to provide sufficient liability insurance coverage to fully protect themselves and their guests from any liability that may arise. Users assume full liability for injuries occurring to any person(s) who are on the property as a result of the User's Event.
16. ICUMC reserves the right to cancel any arrangement or reservation for use of the Facilities. A User that expressly plans or advocates violent protest will not be approved to use the Facilities, and use of violence by any group will be grounds for expulsion and handled by local authorities as deemed necessary by the ICUMC.

Ivy Creek United Methodist Church

Facility Use Fees

Will Use (Y/N)	Item	Member Cost	Non-Member Cost	Paid
	Refundable Registration Fee for Facility use	No Fee	50.00	
	Use of Fellowship Hall	No Fee	250.00	
	Kitchen use and food preparation/cooking	No Fee	100.00	
	Janitorial Fee	65.00	65.00	

Use of Facilities Statement of Acknowledgement & Acceptance

I have read the terms and conditions for the use of the Facilities at Ivy Creek United Methodist Church and agree to abide by them, and agree to be responsible for all persons using the property under this agreement.

User Name:	
User Leader/Contact Name:	
Address:	
Daytime Phone:	
Evening Phone:	
User Leader/Contact Email:	
Other Email:	
Date(s) Requested:	
Time(s) Requested:	
Purpose of Event:	
Facilities Requested:	

ICUMC Use Only

Questions regarding Event or Use of Facilities:		
Date Approved:		
ICUMC Representative Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, Representative Name:		
Fees:	Room(s) Fee:	\$
	Representative _ hours @ \$__ /hr.	\$
		\$
		\$
		\$
		\$
		\$
		Total: \$
Trustees Approval Signature:		
Council Chair Approval Signature:		

