

## **Bluff Park United Methodist Church FACILITIES USAGE POLICY**

Bluff Park United Methodist Church (BPUMC), an Alabama not-for-profit corporation, makes their facilities available to groups or organizations for meetings or other events, whenever possible.

### **General Guidelines and Requirements:**

1. For purposes of this policy, any reference to facilities includes reference to any property of the church, including furniture and equipment.
2. Every group or organization is required to abide by all church guidelines, requirements and other restrictions regarding usage of the church facilities.
3. Users of the church facilities agree to use utmost care in the use of church facilities and agree to leave the facilities in good, clean condition.
4. All requests for usage of the church facilities are subject to approval by BPUMC.
5. Each outside group or organization is required to complete and deliver to the church office a signed agreement and certificate of insurance as required by the agreement.
6. The church reserves the right to schedule other activities and events in other parts of the church facilities.
7. The requested event will not be officially placed on our calendar until a deposit of ½ the fees is turned in with the submission of the Event Request Form AND the event is approved by either the appropriate staff member or by the Trustees of the church (depending upon the nature of the requested event). The balance is to be paid one week prior to the event.

### **Insurance:**

Each outside group or organization must furnish to BPUMC a certificate of comprehensive general liability insurance coverage with a combined single limit of not less than \$1,000,000 naming the church as an additional insured.

### **General User Responsibility:**

#### **Additional Requirements and Restrictions**

1. Those using BPUMC facilities agree to release, protect, defend, indemnify and hold harmless BPUMC and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any BPUMC facilities.
2. In the event of damage to the church facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the church Board of Trustees or their designee and shall pay the church for such repair and replacement costs upon demand.
3. For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage in compliance with the church's existing Safe Sanctuary policy.
4. The transfer or passing on by any group or organization of permission to use church facilities to any other persons or organizations is strictly prohibited.
5. Those using church facilities must confine themselves to the areas provided for in their Facilities Usage Agreement and will not exceed the capacity limits of requested facility areas.
6. Users may not take tables and/or chairs, and/or other items, from other rooms and/or areas of the church facilities.

7. The use of tobacco products, electronic cigarettes, alcoholic beverages or drugs is strictly prohibited on church premises.
8. No group or organization (whether or not a church member is affiliated with such organization) shall use any church facilities in any manner or for any purpose that is in conflict with or contradicts the United Methodist Book of Discipline or the mission or principles of the church.

This policy is applicable to use of the church facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of church facilities. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No church representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Facilities Usage Agreement without the express written approval from the Board of Trustees.

**Bluff Park United Methodist Church**  
**Event Request Form**

Name of Group/Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_ # of Attendees \_\_\_\_\_

Reserve Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM Reserve Date \_\_\_\_\_

Event Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM Event Date \_\_\_\_\_

Nature of meeting or other event \_\_\_\_\_

\_\_\_\_\_

Room(s) or outside areas being reserved \_\_\_\_\_

List and quantity of requested resources \_\_\_\_\_

Facility Usage Fee \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

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The above-named group or organization (1) acknowledges receipt, from BPUMC, an Alabama not-for-profit corporation, of Facilities Usage Policy, and has read and fully understands all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, which are incorporated herein by reference, (2) requests usage of church facilities as indicated above and (3) accepts, agrees to, and will in all respects fully and timely comply with BPUMC Facilities Usage Policy in connection with such usage, including all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, and such additional requirements and restrictions as may be communicated on behalf of BPUMC to the above-named group or organization prior to or in the course of such usage.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

*Authorized Representative*

Accepted by BPUMC:

Date \_\_\_\_\_ Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

# Fees and Guidelines for Non-Ministry Events

<u>Room</u>	<u>Members</u>	<u>Non-Members</u>
Wedding – Worship Center	\$200	\$1,000
Wedding – Chapel	\$200	\$500
Wedding – Parlor	\$35	\$100
Wedding – Fellowship Hall	\$150	\$300
Wedding – Central Stairs	\$200	N/A
Wedding – Coordinator	\$250	\$300
Wedding – Organist	\$250	\$250
Wedding – Chapel Sound Person	\$150	\$150

\*\*Weddings MUST use BPUMC wedding coordinator\*\*

Worship Center	\$200	\$1,000
Old Gym	\$50	\$100
New Gym	\$100	\$200
Chapel	\$125	\$250
Fellowship Hall/Serving Line	\$150	\$300
Parlor	\$35	\$100
Classrooms	\$25	\$50
Security Deposit	\$0	\$100

### Additional Information:

- Events have access to tables, chairs, and ice. Other equipment may be available upon request.
- Removable “painter’s tape” must be used to post any directional and/or informational signage.
- Exterior doors are not to be propped open, but should either be manned or unlocked.
- Your responsibilities in using Bluff Park’s facilities:
  - Decorate room as needed
  - Clean up all personal items, including any decorations, and trash
  - Remove any signs that are posted for directions and/or information
  - Turn off all lights and lock back any doors you unlocked
- Facilities Staff responsibilities:
  - Set up room for event with requested tables and chairs
  - Reset room
- If the event time is during normal business hours, the facility will be unlocked. If the event time is after hours or during the weekend, the Church Office will make arrangements to have the building/rooms unlocked and locked for the event.
- Facility availability, fees, policies, etc. are subject to change.

I have read and agree to adhere to the above guideline.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**Bluff Park United Methodist Church**

**Wedding Information Sheet**

(This information is required before placing a wedding on the Church's calendar)

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Minister Requested \_\_\_\_\_

Minister's Church Affiliation \_\_\_\_\_

**Facilities to be requested:**

Sanctuary \_\_\_\_\_ Parlor \_\_\_\_\_ Other \_\_\_\_\_

Chapel \_\_\_\_\_ Fellowship Hall \_\_\_\_\_

Groom's Name \_\_\_\_\_ Phone \_\_\_\_\_

Present Address \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Parent(s) \_\_\_\_\_

E-mail \_\_\_\_\_

Bride's Name \_\_\_\_\_ Phone \_\_\_\_\_

Present Address \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Parent(s) \_\_\_\_\_

E-mail \_\_\_\_\_

**Bluff Park United Methodist Church hopes to be a blessing to each bride and groom, their families and their friends. Our hope is to help make each wedding a sacred act of worship and a time to make lifelong memories.**

**Bluff Park United Methodist Church does require that each and every wedding party understand that our wedding coordinator will direct the wedding and that all policies for a wedding must be followed.**

**Bluff Park United Methodist Church reserves the right to cancel a wedding even on the day of that wedding for members or non-members of the church for lack of adherence to our policies and rules.**

Date Church Booked \_\_\_\_\_

Date Deposit Paid \_\_\_\_\_

Fee Details      Church Facilities \_\_\_\_\_

Director \_\_\_\_\_

Other \_\_\_\_\_

Groom's Signature \_\_\_\_\_ Date \_\_\_\_\_

Bride's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Bluff Park United Methodist Church**  
**Detailed Wedding Information Sheet**

(Return to the church office after the wedding has been placed on the calendar)

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

***\*include all contact information for wedding participants below***

Minister \_\_\_\_\_  
\_\_\_\_\_

Minister's Church Affiliation \_\_\_\_\_

Organist or Musicians \_\_\_\_\_  
\_\_\_\_\_

Photographer \_\_\_\_\_  
\_\_\_\_\_

Florist \_\_\_\_\_  
\_\_\_\_\_

Caterer \_\_\_\_\_  
\_\_\_\_\_

Additional Coordinator \_\_\_\_\_  
\_\_\_\_\_

**Facilities to be requested:**

Sanctuary \_\_\_\_\_ Parlor \_\_\_\_\_ Other \_\_\_\_\_

Chapel \_\_\_\_\_ Fellowship Hall \_\_\_\_\_

Groom Elect \_\_\_\_\_ Phone \_\_\_\_\_

Present Address \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Parent(s) \_\_\_\_\_

E-mail \_\_\_\_\_

Bride Elect \_\_\_\_\_ Phone \_\_\_\_\_

Present Address \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Parent(s) \_\_\_\_\_

E-mail \_\_\_\_\_

Couple's address after the Marriage

\_\_\_\_\_

**BY SIGNING, THE SIGNEES UNDERSTAND:**

Bluff Park United Methodist Church does require that each and every wedding party understand that our wedding coordinator will direct the wedding and that all policies for a wedding must be followed. All fees must be paid by the date of the wedding.

Bluff Park United Methodist Church reserves the right to cancel a wedding even on the day of that wedding for members or non-members of the church for lack of adherence to our policies and rules.

Groom's Signature \_\_\_\_\_ Date \_\_\_\_\_

Bride's Signature \_\_\_\_\_ Date \_\_\_\_\_