

**Vicksburg United Methodist Church  
Building, Grounds, and Equipment Usage Application  
Please Print All Information**

<input type="checkbox"/> Church Use	<input type="checkbox"/> Member/Active Constituent	<input type="checkbox"/> Nonprofit Organization
<input type="checkbox"/> Non Church Use	<input type="checkbox"/> Non Member	<input type="checkbox"/> For Profit Organization
<b>Individual/Group/Organization Name</b>		
<b>Requested By/Responsible Person:</b>		
Name: _____ Phone #: (_____) _____ Date: _____		
____ Applicant has received a copy of, and agrees to, the Policies and Procedure for the Renting and Usage of the facilities. (initials)		
<b>Event/Activity Name</b>		<b>Estimated Attendance</b>
<input type="checkbox"/> One time <input type="checkbox"/> Weekly: Day of the Week _____ <input type="checkbox"/> Monthly: Week No. _____ Day of the Week _____		
<b>Beginning/Only Date of Event/Activity</b>		<b>Ending Date of Event/Activity</b>
<b>Setup Start Time</b>	<b>Event Start Time</b>	<b>Event End Time</b>
		<b>Cleanup End Time</b>
<b>Room/Part of Building Requested</b>		
<b>Equipment/Furniture Setup Requested</b>		

***Fee and/or Custodial Charge for Non Church Use***

**Application for room reservation accepted upon Trustee approval and payment of any required fees.**

See attachment for the complete fee schedule and use regulations

<b>Room Fee Amount</b>	<b>Key Use Charge</b>	<b>Custodial Charge</b>	<b>UMW Charge</b>
<b>Responsible Member/Active Constituent (to waive fees for kitchen supervision):</b>			
Name: _____ Phone #: (_____) _____ Date: _____			

***Office Use Only***

<b>Checked Church Calendar</b>	<b>Added to Church Calendar (pending until fee paid)</b>	<b>Custodian Notified</b>
Clear: <input type="checkbox"/> Yes <input type="checkbox"/> No    Initials: _____	Date: _____ Initials: _____	Date: _____ Initials: _____
<b>Entered into Database</b>	<b>Forwarded to Trustee(s)</b>	
Date: _____ Initials: _____	Date: _____ Method: _____ Initials: _____	
<b>Action Taken</b>		
<input type="checkbox"/> Granted (upon payment of any fees) <input type="checkbox"/> Denied    Total Fee: _____ Date Paid: _____		
<b>Reason for Action</b>		
<b>Signature of Authorized Trustee</b>		
<b>Notified applicant of approval upon payment of fees.</b>		<b>Notified VUMW and/or Pastor if necessary.</b>
Date: _____ Initials: _____		Date: _____ Initials: _____

**Note: See reverse side for separate *Policy and Procedures* for detailed information on the approved use of the church facilities, grounds and/or equipment.**

### ***Fees and Custodial Charge***

<b>Location</b>	<b>For Profit and Non-Members</b>	<b>Members &amp; Active Constituents</b>	<b>Non-Profit Organization</b>
Family Life Center (FLC)	\$200.00	No Charge	No Charge
*FLC & Kitchen	\$250.00	*	*
*FLC Kitchen Only	\$100.00	*	*
Taylor Room	\$125.00	No Charge	No Charge
*Taylor Room & Kitchen	\$125.00	*	*
Sanctuary	Donation^^	No Charge	No Charge
Other Room Use	To be determined by Trustees		
Key Charge	\$50.00 Deposit		
Custodial Charge	\$50.00 (minimum)	Donation^^	Donation^^

\*Kitchen supervision is required by, and paid to the United Methodist Women (UMW).

Member/constituent charge: \$45 includes 2 hours of supervision (\$25) as well as 2 additional hours @ \$10 each. Extra amount will be refunded if extra hours are not used. Additional hours will be billed over and above 4 hours.

Non-member charge: \$100 includes 2 hours of supervision (\$50) as well as 2 additional hours @ \$25 each. Extra amount will be refunded if extra hours are not used. Additional hours will be billed over and above 4 hours.

**Note:** No fee with VUMC member or active constituent attending the event and accepting responsibility for supervision and clean up. List the responsible party on reverse side.

^^Please consider set-up, as well as extra heating/cooling, when making your donations.

### ***Use Regulations***

#### **Sales, Exhibits, etc**

Nothing shall be sold, given, exhibited, or displayed without permission of the Board of Trustees.

#### **Intoxicants/Disorderly Conduct**

The use of intoxicants or controlled substances, or the exhibition of disorderly conduct of any kind on church properties is prohibited and shall result in **immediate cancelation of the event**. Additionally, the applicant shall be prohibited from any future reservations.

#### **Smoking**

Smoking is prohibited on the church premises. This includes the church grounds.

#### **Sports**

No soccer, handball, kickball, softball, baseball or any activity where the ball hits the walls are allowed.

#### **Roller Skates and Blades**

Use of roller skates or roller blades is prohibited inside the church building.

#### **Scotch Tape**

ONLY scotch tape is to be used on any of the walls, wood, or floors in the entire facility.

#### **Beverages in the Family Life Center**

No beverages except water are allowed in the gym during sporting or recreational activities. A tray must be under coffee and drink services to prevent dripping.

#### **Taylor Room Kitchen**

The Taylor Room kitchen is not approved by the health department for use in food preparation or cooking.

#### **Sanctuary**

No food or beverages are allowed in the sanctuary.

#### **Kitchen Use**

**Note:** If you are in the kitchen, you are using the kitchen, regardless of whether you use the sinks or any of the appliances. The kitchens and the tables are to be cleaned after use and left in "prime condition" for the next group to use. There is a binder on the island that contains instructions of how to clean the kitchens and tables. You must read the form and comply with all procedures. Additionally, you must fill out the form inside the binder before you leave.

#### **Catered Events**

All left over food and/or caterer's dishes shall be removed from the premises when the event is over.

**Vicksburg United Methodist Church**  
**Building, Grounds, and Equipment Usage Policy and Procedures**  
**Applicant Copy**

***Church Facilities***

VUMC is a community church and facilities are generously available for use by residents of the community when uses do not interfere with church programs. Permitted uses and fees shall be consistent with the Board of Trustee's policies on the use of building and grounds. The VUMC maintains the prerogative of refusing a request for the use of the facilities by any individual, group or organization.

***Scheduling***

It shall be the responsibility of the church office to maintain a master calendar of all extra curricular uses of church facilities.

Since the church facilities are primarily for use of church groups, non-church groups shall use the facilities only when not in use by church groups.

Applications for use more than one year in advance will not be accepted.

***Application***

Building and Grounds Usage Application approval is not final, and the date is not held, until fee is paid. Five (5) Day Advanced Application: The use of the church facilities by non-church groups shall be applied for through the church office at least five (5) days in advance of an event. Church use groups shall also apply in advance. Best 30 days before event so it can be approved at the next Trustee meeting.

***Responsibilities of the Applicant***

***Accountability***

The applicant must agree to be accountable, and assume all responsibility, for the use of the facilities and observe all regulations.

***Proper Supervision***

All groups shall be accompanied by an adult supervisor whose responsibilities shall include discipline, proper use of facilities, meeting group at arranged door, vacating premises at arranged time, and returning the facility and/or equipment to the order and condition in which it was found.

***VUMC Not Responsible***

The applicant agrees that Vicksburg United Methodist Church is not responsible for liabilities that arise during the use of the facilities.

***Limited Use***

Use is *limited to only the facilities applied for and assigned* as well as the closest restrooms. The responsible person must insure that all attendees comply with this policy.

***Key Usage***

When the applicant has filled out the application and it has been approved by the Trustee Board, it is the applicant's responsibility to pick up the facility's key 24 hours in advance at the church office during normal office hours. (Check current hours or call 269-649-2343 to arrange for key pickup.)

The applicant is also responsible for the returning of the key to the church office. If the key is not returned within 48 hours after the applicant's reservation is done; the deposit shall be forfeited and future applications from the same applicant will not be approved.

In the event that the key is stolen or lost, it is to be reported immediately to the church office or pastor.

We have a security system and a proper way to unlock and lock. Contact the church office if you need information on our procedures.