MARVIN UNITED METHODIST CHURCH

4400 Wheeler Road, Martinez, GA 30907 ● 706-863-0510 ● mumc1891@knology.net ● 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:		
☐ Gymnasium ☐ ***Proof of insurance required (Sports)***	$100	$100
☐ Marye Garrett Reception Hall rm. 111	$75	$75
☐ Family Life Center Kitchen rm. 101	$75	$100
Use of stove requires training ***($75 Kitchen Supervision)***	***$50***	***$75***
☐ 1st/2nd Floor utilization *Room#* _____ cost per room	$50	$50
SANCTUARY:	$150	$250
☐ Hemphill Reception Hall *(Kitchen Off Limits)*	$50	$100

EQUIPMENT NEEDED:	**FEES: Members**	**Non-Members**
☐ Tables: Round #:_____Rectangular #:_____ *(PreSchool tables not included)*		
☐ Chairs #:_____ Folding Chairs: _____		
☐ Client day before set-up fee $30 Time _____ AM PM		
☐ **USER AGREES TO CLEAN AREAS USED! Initial Here: _____.**		
☐ Custodial set-up and/or clean-up (Parties/Receptions …**):$50/hr**	**$50/hr**	
Set-up fee $50 ☐ Draw group set-up diagram		

DEPOSITS REQUIRED:

☐ Key Deposit *(refundable)* fee $*20 (Doors must be locked)*

☐ Damage Deposit *(refundable)* $100 *(**Refund requires** clean-up and trash to dumpster)*

☐ **Read and Understood: SECURITY / FORFEITURE / FINES & EXPULSION. Initials: _____**

Signature of Requestor _____ Print _____ Date _____

Request approved by _____ Date _____

TOTAL FEE $_____Paid by _____ Date _____

Deposit paid $_____ Date _____ Amount refunded $_____ Date _____

MARVIN UNITED METHODIST CHURCH

4400 Wheeler Road, Martinez, GA 30907 ● 706-863-0510 ● mumc1891@knology.net ● www.MarvinChurch.com

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

MARVIN UNITED METHODIST CHURCH

4400 Wheeler Road, Martinez, GA 30907 ● 706-863-0510 ● mumc1891@knology.net ● www.MarvinChurch.com

Building Utilization Rules & Requirements

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

1. **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.
2. **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.
3. **SECURITY / FORFEITURE / FINES & EXPULSION:**
    a) **DOOR LOCKS:** There will be fines issued if a group leaves any door unlocked when the event is done or if a Church Trustee has to lock the doors. Warning: 0$, 2nd time ***$75 fine***, 3rd time ***Expulsion*** from facility-***keys turned in with forfeiture of key and damages deposit.***
    b) **SUPERVISION OF MINORS & ADULTS:** 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 adult at all times. This includes all grounds, play areas, buildings, and parking lots. ***Roaming and abusing facilities will result in forfeiture of deposit***.
    c) **PRESCHOOL EATING AREA & STAGE is OFF LIMITS to all groups!**
    d) **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***.
    e) **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.***
4. **Clean-up:** Users are required to clean up after use, custodial supplies will be provided in rm 117. All Garbage must be removed and placed in dumpster. Additional supplies will be supplied upon request.
5. **Long-term Utilization/Sponsors/Chaperones must:**
    a) Provide proof of criminal background check *(annually).*
    b) Sign having received a copy of Marvin's Safe Sanctuary policy.
    c) Show proof of liability insurance on organization or participants' parent/guardian sign waiver.
    d) Provide opportunities for church representatives to meet-and-greet participants, distribute information about church activities, and share volunteer opportunities.
6. **Family Life Center Kitchen:**
    a) Supervised by Kitchen staff **$75 fee**
    b) Stove and oven must be cleaned and drippings emptied.
    c) Sinks and drains washed.
    d) Towels and dish clothes are to be placed in hamper when done for the day.
    e) User must provide their own cooking and serving equipment and utensils.
    f) All equipment must be washed, dried, and returned to its designated area.
    g) All counters, tables, and carts must be wiped down; floors swept and mopped.
    h) Leftovers can not be left in the refrigerators or freezers.

Trustee Chair

SECURITY / FORFEITURE / FINES & EXPULSION:

DOOR LOCKS: There will be fines issued if a group leaves any door unlocked when the event is done or if a Church Trustee has to lock the doors. Warning: 0$, 2nd time ***$75 fine***, 3rd time ***Expulsion*** from facility-***keys turned in with forfeiture of key and damages deposit.***

Violation 1: _____

Violation 2: _____

Violation 3: _____

NOTES: _____

_____

_____

_____

_____

SUPERVISION OF MINORS & ADULTS: 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 adult at all times. This includes all grounds, play areas, buildings, and parking lots. ***Roaming and abusing facilities will result in forfeiture of deposit***.

Violation 1: _____

Violation 2: _____

Violation 3: _____

Violation 4: _____

PRESCHOOL EATING AREA & STAGE is OFF LIMITS to all groups!

Violation 1: _____

Violation 2: _____

Violation 3: _____

Violation 4: _____

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***.

Violation 1: _____

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.***

Violation 1: _____

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

FACILITY USAGE FUND TRANSACTIONS

DEPOSITS (Refundable): $ _____

Cash	Amount	Check #	Amount
$1 x =	.		.
$2 x =	.		.
$5 x =	.		.
$10 x =	.		.
$20 x =	.		.
$50 x =	.		.
$100 x =	.		.
TOTAL:	**.**	**TOTAL:**	.

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 =	.		.
TOTAL:	.	**TOTAL:**	.

Usage Fee Receipt#: _____

Date Given to Finance for Deposit: _____

Notes: _____

_____

For Official Use Only