

MORROW MEMORIAL UNITED METHODIST CHURCH
CHURCH FACILITY USE POLICY

Morrow Church welcomes the use of its facilities for meetings, concerts, lectures, workshops, and other special events by non-church-affiliated groups. The cost of heat, lighting, insurance, etc., requires a contribution whenever use is requested outside of regular Morrow church functions.

Terms and Conditions

1. The church and its individual members have first call on the use of Morrow facilities.
2. One-time facility use is at the discretion of the Reservations Committee, and requires returning a signed copy of this policy. Usage is subject to availability. **Morrow facilities are not available for non-church-related events or activities during the entire month of December and during the Maplewood/South Orange school district winter and spring breaks.**
3. Facility on a recurring basis is at the discretion of the Reservations Committee and Pastor, who may, at any time and at their sole discretion, revoke any previously granted permission due to improper behavior or non-compliance with the terms of this policy.
4. **Liability Insurance:** The organization/individual using the facilities agree to hold harmless the church, the pastors and church members for all expenses arising out of any injury or damage occurring during the facility use by the organization and guests. The organization/individuals using the facilities must obtain liability insurance for a minimum of \$1,000,000, naming Morrow Memorial United Methodist Church as an additional insured. ***Present Insurance Certificate three weeks prior to the event.*** All organizations or individual/s using the facilities agree to assume responsibility for all damage to the facilities or its contents resulting from use. Use is confined to the specific areas listed on the application.
5. **Contributions:** ***We must receive contributions three weeks in advance*** of the event, unless otherwise specified; if not, we may cancel the reservation. If this is a large event, an advance deposit of 50% is requested, if possible at least three weeks in advance.

Contributions for recurring use are negotiated between the individual/organization and the Reservations Committee, but must be within the basic framework of the standard schedule. All negotiated deposits and schedule of contributions must be in writing and signed.

If a fee is required to attend the scheduled event, a contribution must be paid in addition to the standard fee and negotiated between the Reservations Committee and the Morrow Administrative Board.

The schedule of contributions for use of the church facilities on a one-time basis is as follows:

Ivy Chapel	\$150	
Sanctuary	300	
Fellowship Hall	200	(Up to 4 hrs; negotiated thereafter)
Kitchen	100	(Very limited approval for kitchen use)
MacDonald Hall*	150	(Up to 4 hrs; negotiated thereafter)
Second Mile Room	40	
Classrooms	35-50	
Music Room (no piano)	60	
Music Room (w/ piano)*	80	(May require retuning of piano)
Library (Media Center)	40	

* Use of a Morrow piano for a specific event may require that organization/individuals arrange and pay for a professional piano tuning ***within a week following the completion of the event.***

5. **Custodial Services**

- Custodial Services Required:** Custodian must be on site for duration of the event. There is a minimum charge of \$100.00 for the first 4 hours and \$25.00 for each additional hour. Please make payment arrangements with the church office prior to the event.
- Custodial services waived:** Custodial services are waived in special circumstances and upon approval of the Reservation Committee.

Policy for Outside Users of Morrow Church Facilities

- 6. All organizations/individuals using the facilities agree to restore them to their prior condition, including cleaning and furniture setup. Failure to comply may result in loss of future use, regardless of prior arrangements. If no one is in the building when the event is completed, the organization must secure the premises and be responsible for any loss or damage to the church or its contents if it fails to do so.
- 7. If minors are present during the event or if minors are requesting use of the facility, a responsible adult must submit this application, must be responsible for the conduct of the meeting, for the payment of contributions, and for adherence to all terms of this agreement.

IN ADDITION, TWO adults MUST BE PRESENT AT ALL TIMES DURING THE EVENT, IN COMPLIANCE WITH MORROW MEMORIALS "SAFE SANCTUARIES" POLICY.

- 8. Smoking and use of alcoholic beverages is not permitted at any time on church property.
- 9. There is no facility use from which the Pastor or Committee are excluded.

Rules Governing Use of Fellowship Hall and/or MacDonald Hall

- 1. Maximum number of persons when tables and chairs are used - 140.
- 2. Take down and return all tables to storage after use.
- 3. Return all wooden chairs to stage or sides of room.
- 4. Return folding chairs to racks and stored in cabinets.
- 5. Clean kitchen thoroughly; wipe all counters and sweep all floors. Do not leave food in refrigerator, counter or cabinets. **Dishes, silverware, coffee urns and dishwasher are not available.**
- 6. Place all garbage bags in outside stockade, next to Fellowship Hall terrace.
- 7. Turn off all lights and lock all doors.

Rules Governing Use of All Rooms**

- 1. Set-up is and take-down is done by organization/individuals using facility. ***The church custodian is not responsible for this, unless prior plans made with the custodian, including a custodian fee.***
- 2. Wipe down tables, counters and sweep all floors.
- 3. Return all tables and chairs to their original storage area or original setup.
- 4. Do not leave any supplies, foods, or paraphernalia behind.
- 5. Place all garbage bags in outside stockade, next to Fellowship Hall terrace.
- 6. Turn off all lights before leaving and lock all doors (or door for which you were supplied a key).

****Note:** Failure to follow **Rules Governing Use** may result in additional custodian charges, as determined by Reservations Committee and Pastor.

AGREED TO BY THE ORGANIZATION:

APPROVAL BY THE CHURCH

Organization Name

Print Name, Title

Signature

Date

Print Name, Title

Signature

Date

Liability Insurance Waived: Named requesting user of church facilities **is covered** under church policy.

Name/Signature

Date