

CONDITIONS AND GUIDELINES FOR FACILITY

University United Methodist Church

18422 Culver Drive

Irvine CA 92612

One of the underlying assumptions about the use of church facilities is that they will be used with proper respect and care. Groups using the building are responsible for leaving the facilities in a clean and safe condition.

CONDITIONS AND GUIDELINES FOR FACILITY USE

1. A deposit of \$100.00 is due with submission of application form. Deposit will be held and refunded when all conditions have been met.
2. All applicants are responsible for clean-up (including returning furniture to its original location), turning off lights and heating / cooling system and locking up.
3. A church member may be assigned to you for accessing, using and departing the facilities. This is done to make sure the facilities are open and prepared on time for you and everything is in working order and to make sure the facilities are secured when the event is over and everything is properly cleaned up and back in place.
4. No smoking is permitted inside any building, including the restrooms.
5. All applicants are required to provide proof of liability insurance with *University United Methodist Church* named as an additional insured for the date(s) of use.
6. Applicant agrees that University United Methodist Church may monitor applicant's use of the facilities and applicant agrees to comply promptly with any reasonable request made by the church to take action or refrain from action, which, in the church's discretion is necessary for the safety of participants or welfare of the church.
7. The key must be returned at the end of the calendar day of use, unless otherwise arranged in advance.
8. All applicants are responsible for any damages beyond normal wear. Should the applicant's use of the facilities cause the church to incur additional expenses, such as cleaning or repairs the applicant will be billed.
9. If kitchen is used, the kitchen will be in a clean condition at the conclusion of the use.
10. The agreed hours for use must be complied with. In the event of a cancellation, notice must be given to the church office at least one week in advance.
11. The applicant is responsible for security of their guests and the building(s) during the period of use.
12. The applicant is responsible for any damage, breakages or breach of security during the period of use.
13. The walls, ceilings, floors and furnishings are not to be defaced, marked or punctured. No tape of any kind, tacks, staples, nails, stick-um or glue may be used on any of the surfaces or furnishings. Any exceptions must be approved prior to the event.
14. If needed, applicant is responsible for providing a nursery attendant who in compliance with the church's Safe Sanctuary policies.

Applicant hereby agrees to hold *University United Methodist Church* harmless in the event of any injury or loss due to the use of church facilities. Applicant has read the Conditions and Guidelines for Facility Use above and agrees to abide by these conditions. Applicant further agrees to reimburse the church for all unresolved damages and costs resulting from the applicant's use of the facilities.

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