

Asbury United Methodist Church Shepherdstown, WV Building and Facilities Use Policy Church Groups and Community Groups

Asbury United Methodist Church-Shepherdstown, WV (UMC/SWV) is happy to have you or your group/organization share God's house with us. Our facilities are for the functioning of our ministry and for providing a hospitable presence for members, church groups, and the community. Regular ministry, groups, and sponsored groups of Asbury UMC/SWV shall have priority for the scheduling of their time and space for their ministry.

We will welcome everyone as we would welcome Christ

Purposes of Use:

The use of any of the facilities shall be consistent with the priorities of Asbury UMC/SWV and the Social Principles of the United Methodist Church. The purpose of any outside group using the church should further the ecumenical and public church tradition of Asbury UMC/SWV and the purpose as stated in The Book of Discipline of the United Methodist Church.

1) Goals

- To use these spaces in a God honoring way
- To treat visitors as honored guests

2) Criteria to Determine Building Use:

- Activity fits with who we are and what we believe
- Space availability
- How use impacts other Asbury ministries/programs events
- Evaluation of Safe Sanctuary/Legal issues
- Group understands respect for the property

I. Statement of Policy:

Asbury UMC/SWV has been blessed with a wonderful facility to carry out the mission of the church. Therefore, proper oversight must be given to these facilities to ensure that:

Adequate facilities exist to effectively carry out the ministry criteria and goals

Users exercise proper care and safety

Such facilities are properly protected against loss or misuse

Wise stewardship is being expressed through energy conservation, cost reductions and safety measures

The life of the facilities is extended through a proper maintenance program.

Activities restricted:

1. Promotion of partisan politics
2. Those with policies in conflict with the Social Principles of the United Methodist Church
3. Commercial enterprises
4. Fundraising with the exception of Asbury UMC/SWV, groups sponsored by Asbury UMC/SWV, and United Methodist groups.

II. Building Eligibility Guidelines

The facilities and equipment of Asbury UMC/SWV exist for the primary purpose of being used by its members through its organizations and ministries.

1. To use the facility, an organization must be law-abiding and non-discriminatory and be flexible enough to accommodate Asbury's priority functions. The usage may not conflict with purpose or policies of the congregation.
2. An 'Application for Use of Asbury UMC/SWV Property' form must be completed and returned to the Church Office for all groups requesting facility use. Forms are available from the church office by calling 304-876-3112 between 9:00 a.m. to 4:30 p.m. Monday through Friday. Meetings and activities must be scheduled at least **two week in advance** and placed on the church calendar through the church office following approval.
3. Ministries & Programs Events of Asbury UMC/SWV will have priority usage.
4. Facilities are not available to outside groups for fund raising or for profit making activities.
5. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs. However, the facility may be used as a polling place for elections.
6. Certificate of Liability and Property Damage insurance coverage naming Asbury UMC/SWV, Shepherdstown, WV as an additional insured or a signed waiver of liability **MUST** be on file prior to the date of the event by all outside groups to Asbury United Methodist Church for the purpose of covering liability and property damage or accidents that might occur on church property.
7. All outside groups or persons requesting use of Asbury's facilities must have read and willing to adhere to the Safe Sanctuary Policy Protection Guidelines regarding minors.
(see Asbury's website: <http://www.4pillarchurch.org/asburyresources1.html>) A minimum of 2 adults must be present at all times.
8. All ongoing or regularly scheduled use of the facility by outside groups will require approval of the Asbury UMC/SWV – Church Council.
9. The Asbury UMC/SWV Council delegates to the Lead Pastor and/or Assistant Pastor in consultation with as Advisors when necessary Chair of Trustee Committee, the Director of Worship, and the Director of Communication, the determination of the usage and implementation in accordance with this policy. The Trustee Chair will make a report to each Council meeting of any requests and contracts by outside groups and the decisions pertaining thereto.
10. All events must end by 9:00pm on Saturdays and 10:00pm Sunday through Friday.
11. Asbury UMC/SWV reserves the right to cancel or reschedule activities that have been scheduled and all/any deposits and fees will be refunded.

III. Priority Assignment will be in the following order:

Group 1 - Regularly scheduled services and meetings of Asbury UMC/SWV.

Group 2 – Asbury UMC/SWV sponsored groups and ministries.

Group 3 – Activities arranged by and **for** members of Asbury UMC/SWV, not related to a specific church function or ministry. These activities are meant to celebrate a special occasion in the life of Asbury UMC/SWV members.

Group 4 - Community non-profit organizations.

Note – Higher priority groups needing facility space may “bump” previously scheduled lower priority groups if the requested facility usage date is more than 2 weeks from the request date. The lower priority group will be notified immediately of the needed schedule change and if possible rescheduled.

IV. RESERVATIONS

Once the ‘Application for Use of Asbury UMC/SWV Property’ form has been completed, it must be submitted to the Church Administrator **at least 2 weeks in advance of the activity**. The ‘Application for Use of Asbury UMC/SWV Property’ form provides for every area of the church. All facilities, set-ups and other service needs (i.e. food, sound, etc.) must be included on the form.

The Church Administrator will meet with the user, or a representative, when the reservation is made to review conditions of the church for usage, the expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at the time of reservation. All church activities are scheduled on the master church calendar.

Afterward, the request will be carefully reviewed and approved or denied. Whether approved or denied, the requesting individual or organization/group will be notified in writing. The fees must be received within 10 days of approval for the group to be added to the facility calendar of events. If denied, the organization will be notified in writing.

For unusual situations, the Church Administrator may exercise the right to send a request to the Church Council for a membership decision based on complexity and scope.

1. A deposit of ½ of the total rental fee is due at the time the event is approved for booking. The remaining ½ is due 7 business days before the day of the event.
2. Failure to notify the church office of cancellation at least 30 calendar days before the start date will result in the forfeiture of the deposit fee.
3. Use of Multimedia Equipment throughout the church facility, is associated with a cost. This equipment will be operated by Asbury UMC/SWV Authorized Personnel only.

V. Responsibility

A. It is the responsibility of Asbury UMC/SWV - Church Council Chair/ Trustee Chair/ Pastors/ Worship Director/Communication Director in liaison with the Church Administrator to:

1. Implement and enforce this Building Use Policy.
2. Coordinate the use of the Asbury UMC/SWV facility.
3. Notify submitting organizations of the approval/denial to use the facility.
4. Ensure that scheduled events are posted on church calendar subsequent to receipt of deposit.
5. Arrange for inspection of the church facility as soon as possible before and after its use.
6. Consult with the Church Council Chair as necessary, in those situations that appear to be beyond the scope of this policy and/or these rules.
7. Provide supervision at all times, especially by the Sound/Multimedia Team.
8. Ensure that equipment is only handled by the Multimedia Team/Sound Team.
9. To ensure that equipment is only handled by the Multimedia Team.
10. Include Building "B" as an option when possible in considering the building use plan. Building "B" is not handicapped accessible.
11. Follow Asbury's ministries/program/events/activities as always taking precedence when scheduling use of the Church's facilities.

B. It is the responsibility of the requesting individual or organization/group to:

1. Adherence to the *Building and Facilities Use Policy*
2. Submit an application for use of the facility at least **two weeks prior to the intended use**, with payment of use/deposit fee, if applicable.
3. Provide proof of insurance, and accept responsibility for the loss of anyone's property in the event of fire, theft or other loss. (Group 4 individual or organization/group).
4. Report damage of church property to the Chair Trustees or the Church Administrator immediately. If there are any facility damages, the responsible individual or organization/group will reimburse Asbury UMC/SWV for the cost of the needed repairs.
5. Exact time scheduled for the property should be submitted at the time of the application.
6. List the names of all persons who are going to be involved in any activity involving the use of Asbury's facilities. Individuals that are not participating in the activity/event should not congregate on Asbury's property for safety and security reasons. If this happens the group leader or Asbury representative must ask the person or persons to vacate the premises.
7. List the primary responsible person to contact on the 'Application for Use of Asbury UMC/SWV Property'.
8. List the contact person who is responsible for communicating with the Church Administrator and arranging for the opening and closing of the church property for the activity scheduled and for payment of fees.

VI. PUBLICITY AND PROMOTION

1. Any outside group using publicity material and/or making public service announcements in which the Asbury UMC/SWV name is used must have prior approval of the Church Administrator.
2. The sale of admission tickets to the event must be handled by the user with the approval of the Church Administrator.

3. No postings of any kind shall be attached to the walls of any of the facilities. Postings that appear on the church kiosk or any other posting device must have prior approval of the Church Administrator.

VII. User Fees

The following user fees are intended to encourage good stewardship of Asbury UMC/SWV resources and to ensure our facilities and equipment are used and maintained properly.

Dates are not confirmed until the user fee is received.

Make checks payable to: **Asbury United Methodist Church.**

Non-Member

Member

*There is no Fellowship Hall User Fee for an Asbury member's repast.

Sanctuary	\$ 350.00	\$ 200.00
*Fellowship Hall & Kitchen	200.00	125.00
Fellowship Hall Only	150.00	100.00
Building "B"	100.00	50.00
*Building "B" is not handicap accessible		
Youth Center	75.00	50.00
Asbury UMC/SWV Musician	100.00	50.00
Sexton *All Events	50.00	50.00
Audio/Visual Technician	50.00	50.00
Wedding Coordinator (All weddings)	50.00	50.00
Funeral Coordinator (All funerals)	50.00	50.00
Audio/Visual System	100.00	50.00
Audio/Visual Equipment	50.00	25.00

Event Cancellation – if done within 30 days of scheduled event – 100% of deposit; otherwise forfeited.

Individuals, organizations/groups are responsible for damage to any church equipment, furnishings, etc. There will be a fee of \$25 per damage incident, in addition to the cost of repair or replacement..

Note: A separate document describing wedding and funeral guidelines for church use are available from the Church Office

VIII. Safety and Insurance

Safety: It is expected that the requesting individuals or organizations/groups sponsors or person in charge will be responsible for the oversight and behavior of the attendees/participants by providing appropriate supervision and risk management.

Asbury staff/volunteers may be assigned by the Asbury Trustee Chair in consultation with Pastor(s).

Insurance: Individuals or Organizations/Groups that are not part of the direct ministry of Asbury UMC/SWV, using church facilities regularly, are expected to have adequate insurance for their personal injuries and liabilities. The individuals or organizations/groups must provide a certificate of insurance or sign a waiver of liability before using the facilities.

Fire: Individuals or Organizations/Groups using the facilities will be shown the location of fire exits and fire extinguishers and will be responsible for proper use in the event of a fire and/or evacuation.

Candles: The use of candles or other flames, apart from regular use in worship services, shall require special permission of the Trustee Board or Pastor(s).

Accidents/Liability: All accidents, involving either the injury of persons or the damaging of property, taking place on the property must be reported immediately to Pastors, members of the Board of Trustees or the Church Office.

Waiver of Liability

Asbury UMC/SWV assumes no responsibility or liability for any damage or injuries that occur while using the facilities or on the property. Any individual or organization/group using facilities and/or property shall indemnify and hold harmless Asbury UMC/ SWV from any claim, suit, demand, or action arising out of said individual or organization/group use of the facilities and/or property or presence thereon. Any individual or organization/group using facilities and/or property assumes the risk of damage or injury thereof and hereby releases Asbury UMC/ SWV, its church council, trustees, employees, and agents from any and all liability related to the use of the facilities, property, and/or equipment.

Safe Sanctuary: All individuals or organizations/groups using the facilities and/or property are responsible for reading and agreeing with the Safe Sanctuary policies of Asbury UMC/SWV. In particular, the requirement that at least 2 adults be present when children or youth are involved, and that children must always be within sight or sound of at least 2 adults. The Safe Sanctuary Policy can be found on Asbury UMC/SWV's website under resources:

<http://www.4pillarchurch.org/asburyresources1.html>. The user can take the online assessment and share with group members if necessary.

IX. Asbury United Methodist Church-Shepherdstown, WV Property

1. With the exception of folding tables and/or chairs, which may be used by church members with written approval of Chair of Trustees or designated Trustee, Asbury UMC/SWV property will not be loaned, borrowed, or removed from the premises.

- a. All property items must be listed with checkout and return dates on a signed form in Church Office. All items must be returned within 24 hours or as otherwise authorized.
- b. Eating utensils and kitchen equipment shall not be taken from the Church except for Asbury UMC/SWV - sponsored functions.
- c. Damaged equipment will be replaced or repaired by the borrower to the satisfaction of the Trustees and with approval of the Trustees.

2. Audio-Visual Equipment and/or musical instruments may NOT be used unless specified on the application and approved. Use of equipment requires an Asbury UMC/SWV Authorized Technician (there is a fee for the technician).

Facility Use

Any individuals or organizations/groups using the facilities will be financially responsible for all damages to the physical property or to any equipment in the area being used.

General Use

1. Meetings and activities must be confined to the areas of the church and property as scheduled and authorized.

2. If the Church buildings are being used at no charge, you are expected to set up and clean up for yourself. Cleanup equipment is located in the storage room off from the kitchen. These activities include

furniture arrangement, trash, lights, locks, restrooms, thermostats. Church supplies are for church events only. All other individuals or organizations/groups must provide their own supplies. Rooms are to be returned to the original set-up.

4. Any damage to the building, equipment or premises is to be reported to the church office or members of the Board of Trustees. Checklist to **Close Church Building** is to be completed when a group has finished using the church premises.
5. Tacks or nails shall not be driven into furniture, walls, wood, or any other surfaces.

Kitchen – Safety and Sanitary Guidelines posted in kitchen

1. The kitchen must be left clean and orderly after use.
2. Paper products and other consumables in the kitchens and pantries are only available for church use. Individuals or Organizations/Groups must provide their own supplies.
3. All items, hand washed in the sinks must be washed, rinsed, and left to air-dry. Towels are not to be reused, but left in designated container to be laundered. This is for recommended sanitary precautions.

Sanctuary

In general, the Sanctuary is not available for use unless coordinated directly with the Pastor(s). If permission to use the Sanctuary is obtained, the following guidelines apply:

- Sanctuary is to be used only for religious activities, not strictly secular. The Pastor(s) must approve in writing any non-conforming use of the sanctuary.
- No food or drink is allowed in the Sanctuary except for Sacramental Elements. None of the Sanctuary furnishing including the altar or piano may be moved, covered or altered in any way from their intended purposes without permission of the Pastor(s).
- The Altar table is never to be used as an ordinary table. Nothing may be placed upon it except traditional parchments and floral arrangements.
- The Bible and candlesticks may not be removed.
- No religious symbols or decorations may be removed without Pastor(s)'s approval.

Nursery, Playground, and Church Premises

Children and/or siblings of church, individuals or organizations/groups must stay with it's members unless the Asbury UMC/SWV Nursery has been scheduled. If scheduled there must be a minimum of 2 persons with Asbury UMC/SWV approved Safe Sanctuary Certification supervising the children. An approved list, may be obtained either from the Safe Sanctuary Chair or the Church Office. All activities must be appropriately supervised. Children must be supervised at all times, in the play areas, church buildings/grounds, and parking lot areas.

Alcohol, Weapons, and Controlled Substances

This is God's property and should be treated with great honor and respect

1. There will be **No Alcoholic Beverages or Controlled Substances** on the Church premises.
2. There will be **No Smoking** within or outside the Church Building.
3. There will be **No Weapons** on the church premises.

For-Profit Events

1. Church facilities may not be used by "For Profit" events, individuals or organizations/groups. (This could jeopardize the *non-profit* tax status of the church.)

All for-profit individuals or organizations/groups are prohibited from using the Asbury UMC/SWV facility, in accordance with <http://www.irs.gov/pub/irs-pdf/p1828.pdf> Catalog Number 21096G.

2. Single events and/or recurring meetings, which result in the collection of fees or dues shall be approved by the Asbury UMC/SWV - Church Council and documented in the **Application for Use of Asbury United Methodist – Shepherdstown, WV Property.**

X. General Rules

The following general rules apply to all individuals or organizations/groups using the Asbury United Methodist Church - Shepherdstown, WV Facilities and/or Property:

1. **Applications** - forms for use of the facilities and/or property may be picked up from the Church Office Monday through Friday 9:00 AM to 4:30 PM. The Church Office Administrator will receive each application and track the approval process. A two week notice is required.
2. **Fees** – A user fee is customary for all members and non-member, individuals or organizations/groups using the facility and/or property to defray actual expense of air conditioning, heating, lighting and the time required by staff to assist with facility use. The Facilities Use Committee has determined the appropriate fees according to our Schedule of Fees.
3. **Facility and/or Property Access** – To insure continued safety of the Asbury UMC/SWV congregation, keys will not be issued to individuals or organizations/groups using Asbury’s facilities and/or properties. The Trustee Chair will arrange for secure building access based on the individuals or organizations/groups scheduled building needs submitted with your application. The person responsible for the individuals or organizations/groups must communicate with Asbury’s UMC/SWV representative and make certain the lights are turned off, and the building is secure at the end of an event. (The Chair of Trustees must make all arrangements for all event coverage.)
4. **Equipment and Furnishings** of the Asbury UMC/SWV will not be removed or re-arranged, except as approved in advance, by the Church Trustee Chair or Church Council. A responsible individual or organization/group using the Asbury UMC/SWV Equipment Sign-Out Form, must sign for any equipment removed from Asbury UMC/SWV facility and/or property.
5. **Audio/Visual and Musical Equipments-** Use of Asbury UMC/SWV’s Audio/Visual and/or Musical equipment is not permitted unless operated by Asbury UMC/SWV personnel and approved in advance by the Chair Trustee in coordination with the Director of Worship, Director of Music, Director of Communication, and with (Lead or Assistant) Pastoral knowledge.
6. **Clean-Up** - Individuals or organizations/groups are expected to “Clean-Up” after themselves and leave the space as they found it. Turn off lights and adjust heat or air condition (A/C) if possible, and as appropriate. All doors and windows must be closed and locked. Areas, including parking areas, must be restored to original format/condition.
7. **Decorations** –No tacks, nails, tape or other material that will deface church property shall be used. If the use of candles is approved, only drip less candles may be used. Decorations such as streamers shall not be attached to walls, pews, chancel rails, or ceiling in a manner that will leave permanent marks.
8. **Removal of Flowers**, decorations and trash shall be done immediately following the meeting or event so that facilities and/or properties are ready for next scheduled activity. A large trash dumpster is located to the rear of the facilities and/or properties to deposit trash and/or garbage bags.
9. **Alcohol and Smoking** – Alcohol may not be used or served on Asbury UMC/SWV premises. Smoking is not permitted inside or outside Asbury UMC/SWV facilities and/or properties.

10. **Food and Beverages** are allowed only as approved, and never in the Sanctuary. Cooking or food preparation is not allowed unless prior approval has been granted by the Chair Trustee or the Church Council. Individuals or organizations/groups renting Fellowship Hall may serve food that has been brought in by a caterer. All Individuals or organizations/groups must provide their own supplies and equipment such as cups, silver, serving bowls, etc. Food servers are encouraged to obtain food handlers permits from Jefferson County Health Department.
11. **Set-Up** - Requests for set-ups of tables and chairs must be clearly described in detailed on the 'Application for Use of Asbury UMC/SWV Facilities and/or Property' and reviewed with the Church Office Administrator and/or Chair Trustee. All requestors are strongly encouraged to have a committee to help with setup.
12. **Child Supervision** - When minors will be present in the church facility and/or property the All be supervised. Individuals or organizations/groups must provide the church with a written plan on how they will Depending on the circumstances, the requestors may be asked to supply additional information, such as permission letters from parents/guardians, medical and insurance information, etc.
13. **Safety** - Safety and health of participants are the responsibility of the event sponsor.
14. **Individual or Organization/Group Representative** - Each individual or organization/group gor must designate a representative/contact person who will consult with the Church staff in advance of the event and be responsible for:
 - a. Custody of communication with Asbury's UMC/SWV Office staff and with persons such as the Trustee Chair assigned to oversee individuals or organizations/groups schedule for the best interest of Asbury's UMC/SWV security and the individuals or organizations/group's operation while in session and closure at the end of the event.
 - b. Accounting for damages to the facility, and/or property.
 - c. Basic clean-up, such as putting trash in trash dumpster and otherwise leaving the facilities and/or properties in the same condition as at the beginning of the event.
15. **Publicity** - Sponsorship of an event must be clearly specified in all publicity. Non-church events may not appear to have Asbury UMC/SWV as a sponsoring organization. User are required to provide an advance copy of advertising to Asbury's UMC/SWV Church Office before it is published.
16. **Right of Refusal** – Asbury UMC/SWV reserves the right to restrict the privileges of anyone who
17. This policy is reviewed and updated by the Asbury violates these policies. Asbury UMC/SWV Church Council annually, or as deemed necessary.

Adopted by Asbury UMC/SWV - Church Council

Date: [January 27, 2010 \(Approved\)](#)

Asbury United Methodist Church

4257 Kearneysville Pike

Shepherdstown, WV 25443

(304) 876-3112 Phone; (304) 876-3056 Fax

Email: info@4pillarchurch.org

<http://www.4pillarchurch.org/>

Asbury United Methodist Church

4257 Kearneysville Pike

Shepherdstown, WV 25443

(304) 876-3112 Phone; (304) 876-3056 Fax

Email: info@4pillarchurch.org;

Lead Pastor: Rev. Rudolph M. Bropleh; Assistant Pastor: Rev. Kelly Green

APPLICATION FOR USE OF CHURCH PROPERTY (REV)

Please complete, sign and return this form to Asbury United Methodist Church – Shepherdstown, WV at the above referenced address. Once the completed application is returned to Asbury UMC/SWV you will be notified of the status of your application.

Waiver of Liability

Asbury UMC/SWV assumes no responsibility or liability for any damage or injuries that occur while using the Church's facilities and/or properties. Any individuals or organizations/groups using Church facilities and/or property shall indemnify and hold harmless Asbury UMC/SWV any claim, suit, demand, or action arising out of said individual or organizations/group's use of the facilities and/or Church property or presence thereon. Any individual or organizations/group's using facilities and/or Church property assumes the risk of damage or injury thereof and hereby releases Asbury UMC/SWV, its Church Council, trustees, employees, and agents from any and all liability related to the use of the property.

APPLICANT INFORMATION

Name/Contact: _____
Title (if applicable): _____
Organization (if applicable): _____ Non-profit? Yes No
Mailing Address: _____ For-profit? Yes No
Daytime Phone: _____ Evening Phone: _____ Best Time To Call: Daytime Evening
Fax Number: _____ Email: _____
Active Asbury Member: Yes No
If you are not a member, would you like to be added to Asbury's mailing list? Yes No

EVENT INFORMATION

1. What is the event? _____
2. What is the purpose of the event? _____
3. How many people are expected to attend the event? _____
4. Date of Event (Month/Day/Year) _____ Start Time: _____ End Time: _____
Alternate Date (Month/Day/Year) _____ Start Time: _____ End Time: _____
5. Will you need to have rehearsals at Asbury? No Yes, If yes, how many _____
What date(s) and time(s): _____
Alternate date(s) and time(s): _____
If your event is a wedding, do you want to hold the reception at
6. Asbury? No Yes

- One time use? or Regular use? Length of time e.g. 3 weeks, 6
- 7. months _____
- 8. Is there a fee for attending this event? No Yes If so, what is the amount? \$ _____
- 9. If an individual, or organization/group is submitting this request, does leader(s), director(s), and/or instructor(s) receive personal income from this event? Yes No
- 10. If an individual is submitting this request, will you receive personal income from this event? Yes No

PROPERTY INFORMATION

ROOM/PROPERTY LOCATED @ ASBURY UMC EQUIPMENT REQUIRED

Room capacity in parenthesis	<input type="checkbox"/> Tables How many? _____	
<input type="checkbox"/> Sanctuary (250)	<input type="checkbox"/> Nursery Room (10)	<input type="checkbox"/> Chairs How many? _____
<input type="checkbox"/> Fellowship Hall (125)	<input type="checkbox"/> Parking Lot (77 spaces)	<input type="checkbox"/> Piano <input type="checkbox"/> Audio/Visual Equipment- Please Specify
<input type="checkbox"/> Middletown Room(15)	<input type="checkbox"/> Outside Grounds (2 acres)	<input type="checkbox"/> Organ <input type="checkbox"/>
<input type="checkbox"/> Handicapped assistance	<input type="checkbox"/> Music Stands <input type="checkbox"/>	
<input type="checkbox"/> Building "B" *Not handicap accessible		<input type="checkbox"/>

Property Information (continued)

Room/Property located @ Shepherdstown Youth Center Equipment Required

Room capacity in parenthesis	<input type="checkbox"/> Tables How many? _____
<input type="checkbox"/> Main Room (40)	<input type="checkbox"/> Chairs How many? _____
<input type="checkbox"/> Outside Grounds (.25acres)	<input type="checkbox"/> TV/VCR/DVD/Other-Please Specify
<input type="checkbox"/> Restrooms	<input type="checkbox"/> Handicapped assistance

PROPERTY INFORMATION

USE OF KITCHEN	OTHER EQUIPMENT/SUPPLIES YOU WILL BRING WITH YOU
<input type="checkbox"/> Refreshments/Desserts <input type="checkbox"/> Kitchen not needed	_____
<input type="checkbox"/> Full Meal <input type="checkbox"/> Coffee only	_____
<input type="checkbox"/> Restrooms	_____

FEE SCHEDULE

Dates are not confirmed until the user fee is received.

Please make checks payable to: Asbury United Methodist Church.

Non-Member
Member

Note: * No User Fee for the use of the Fellowship Hall for an Asbury United Methodist Church member's repast.

Sanctuary	\$ 350.00	\$ 200.00
*Fellowship Hall & Kitchen	200.00	125.00
Fellowship Hall Only	150.00	100.00
Building "B"	100.00	50.00
*Building "B" is not handicap accessible		
Youth Center	75.00	50.00
Asbury UMC/SWV Musician	100.00	50.00
Sexton (All Events)	50.00	50.00
Audio/Visual Technician	50.00	50.00
Wedding Coordinator *All weddings	50.00	50.00

Funeral Coordinator *All Funerals	50.00	50.00
Audio/Visual System	100.00	50.00
Audio/Visual Equipment	50.00	25.00

Event Cancellation – if done within 30 days of scheduled event – 100% of deposit; forfeited

ADDITIONAL INFORMATION/NOTES

Is there any additional information or comments you'd like share with regards to your application for the use of the church?

SIGNATURE

I, _____, representing the above stated individual or organization/group have received a copy of the Asbury's UMC/SWV Policy for use of the Church buildings. I have read it carefully and agree to abide by the policies and guidelines of the church. I understand that our individual or organization/group deposit will be forfeited if our requestor does not adhere to the policies stated in this document.

Signature _____ Date _____

Printed Name _____

Organization (if applicable) _____

Title (if applicable) _____

FOR CHURCH USE ONLY

Date Application Received _____	Application Number (generated by computer) _____
Date Application Reviewed: _____	Application Reviewed By: _____
Date Deposit Received _____	Staff Person Initials _____

<input type="checkbox"/> Application Was Approved (Complete the following)	<input type="checkbox"/> Application Was Denied (Complete the following information)
Event Date/Time: _____	Reason for Denial: _____
Rehearsal Date(s)/Time(s): _____	_____
Fee Amount: _____	_____
Date Approval Notification Sent: _____	Date Denial Notification Sent: _____
Date Fee Received: _____	_____
Date Confirmation Letter Sent: _____	_____

Person(s) Responsible for Cleaning Church: _____

Date Person(s)
Contacted: _____

If you have liability insurance, you must provide Asbury United Methodist Church with a copy of your CERTIFICATE OF INSURANCE with Asbury UMC/SWV listed as an additional insured.

If you do not have liability insurance then you must complete the indemnity agreement below.

INDEMNITY (HOLD HARMLESS) AGREEMENT

The User/Lessee (individuals or organizations/groups) will indemnify and save harmless Asbury UMC/SWV and all members, staff and employees of said Asbury UMC/SWV from and against any of the following: All claims, damages, actions, judgments, decrees, penalties and/or personal injury, and/or damaged or lost property arising out of or from the use of the premises. Also, or any part thereof, including the adjacent ground, whether occasioned wholly or in part by any act or omission, or negligence, or any reason whatsoever of the User/Lessee, its' employees, promoters, agents, guest, invitees, contracts, etc.

The User/Lessee (individuals or organizations/groups) also agrees to hold Asbury UMC/SWV and all members, staff and employees harmless and not responsible whatsoever for loss, theft, burglary, robbery, damage, fire, etc. to any and all possessions, personal property, property of any kind, including but not limited to equipment, supplies, prizes, merchandise, exhibits, ets. Of the User/Lessee or any of its sub-users/lessees, employees, promoters, agents, guest, invitee, contractors, etc.

User/Lessee's Signature: _____

Date

Please Print Name: _____

Name of Individual or Organization/Group or Function: _____

Address: _____

Phone Number: _____

Date of Event: _____

ASBURY UNITED METHODIST CHURCH
Shepherdstown, WV
Office Use Only

Rcvd by: _____

Date: _____