

CHURCH CALENDAR RESERVATIONS

Do not touch the wall calendar!

Check with our church secretary-no one else.

Complete this form and return it to our church secretary.

She will "pencil in" your first choice of dates.

UNITED METHODIST CHURCH OF MANTUA

201 Mantua Boulevard, Mantua, New Jersey 08051

(856) 468-2711 FAX (856) 468-1121

BUILDING USE REQUEST

Name of Group or User _____

Contact Person for Group _____

Address of Contact Person _____

Home Phone _____ Work/Cell Phone _____ E-Mail _____

User/Group is (check one): Church Member Non-Church Member Non-Profit Group

Area(s) Requested (check all that apply): McConnell Hall Sanctuary

Room(s) Requested _____

Date(s) Requested: 1st choice _____ 2nd choice _____

Time Requested: From _____ To _____ AM/PM

Purpose of Use: _____

Does request include use of kitchen facilities? Yes No

Fee \$ _____ Refundable key deposit \$ _____ Fees collected by: _____

Note: Requests for Ongoing Use Must Be Updated Annually From Beginning Date

Other important information:

FOR OFFICE USE, Only:

Reservation approved on: _____

Reservation checked on Church Calendar: _____

Reservation canceled by/on: _____

Information changed after reservation: _____

Responsibilities of All Users

(Please keep this sheet)

General Care

- Use only the assigned room(s) on the assigned date(s)
- Decorating must be done in a manner that does not cause damage to walls, draperies, or furniture
- Tables must be covered if crafts are performed using glue, paint or any material that could damage the surface.
- Children must be supervised.
- Do not remove anything from the building without the express permission from the Board of Trustees.
- Chairs and tables must be returned to their position prior to usage.
- No alcoholic beverages or smoking is permitted on UMCM properties.

If you have permission to use the kitchen facilities:

- **Deep frying is not permitted.**
- Sweep floors and clean up any spills.
- Remove from the refrigerator all food used by your group.
- Dishes and silverware must be washed and put away.
- Stove and oven must be turned off; stovetop and oven spills must be cleaned up.
- Trash must be bagged and placed in the trash containers in the parking lot.

Upon leaving the facility:

- ***Leave everything in the facility in the same way you found it. Put tables and chairs back where they were when you started. Clean up your messes, take out the trash.***
- ***The church does not have a full time custodian to clean after your function. It is your responsibility to leave the church facilities in a clean condition. You must supply your own cleaning supplies.***
- Turn room thermostats back to 55 degrees in winter. Return McConnell Hall and/or Sanctuary thermostats to "Schedule."
- Turn off all lights and fans.
- Close and lock all windows.
- Lock all doors.

FAILURE TO ABIDE BY THE ABOVE MAY RESULT IN FUTURE REFUSAL OF REQUEST TO USE THE BUILDING.

Fees and Donations

The following fees are required, if applicable, to offset the cost of utilities and building maintenance:

- McConnell Hall: \$ 30 per hour
- McConnell Hall plus kitchen: \$35 per hour for up to 4 hours, \$20 per hour thereafter.
- Sanctuary: \$50 per hour
- Fellowship Room: \$30 per day
- Other Rooms: \$25 per day
- Refundable deposit on key: \$25

The Trustees may at their sole discretion choose to waive fees for church groups, church members and other non-profit organizations. However, donations to offset the cost of utilities and building maintenance are always GREATLY appreciated.

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BUILDING USE AGREEMENT

Name of Group or ("User") _____

Contact Person for Group _____

Requested Date of Use _____

The User has requested use of the facilities of The United Methodist Church of Mantua (UMCM). Such request being granted, the User agrees to use and maintain the facilities in a respectful and conscientious manner. User understands that while UMCM will make every effort to provide the facilities on the date(s) requested, and make every effort to adapt schedules to requested date(s), there could be a case where the requested use is preempted by an unavoidable church function (for example the funeral of a church member). User agrees to hold UMCM harmless in the unlikely event that User's function is preempted.

User acknowledges receipt of "Responsibilities of All Users". User has read and understands the responsibilities delineated on that document and agrees to abide by them to the best of their ability.

The above named Group or User (User) agrees to indemnify and hold harmless the United Methodist Church of Mantua, 201 Mantua Blvd, Mantua, NJ its employees or members from any and all liabilities, including but not limited to attorney's fees, arising out of the User's use of the above facilities or the building of which the facilities are a part or the parking facilities on or adjacent thereto. The User understands that the responsibility to obtain liability and property insurance is upon the User. It is not the duty or responsibility of UMCM to insure the User's use of the facilities. It is recommended that the User obtain their own liability and property coverage for their use of the facilities. The User agrees to abide by and obey all laws, ordinances and regulations promulgated by any government entity having jurisdiction in UMCM's locale. User will not engage in any activities in violation of such laws, ordinances, rules or regulations. UMCM may terminate this agreement at any time upon written notice. The User agrees to the terms and conditions of this agreement and understands that a failure to comply with them will forfeit the privilege of building and facility use. User is responsible for any and all damage to the building, furnishings or other property of UMCM arising out of User's use of the facilities.

Signature of UMCM Representative

Date

Signature of User Representative

Date