

# MARVIN UNITED METHODIST CHURCH

4400 Wheeler Road, Martinez, GA 30907 • 706-863-0510 • [mumc1891@knology.net](mailto:mumc1891@knology.net) • [www.MarvinChurch.com](http://www.MarvinChurch.com)

## Facility Use Request

Church activities and services supersede any rental agreements, and every effort will be made to work through scheduling issues. **All fees must be paid before the event.** Set-up and clean-up fees are assessed as needed.

Name of Group/Event: \_\_\_\_\_/\_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

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

Home/Cell Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time (s): \_\_\_\_\_ AM PM

Set up Time: \_\_\_\_\_ Start: \_\_\_\_\_ Stop: \_\_\_\_\_ Tear Down: \_\_\_\_\_ Departure: \_\_\_\_\_

**Note: Activities may not begin before 9:00 a.m. and must conclude by 9:30 p.m. unless specifically cleared through the Church Office before the event.**

Number expected: Adults \_\_\_\_\_ Children \_\_\_\_\_ Youth 12-18 years \_\_\_\_\_

### ROOMS REQUESTED:

### FEES: Members

### Non-Members

#### FAMILY LIFE CENTER:

- |   |             |             |
|---|-------------|-------------|
| <input type="checkbox"/> Gymnasium <input type="checkbox"/> <b>Proof of insurance required (Sports)</b> | \$50        | \$100       |
| <input type="checkbox"/> Marye Garrett Reception Hall rm. 111   | \$75        | \$75        |
| <input type="checkbox"/> Family Life Center Kitchen rm. 101   | \$75        | \$100       |
| <i>Use of stove requires training beforehand (Volunteer incentive)</i>                                  | <b>\$15</b> | <b>\$25</b> |
| <input type="checkbox"/> 1st/2nd Floor utilization Room# _____  | \$40 per    | \$50        |

#### SANCTUARY:

- |  |      |       |
|--|------|-------|
|  | \$50 | \$150 |
| <input type="checkbox"/> Hemphill Reception Hall (with kitchen OCT-MAY only) | \$40 | \$50  |
| <input type="checkbox"/> Nursery (Safe Sanctuary)                            | \$20 | \$50  |

### EQUIPMENT NEEDED:

### FEES: Members

### Non-Members

- |  |                |                |
|--|----------------|----------------|
| <input type="checkbox"/> Tables: Round #: _____ Rectangular #: _____ (PreSchool tables not included)   |                |                |
| <input type="checkbox"/> Chairs #: _____ Folding Chairs: _____   |                |                |
| <input type="checkbox"/> Client day before set-up fee \$30 Time _____ AM PM  |                |                |
| <input type="checkbox"/> <b>Custodial set-up and/or clean-up</b>   | <b>\$25/hr</b> | <b>\$50/hr</b> |
| Set-up fee \$50 <input type="checkbox"/> classroom-style <input type="checkbox"/> theater-style <input type="checkbox"/> Draw group set-up diagram |                |                |

### DEPOSITS REQUIRED: Refund requires clean-up and trash to dumpster

- Key Deposit (refundable) fee \$20  
 Damage Deposit (refundable) \$100

Signature of Requestor \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Request approved by \_\_\_\_\_ Date \_\_\_\_\_

**TOTAL FEE \$** \_\_\_\_\_ Paid by \_\_\_\_\_ Date \_\_\_\_\_

Deposit paid \$ \_\_\_\_\_ Date \_\_\_\_\_ Amount refunded \$ \_\_\_\_\_ Date \_\_\_\_\_

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## Safe Sanctuary Policy at a Glance

***We care about the safety and well-being of all children and youth and follow these guidelines.***

- Volunteers will be screened and trained before serving.
- Volunteers will be 18 years or older and in the church for at least six months before serving.
- A minimum of two adults will be present in each room during activities and events.
- Doors without windows will remain open and those with windows will be uncovered at all times.
- Children 12 years and younger will be accompanied by adults when participating in church-sponsored activities and when using church facilities and grounds (*including parking lots, playground, patio, and Prayer Garden*).
- Children 12 and younger will be released to parents/guardians *only*.
- Parents must register and sign infants and toddlers in and out of the Nursery.
- Allegations of abuse will be dealt with promptly and reported to the appropriate officials.
- Adults should avoid *friending* children/youth on social networks.
- *In exceptional circumstances*, parents/guardians must give written permission (*note, email, or text*) for children/youth, 18 years or younger, to be in the company of an individual adult at an event, riding back-and-forth between home and church, and being on the church grounds for an extended period of time.

I, \_\_\_\_\_, received a copy of this Marvin UMC Safe Sanctuary policy and agree to abide by its guidelines for protecting the safety of children, youth, and vulnerable adults.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Building Utilization Requirements

*The following rules apply to any person or group renting Marvin Church facilities and/or grounds.*

- **Church Priority.** Church events take priority over any rental agreement. We will grant requests as needed. Remember, this is a church and all activities and behaviors should reflect our purpose to serve Jesus Christ.
- **Payment.** A deposit or payment in full is required when request is approved. Cancellations must be made 24 hours before scheduled event to receive key deposit and payment refund.
- **Supervision of Minors.** When children (18 years and under) are participating or attending an event sponsored by the Facility User, the children must be supervised by a responsible adults at all times. This includes all grounds, play areas, buildings, and parking lots.
- **Long-term Utilization/Sponsors/Chaperones must**
  - Provide proof of criminal background check (*annually*).
  - Sign having received a copy of Marvin's Safe Sanctuary policy.
  - Show proof of liability insurance on organization or participants' parent/guardian sign waiver.
  - Provide opportunities for church representatives to meet-and-greet participants, distribute information about church activities, and share volunteer opportunities.
- **Responsibility for Damages.** Any damage to church property (repair or replacement) is the responsibility of the Facility User, person or group. *The \$100 deposit will not be refunded.*
- **Key Deposit.** There will be a \$20.00 deposit on any key(s) given to the Facility User. The deposit will be returned when keys are returned to the Church Administrative Assistant. *If the key is lost or not returned for any reason, the Facility User forfeits the deposit.*
- **Door Locks.** There will be a \$20 fee if a group leaves any door unlocked when the event is done or if a Church Trustee has to lock the doors.
- **Clean-up.** Users are required to clean up after use, cusatodial supplied will be provided.
- **Use of Family Life Center Kitchen.** The following guidelines must be followed before the \$50 deposit for use of the FLC kitchen is returned.
  - Stove and oven may not be used without training beforehand. They must be cleaned and drippings emptied.
  - Sinks and drains are washed.
  - Towels and dish clothes are to be taken to the laundry—washed, dried, and returned to their designated area.
  - User must provide their own cooking and serving equipment and utensils.
  - All equipment must be washed, dried, and returned to its designated area.
  - All kitchen counters, tables, and carts must be wiped down; floors swept and mopped.
  - Leftovers should not be left in the refrigerators or freezers.

*Thank you for choosing Marvin UMC as your neighborhood gathering place. Help us keep the buildings and grounds in peak condition so we can all enjoy this asset for years to come.*

*Trustee Chair*

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## FACILITY ADMINISTRATIVE LOG SHEET AND TRANSACTIONS RECORD

**PURPOSE:** This Form is to help maintain the maintenance of each Facility User. In times of stress, conversation, and interruptions, counting money, tracking, and maintenance can become difficult and dyslexic. For the safety, care, and protection of those using this Form, know that God's Full Armor is with you in your administrative duties. The Form can be used by Administrative Assistant, Finance, and those in control of Facility Utilization.

**HOW TO USE:** Record all transaction between client/renter to include phone conversations, checks, Check #, receipts, money count broken into individual bills (\$1, 5, 10, 20, 50, 100...). All actions must be reconciled with Treasurer.

Year: \_\_\_\_\_

Date & Time	Phone/In Person Person Talked to	Action Taken	Notes/Comments

**For Official Use Only**

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## FACILITY USAGE FUND TRANSACTIONS

**DEPOSITS (Refundable):** \$ \_\_\_\_\_

Cash	Amount	Check #	Amount
\$1 x =	.		.
\$2 x =	.		.
\$5 x =	.		.
\$10 x =	.		.
\$20 x =	.		.
\$50 x =	.		.
\$100 x =	.		.
<b>TOTAL:</b>	.	<b>TOTAL:</b>	.

Key Deposit Receipt#: \_\_\_\_\_

Damage Deposit Receipt #: \_\_\_\_\_

**Date Given to Finance for Hold:** \_\_\_\_\_

**Date Returned to Client:** \_\_\_\_\_

**Notes:** \_\_\_\_\_  
 \_\_\_\_\_

**Usage Fees Payable to Church:** \$ \_\_\_\_\_

Cash	Amount	Check #	Amount
\$1 x =	.		.
\$2 x =	.		.
\$5 x =	.		.
\$10 x =	.		.
\$20 x =	.		.
\$50 x =	.		.
\$100 x =	.		.
<b>TOTAL:</b>	.	<b>TOTAL:</b>	.

Usage Fee Receipt#: \_\_\_\_\_

**Date Given to Finance for Deposit:** \_\_\_\_\_

**Notes:** \_\_\_\_\_  
 \_\_\_\_\_

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