

Good Shepherd UMC of the North Application and Guidelines for Use of Facilities For Weddings for Members

Application for Use: All requests for use of church facilities shall be made to the Facility/Hospitality Team. Upon scheduling the facility, the applicant shall sign this Application and Guideline form and be provided a copy. The Facility/Hospitality Team will maintain the calendar of rented facilities. *A refundable deposit of \$250.00 is required upon entering into a rental agreement for any event and will be refunded after event if there are no damages to the building or grounds*

General Guidelines: Primary consideration shall be given to regularly scheduled programs and activities sponsored or supported by Good Shepherd United Methodist Church of the North (GSUMC). GSUMC offers community use of its facilities. Use will be granted on a first come first served basis. The use of the facilities shall not interfere with programs of the church. Please notify the church office of a cancellation no less than 72 hours before the scheduled event. General hours of availability are 8:00AM to 9:00PM.

Prohibited Uses: Alcoholic beverages may not be consumed on church property. Use of illegal substances is not permitted on church property. GSUMC and its grounds is a smoke free facility. Youth groups (under the age of 18) shall not be permitted inside the church without adult supervision. GSUMC shall not rent to an independent for profit business that is not consistent with church policy.

Responsibilities of Renters: Anyone using the church facilities shall exercise due care and high standards of safety and cleanliness. The privilege of using church facilities is renewable and revocable at the discretion of the Board of Trustees or the Pastor. Each group shall leave the church facilities clean and orderly. The renter is responsible for the removal of all decorations and papers used by the renter. **No decorations may be attached.** The user/group will pay any loss or damage costs incurred during their use of the facilities. Leave room(s), including restrooms, in clean orderly conditions. **Renters will ensure that all persons using the facility are restricted to the rented area.**

Security: Renter is responsible for the security of their personal property at all times. Good Shepherd United Methodist Church of the North assumes no liability for any theft or damage of personal property.

All users agree to abide by the above rules. They shall be responsible for the conduct of the persons in their party and shall indemnify and hold harmless Good Shepherd United Methodist Church of the North from any claims, damages, or possible liability arising from their use of church property or equipment.

If you would like to have someone other than the GSUMC Pastor perform the ceremony you must submit the contact information to the GSUMC Pastor so it may be discerned if the person you wish to perform the ceremony has the proper credentials. Pursuant to Michigan Law 551.7 the requirements are as follows: *A minister of the gospel or cleric or religious practitioner, anywhere in this state, if the minister or cleric or religious practitioner is ordained or authorized to solemnize marriages according to the usages of the denomination.* Good Shepherd UMC does not recognize online ordinations unless the person is affiliated with a local church and has the approval of said church to perform the ceremony.

Facility Fees (Standard rate is \$250 which includes sanctuary, 2 dressing rooms, Custodial, and Pastor)

Wedding Renter's Copy & Worksheet Please mark all boxes below that apply

		Members	Total Charges	I need	I don't need
Rental Fees	Dressing Room(s)	N/A	N/A		
	Fellowship Hall	N/A	N/A		
	Kitchen	N/A	N/A		
	Sanctuary	N/A	N/A		
	Charge for additional dressing rooms	N/A	N/A		
Pastor	4-5 premarital sessions, rehearsal, and wedding	Honorarium	\$150	X	
Custodial			Total Charges		
	Charge per room for other dressings rooms	\$10			
	Fellowship Hall	\$50			
	Sanctuary	\$75	\$75	X	
Music	Contingent on availability: Fees vary dependent on requirement of the music selected. Music Director has rights of first refusal.	(Music Director sets charges)	Total Charges	I need	I don't need
	Musicians	\$50			
	Pianist	\$50			
Sound System	Up to 5 hours	Charge	Total Charges	I need	I don't need
	Operator	\$50	\$50	X	
Video System	Up to 5 hours	Charge per room	Total Charges	I need	I don't need
	Operator	\$50			

Rental Agreement for a Wedding for Members (Church's Copy):

Rentals are subject to the approval of the Pastor.

Renter:

Name: _____

Address: _____

City/State/Zip: _____

Contact Phone: _____

Rental Dates: Wedding _____ Rehearsal _____
Reception _____

Rental Time: Wedding From _____ to _____
Rehearsal From _____ to _____
Reception From _____ to _____

Description of Activities:

Wedding _____ Rehearsal _____ Reception in Fellowship Hall _____

Facilities to be used: Sanctuary Health Ministries Room # 205
 Adult Classroom # 204 Classroom # 203 Classroom # 202
 Classroom # 201 Library Room # 104 Prayer Room # 103
 Fellowship Hall Kitchen Other rooms (please specify) _____

Services required: Sound System in Sanctuary
 Projection System & Powerpoint/DVD in Sanctuary
 Sound System in Fellowship Hall
 Projection System & Powerpoint/DVD in Fellowship Hall

Music Director's Services required:

Custodial Services required: Additional rooms for dressing
 Kitchen (warming coffee) Fellowship Hall Sanctuary
 Setup/Restore Tables and Chairs Unlock and Lock Building

Rental Fee: The rental fee and all personnel fees (Pastor, Custodian, Sound/Video Tech, and Music Director) shall be payable at least 3 days before the rental date in the amount agreed upon in this contract and communicated by the Pastor. The Pastor will instruct the party whom to make the checks out to in advance. Failure to pay the rental or personnel fees when due or failure to make alternative arrangements with (the Pastor, Church Secretary, Board of Trustees) shall result in forfeiture of the Renter's Liability and/or Security Deposit.

Renter's Liability/ Security Deposit: A Renter's Liability/Security deposit of \$250 shall be made at the time a reservation is made by the renter. This security deposit is in addition to the rental amount. The renter shall be liable for any damages caused to the premises during the rental period(s), this includes damages caused by the renter and invited as well as uninvited persons. The deposit shall be refunded if there is no damage to the property. If, however damages are sustained to the property as a result of the renters use, the amount of the damages shall be deducted from the security deposit. If the damages exceed the amount of the security deposit the renter will be liable for the full amount of the damages.

Or

The renter shall supply an insurance binder naming "Good Shepherd United Methodist Church of the North" as an additional insured for the date of the rental. The limits of liability are to be not less than combined single limits coverage of \$500,000 for both Bodily Injury and Property Damage. The insurance binder can be handled through the renters Homeowners insurance. The insurance binder can be faxed to the church at (989) 275-4413.

Termination of the Rental Contract: In the event of a recurring rental agreement, the agreement may be terminated at any time by either the renter or GSUMC by written notice at least fourteen (14) days prior to the said termination date.

Renter Hold Harmless Clause; The renter shall hold GSUMC harmless from any and all Claims, Costs, Losses, Suits, Damages and/or Judgments which may in any manner be imposed on and/or incurred by GSUMC and their agents or employees for any bodily injury, loss of life, and/ or damage to property resulting from arising out of, or in any way connected with the renters use of GSUMC facilities.

The undersigned agree to abide by the terms of this agreement for the facility (ies) described above and located at Good Shepherd United Methodist Church of the North, 149 W. Robinson Lake Road, Roscommon, Michigan, 48653.

Today's Date _____, **20**_____

Renter's Signature _____

Approved By _____ **Date Approved** _____
Facility/Hospitality Team