

**Good Shepherd UMC of the North
Application and Guidelines for Use by Non-Church
Member Organizations**

Application for Use: All requests for use of church facilities shall be made to the Pastor and the Site Use Coordination Team. Upon scheduling the facility, the applicant shall sign this Application and Guidelines form, and be provided a copy. The Site Use Coordination Team will maintain the calendar of rented facilities, and coordinate with the church master calendar.

A refundable deposit of \$500.00 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.

Funeral Cancellation- Funerals for regular church attendees will take priority over other previously scheduled events. Effort will be made to reschedule the impacted event. If rescheduling is not feasible, any deposits made with the church will be refunded in full.

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 **conflict** (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 Monday – Thursday 9:00am to 4:00pm.

Reservation Confirmation- Receipt of the \$500.00 deposit is required prior to confirming the event date on the church calendar.

If it is believed that a non-profit organization champions, supports, or represents ideas and/or philosophies that are consistent with our Christian beliefs, theology and values, GSUMC reserves the right to waive any fees for use of the physical rental of the building. However, in order to honor the time and effort of our staff, fees for staff or personnel needed to clean the building or run or maintain the equipment will still apply.

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 **reserves the right not to rent** to an independent for profit business. No political causes or events; no solicitation; no campaign publicity.

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 **that would mar the finish of**

the walls or any piece of furniture. 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 ***guidelines*** (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.

Renter's Worksheet- Please mark all boxes below that apply:

Room Use Fees	Fee	Check if Needed	Check if NOT Needed
Each, per Meeting Room	\$25		
Fellowship Hall	\$150		
Sanctuary	\$100		
Kitchen: Due to the kitchen being licensed by the Health Department, requests will be reviewed by the site Use Team.	TBD		
Sub-Total for Room Use Fees	\$		

Custodial Fees	Fee	Check if Needed	Check if NOT Needed
Each, per Meeting Room	\$25 Per Room		
Fellowship Hall	\$100		
Sanctuary	\$100		
Restrooms Cleaning	\$75		
Sub-Total for Custodial Fees	\$		

Music and Technology	Fee	Check if Needed	Check if NOT Needed
Sound System	\$25 per hour		
Video System	\$25 per hour		
Sanctuary	\$100		
Music Director, Musicians, or pianist	TBD by the Music Director		
Sub-Total for Music and Technology	\$		
TOTAL FEES	\$		

Rental Fee: The rental fee and all personnel fees (Rooms, Custodian, Music and Technology) shall be payable at least **14 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 \$500 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 \$1 million (\$1,000,000) for both Bodily Injury and Property Damage. The insurance binder can be handled through the renters Homeowners insurance. The insurance binder can be scanned and the PDF emailed to the church office@gsumc-roscommon.com

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.

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

Renter’s Signature _____ Date: _____

Approved: Pastor _____ Date: _____

Site Use Team Rep _____ Date: _____

Distribution: (once signed)
-Master on file in church office
-Copy to renters

Rental Agreement for Non-Church Member Organizations
(To Be Completed by the Church Representative)

Renter Information:

Name: _____

Address: _____

City/State/Zip: _____

Contact Phone: _____

Rental Date and Time:

Date _____ From _____ to _____

Description of Activities:

Facilities to be used:

- | | | |
|---|--|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> South Wing | |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Adult Classroom #204 |
| <input type="checkbox"/> Classroom #203 | <input type="checkbox"/> Classroom #202 | <input type="checkbox"/> Library Room #104 |
| <input type="checkbox"/> Prayer Room #103 | <input type="checkbox"/> Other rooms (please list) _____ | |

Services required:

- Sound System in Sanctuary
- Music Director's Services required:

Custodial Services required:

- Additional rooms: (List Room #s) _____
- Fellowship Hall
- Sanctuary