

Newark United Methodist Church (NUMC) Building/Facilities Use Application

(Individuals who are not members of NUMC, groups not identified as Related Ministries of the United Methodist Church, and groups not directly sponsored by NUMC must complete a ***Building/Facilities Use Application*** to request use of church facilities.)

Please note: priority will be given to church groups. Room assignments are subject to change according to the best use of the building.

Date of Application _____

Facility User/Group Name _____

Address _____

Phone _____ **E-mail** _____

Principal Contact(s) _____

Person Completing Application _____

Please include a mission statement or description of the group's activities and structure:

→ The Facility User understands and agrees the NUMC facilities may only be used for lawful purposes. The Facility User agrees it will not use the facility for any unlawful purposes and will obey all laws, rules and regulations of all governmental authorities while using the facilities. The use of alcohol, drugs of any kind, and any tobacco products is expressly prohibited anywhere on the property.

→ The Facility User agrees it will not use the premises for any purpose that is contrary to the mission, purpose or beliefs of the NUMC, which is a biblically based religious institution.

Describe Nature of Event: _____

Names of Group Leaders/Chaperones present at event _____

→ Newark United Methodist Church upholds Safe Sanctuaries-ask about this Policy if you are planning an event for children/youth.

A Summary of the Safe Sanctuaries Policy is attached to his Application as Exhibit A. By completing this Application, the Facility User expressly agrees to fully comply with the Safe Sanctuaries Policy.

Scheduling Requirements

Please provide the specific date(s) & times that you would like to reserve.

Date(s) Requested: _____
 (fill in the table below for recurring events)

20__:

January:	May:	September:
February:	June:	October:
March:	July:	November:
April:	August:	December:

Start Time for Event(s): _____

Scheduled End Time for Event(s): _____

Start Time for Event Preparation(s): _____

Room Preference _____ **# Attending** _____ **# Tables** ____ **# Chairs** ____

Describe any room set-up requests: _____

Is this a recurring event?

Please provide the specific dates that you would like to reserve.

→ **We greatly appreciate your efforts to clean up and remove trash after your event/meeting and your efforts to recycle (there are receptacles on each floor).** It is important to have the room ready for the next group or event, and therefore, if further janitorial services are required to clean the room following your event, you will be charged for these services.

Indemnification The Facility User agrees to indemnify, save harmless, and defend the NUMC, its officers, employees, trustees, volunteers, and parishioners from and against all losses, claims, demands, actions, damages, costs, charges, and causes of action of every kind and character, including attorney's fees to the extent they are the results of Facility User's intentionally wrongful, reckless, or negligent acts hereunder.

Liability Insurance If requested by the NUMC, Facility User shall provide evidence of general liability insurance for injury to property and person, and such other coverage as may be necessary to protect the Church from claims and actions. Said insurance shall have limits of not less than \$1 million (\$1,000,000.00) per occurrence limit of liability.

The previously named Group or Individual is applying for permission to use Newark United Methodist Church Building/Facilities and agrees to abide by the aforementioned, the Policies Governing Use of Facilities of NUMC, the NUMC *Safe Sanctuaries Policy*, and all referenced additional guidelines. If this application is accepted, Facility User also agrees to reimburse NUMC for any damages to the facilities or furnishings. NUMC reserves the right to cancel an event in the instance these guidelines are willfully disregarded. To the extent permitted by law, Facility User and attendees at the event waive all claims against NUMC for injury or damage to persons or property sustained by Facility User and attendees resulting from any part of the facility or resulting directly or indirectly from any act or neglect of any person, unless such damage is a result of the sole negligence of NUMC or its employees.

The Facilities User hereby acknowledges they have had an opportunity to inspect the facilities including, but not limited to, the room(s) requested and warrants that the premises will be used only if it is in a safe condition.

The Facilities User understands and agrees that access to the building shall be limited to the Welcome Center and the Handicapped Entrance without express written agreement to the contrary.

The Facilities User and NUMC agree that any disputes arising under this Agreement will be resolved by a mutually acceptable dispute resolution process. If NUMC and the Facilities User cannot agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.

This document and any attached Exhibits contain the entire agreement of the parties and supersede all prior written or oral agreements related to the subject matter.

Date _____

Applicant Signature _____

Printed Name and Title _____

To be signed by NUMC Business Manager or Authorized Representative when building use application is approved and accepted. A copy to be forwarded to applicant Contact. Original of application is to remain in NUMC file.

Application Accepted by _____

Date _____

NUMC Representative Signature _____

Print Name and Title _____