

# *First United Methodist Church*



55 North 3<sup>rd</sup> St., Bangor, PA 18013

610-588-HOPE (4673)

*firstumcbangor@yahoo.com*

*www.firstumcbangor.com*

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## APPLICATION FOR USE OF CHURCH BUILDING

Name of Organization: \_\_\_\_\_

Religious/Denomination Affiliation: \_\_\_\_\_

Mission of Organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Room(s)/Area Requested: \_\_\_\_\_

\_\_\_\_\_

Day(s) & Time Requested: \_\_\_\_\_

\_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Application for Use of Facilities – First United Methodist Church

The members of First United Methodist Church believe that the church buildings are the house of God. They are pleased to make these facilities available to certain not-for-profit organizations whose work represents a ministry consistent with the mission of the First United Methodist Church. In order to facilitate the use of the buildings by the membership and outside organizations the church has adopted the following policies for use of the buildings by outside not-for-profit organizations.

Use of the facilities by outside organizations is contingent upon the acceptance of these procedures by the organization and its members. Failure may result in termination of privileges to use the building. (Name of Organization) \_\_\_\_\_ agrees to accept and fully abide by the following expectations:

1. In accordance with Pennsylvania State Law and the Eastern Pennsylvania Conference of the United Methodist Church, as directed by *First UMC Safe Sanctuaries Policy (2017)*, **all practices contained therein shall be followed without exception.**
  - a. I acknowledge that I have received and read *First UMC Safe Sanctuaries Policy (2017)*.
2. If applicable, **obtain, and keep current, insurance for your organization** that stipulates coverage while using the property of First UMC located at 55 N. 3<sup>rd</sup> St., Bangor, PA 18013. At a minimum, “general liability” and “worker’s compensation insurance” shall be obtained. (Worker’s compensation insurance is not required if there are no employees for your organization.)
  - a. A Certificate of Insurance shall be submitted to the Pastor or designated representative of First UMC.
  - b. The Certificate of Insurance shall indicate proper insurance coverage, limits, name of the insurance company, policy number, effective dates, and First United Methodist Church of the Eastern Pennsylvania Annual Conference as an additional insured party.
3. Since utilities represent a major expense, the cooperation of outside organizations are essential in making the facilities available. Groups are asked to exercise care in the use of utilities.
  - a. The group should make arrangements with the Chairperson of the board of Trustees to make sure that the area being used is heated properly. Group members should not adjust thermostats without permission.
  - b. **A responsible member from your organization shall be sure that the lights and all equipment are turned off and that the water is not left running.**

4. The church has limited custodial care. In order to limit the cost of hosting outside organizations, each group is required to be responsible for its own custodial care. **A cleaning fee of \$35/hour will be assessed if your organization's messes are not properly cleaned.**
  - a. Place all furniture as it was before your meeting, taking care to handle tables and chairs carefully. If necessary, the floors should be swept and mopped or vacuumed in order to return the room to its original condition.
  - b. If the church kitchen is used all dishes and cooking utensils must be washed and returned to their proper storage areas after use. A broom and dustpan is kept in the kitchen.
  - c. A responsible person for each group is required to check the restrooms at the end of each meeting to be certain that they are left clean and that lights are turned off.
5. Each organization will be issued **one key** for access to the church building.
  - a. Each group requesting an external door, church key for one time or continuous use must sign out the key through the church office.
  - b. Key holders must recognize their responsibility in maintaining church security. They will ensure that the building is properly locked and secure at all times.
    - i. Keys are not to be transferred or given to others for use, including children
  - c. If more keys are required arrangements need to be made with the chairperson of the Board of Trustees of First UMC. **Making copies of keys is strictly forbidden. If it is determined that copies of church keys were made, your organization will be responsible for a fee of \$750 to change the locks.** This is to ensure the safety of all persons and property.
    - i. A \$10 refundable deposit is required for each key.
  - d. All keys shall be returned to the Pastor or a designated representative of First UMC upon termination of building use. Failure to do so will result in your organization being responsible for a fee of \$750 to change the locks.
6. Understand that your organization will be held responsible for any and all damages to the building or equipment beyond normal use that is caused by your use. **Replacement or repair of broken items is the responsibility of your organization.** Any damage should be immediately reported to the Pastor or the contacts listed on this agreement.
  - a. **No church property may be removed from the premises** without permission. If a group wishes to borrow something, please contact the pastor or the chairperson of the Board of Trustees.

Application for Use of Facilities – First United Methodist Church

7. Groups are expected to **meet in their approved designated area**. Equipment in the area may be moved to accommodate the group's activities, but should be returned to its original location at the end of the meeting. Each group is responsible for church equipment which it may use.
  - a. Since other meetings may be in progress at the same time all groups are asked to remain within designated areas and to show respect for other groups meeting in the church. If the group must leave the designated room for a break, it is required to move quietly so as not to disturb any other group.
8. Organization leaders are asked to familiarize all group members with the locations of the church rest rooms so that group members do not have to wander around looking for them.
9. **No smoking** is allowed inside the buildings at any time.
  - a. If members of your organization leave the church to smoke they are expected to refrain from throwing litter on the church grounds and avoid blocking entrances to the building. If litter does accumulate it is the responsibility of the group to clean the area before leaving.
10. **No alcoholic beverages or illegal drugs** are permitted on the premises.
11. Reverent behavior shall be observed at all times. Specifically, we request that all persons in or involved with your organization abstain from abusive language and profanity.



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## **INSTRUCTIONS, TERMS AND CONDITIONS FOR CHURCH KEYS**

1. Do not duplicate the key – it is illegal.
  - a. If it is determined that you have duplicated a key you will be assessed a \$750 fee to change the exterior locks on the church.
  - b. If you lose the key, you will be charged \$35 for a replacement.
  - c. A \$10 refundable deposit is required for each key.
2. Keys are not to be transferred or loaned to other persons. They are the sole responsibility of the person signed on this agreement.
3. If you are using the key for a one-time event, the key needs to be returned to the church within 72 hours of the event.
  - a. You will receive your \$10 deposit back at this time.
4. It is your responsibility to make sure the church is locked when you leave.

I have read the instructions, terms and conditions listed above and agree to abide by First United Methodist Church's policy. I understand that any misuse of the church keys and/or its property will result in termination of my privileges to use the building.

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Print Name

Signature

Date

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For confirmation and reservation of your date on the church calendar, this must be signed and returned to the office. Payment must be received in full at time of booking, including deposit for key. Confirmations will only be made after checks have been cleared. Keys for the building may be picked up the day prior to the event, Monday thru Friday between 9 am – 11 am.

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Type of Event \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_

Are you a member of the church? Yes No

Ellis Roberts Hall Rental Church member FREE

Non-member \$150

Sanctuary Rental Church member FREE

Non-member \$150

Hall & Sanctuary Church member FREE

Non-member \$250

**Balance Due** \_\_\_\_\_

**Renters Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I agree to abide by the policies and fees stated in this agreement. I also agree that I am responsible for the repair of any damages which occur during my use of the building including.

Signature

Date