

# MORROW MEMORIAL UNITED METHODIST CHURCH

## FACILITY USE GUIDELINES

Morrow Church welcomes the use of its facilities as an extension of our ministry to the community.

1. The church calendar is live on the church website for your initial assessment of available dates and time.
2. Request forms need to be completed for consideration and approval.
3. 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.
4. Use of facility is at the discretion of the church 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.
5. Liability Insurance: The organization/individual using the facilities agree to hold harmless the church, the pastors and church members for expenses arising out of any injury or damage occurring during the facility use by the organization and guests.
6. Maintaining social distance and wearing masks on our property during set-up, the event, and clean-up is mandatory.
7. Contributions are necessary to cover the cost of utilities- heat, lighting, insurance, etc. The schedule of contributions for the use of church facilities on a one-time basis is as follows:

Ivy Chapel (40-50 max)	\$250	
Sanctuary* (400 max)	\$500	
Fellowship Hall* (140 max)	\$350	Up to 4 hrs; additional \$25 per hour thereafter
Kitchen	\$100	Very limited approval for kitchen use
MacDonald Hall*	\$250	Up to 4 hrs; additional \$20 per hour thereafter
Second Mile Room	\$50	
Classrooms	\$35-40	
Music Room (no piano)	\$60	
Music Room (w/piano) *	\$80	(May require tuning of the piano)
Library (Media Center)	\$40	
Grounds and Parking lot	\$40	(Up to 4 hrs)

\*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.**

8. All organizations/individuals using the facilities agree to restore all areas to their prior set and condition unless otherwise agreed upon, including cleaning and furniture setup. 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.
9. 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 the 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 MEMORIAL'S "SAFE SANCTUARIES" POLICY.
10. There is no facility use from which the Pastor, Committee, Trustees or members are excluded.
11. The church and its individual members have first right of refusal on rooms, dates and the use of Morrow facilities.
12. Maximum number of persons when tables and chairs are used – 140.
13. Take down and return all tables to storage after use.

14. Clean the areas: wipe down tables, counters, and sweep all floors. Take out garbage (see below)..
15. Return all chairs to where they were found unless otherwise instructed (stage or sides of room.)
16. Return folding chairs to racks and stored in cabinets.
17. Clean kitchen thoroughly; wipe all counters and sweep all floors. Do not leave food in the refrigerator. Counter or cabinets. Dishes, silverware, coffee urns and dishwasher are not available.
18. Set-up and take-down is done by organization/individuals using facility.
19. Return all tables and chairs to their original storage area or original setup.
20. Do not leave any supplies, food, or paraphernalia behind.
21. Place all garbage bags in the outside bins next to Fellowship Hall.
22. Turn off all lights before leaving and lock all doors (or door for which you were supplied a key).

**AGREED TO BY THE ORGANIZATION:**

**APPROVAL BY THE CHURCH**

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Print Name, Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name, Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The Dimensions of:**

- Sanctuary: 6,500 sq. ft. (Seating for 400 including Balcony)
- Ivy Chapel: 1,200 sq. ft. (Seating for 80)
- Fellowship Hall: 2,875 sq. ft. (Seating for 300, 140 at Tables)
- MacDonald Hall: 2,320 sq. ft. (I forget occupancy, but it's on the wall as you walk in)
- Second Mile Room: 530 sq. ft.
- Media Center: 675 sq. ft.
- Classroom 5: 375 sq. ft.
- Classroom 6: 345 sq. ft.
- Classroom 7: 330 sq. ft.
- Classroom 8 (Upstairs): 535 sq. ft.
- Classroom 9 (Upstairs): 425 sq. ft.
- Classroom 10 (Upstairs): 750 sq. ft.
- Music Room: 890 sq. ft.

# MORROW MEMORIAL UNITED METHODIST CHURCH

## FACILITY USE AGREEMENT

**This is a legal contract. Read before signing.**

### GENERAL CONDITIONS

It is agreed between MORROW CHURCH and \_\_\_\_\_, hereinafter referred to as USER, that MORROW CHURCH, shall allow the USER access and the use of MORROW CHURCH as conditioned and described below, subject to all the policies and procedures of Morrow Church.

Responsible Contact Person (please print): \_\_\_\_\_

Contact Cell Phone No.: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Signature of Contact Person: \_\_\_\_\_

Alternate Contact Person (please print): \_\_\_\_\_

Alternate Home Phone: \_\_\_\_\_ Alternate Cell Phone: \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Day(s) of Week: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time (including clean-up): \_\_\_\_\_

Type of Event: \_\_\_\_\_

Space Requested\*: \_\_\_\_\_ No. of Attendees Expected: \_\_\_\_\_

SPECIAL EQUIPMENT NEEDS (EXPLAIN)

IS AN ADMISSION FEE CHARGED?  YES  NO Amount \$ \_\_\_\_\_.

All users are responsible for full set-up and clean-up of all areas used.  
Maintaining social distance and wearing masks on our property during set-up, the event, and clean-up is mandatory.

Individuals responsible for clean-up:

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

The undersigned has been given authority to act for and be responsible for the USER making this application. USER will see that MORROW CHURCH is not misused or abused, that there is proper adult supervision at all times, that MORROW CHURCH is used in conformity with all policies and regulations of Morrow Church, and that all other terms of this FACILITY USE AGREEMENT are adhered to and followed.

All outside groups or persons requesting use of church facilities must also provide an adopted Child Safety Policy that is comparable to the MMUMC Safe Sanctuary Policy (see attached).

The undersigned understands and agrees that this FACILITY USE AGREEMENT does not establish an employer-employee relationship between USER and MORROW CHURCH, that the event is neither a conducted event nor a sponsored event of MORROW CHURCH. In addition, it is understood MORROW CHURCH will not exercise any physical or other control over the operation of the event other than those already spelled out in this BUILDING/FACILITY USE AGREEMENT. In addition, USER understands that MORROW CHURCH is not providing any supervision by this agreement.

#### **NO OTHER PROMISES OR WARRANTIES**

Initial USER understands that no promises are made otherwise than what is contained in this agreement, that no warranties have been made that MORROW CHURCH will be adequate for USER's planned use, and that USER accepts MORROW CHURCH in an AS IS condition. *USER to initial box to left.*

Initial USER USER has inspected MORROW CHURCH to be used and has independently determined that it is suitable a safe for their particular purpose. *USER to initial box to left.*

**INSURANCE [Check Where Applicable]**

**LIABILITY INSURANCE**

USER at its sole cost and expense shall maintain during the DATE(S) OF USE of this agreement public liability insurance insuring against ALL liability of USER, MORROW CHURCH, and their authorized representatives arising out of and in connection with USER'S use of the MORROW CHURCH, with a single liability limit of:

✓ Check Appropriate Box

\$500,000    \$1,000,000    \$ \_\_\_\_\_

**PROPERTY DAMAGE INSURANCE**

USER also at its sole cost and expense shall maintain during the DATE(S) OF USE of this agreement property damage limits covering the facility to be used of not less than:

✓ Check Appropriate Box

\$500,000    \$1,000,000    \$ \_\_\_\_\_

It is the intention of both USER and MORROW CHURCH that both the public liability and property damage insurance shall insure performance by USER of the express indemnity provision contained below. However, the limits of such insurance shall not limit the liability of USER hereunder.

**MORROW CHURCH shall be named as an additional insured on a primary and noncontributory basis purchased by USER, which is the subject of this agreement.**

USER agrees to provide MORROW CHURCH with a copy of the certificate of insurance evidencing that it has complied with the insurance requirement of this agreement.

**INDEMNITY PROVISION**

\_\_\_\_ USER agrees to defend, indemnify, and keep harmless MORROW CHURCH against any and all liability, claims, judgments, or demands, including demands arising from injuries or death of persons (USER'S employees included) and damage to property, arising directly or indirectly out of obligations herein undertaken or out of the operations conducted by USER, save and except claims or litigation arising through the sole negligence or sole willful misconduct of Morrow Church. It is the intention of the parties that the indemnity provided for by this agreement provides for indemnity to the fullest extent provided for by law.

**COVID GUIDELINES**

\_\_\_\_\_ agrees to the following:

Follow state and CDC guidelines for their activity including but not limited to:

- Mask wearing at all times with the exception of outdoor exercise
- Maintain a contact log of all attendees, dates and times
- Cleaning indoor spaces and equipment used.
- Food serving and distribution

Fee Schedule \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
MORROW CHURCH

Signed \_\_\_\_\_ Date \_\_\_\_\_  
USER

Email \_\_\_\_\_ Phone \_\_\_\_\_