



Facilities Request Application

Contact Person: HAUMC Office at (434) 293-7049

Date Request Submitted: _____

Name of Person or group: _____

Does your group qualify under Section 501 as a not-for-profit organization? _____

Will your event involve / include the presence of children / youth under the age of 18? _____

Person(s) who will be present & responsible while using Church facility: _____

Phone #: _____

Email Address: _____

Postal Address: _____

Name of your *sponsor from HAUMC: _____

HAUMC *sponsor's phone #: _____

Intended Use: _____

Date(s) Requested: _____ Time: From _____ to _____

Room(s) Requested: _____

Number of people expected to attend: _____

Liability insurance carrier: _____ Agent: _____ Phone #: _____

Submitting a signed application indicates your understanding and intention to comply with the policies established for the use of the facilities at Hinton Avenue United Methodist Church but does not guarantee that your request will be granted by the Board of Trustees. You must have a *sponsor from HAUMC in order to be able to use the facilities.

*A sponsor is someone associated with HAUMC who is willing to bring the request forward for approval

Applicant Signature: _____

Sponsor Signature: _____

-Trustee Use Only-

Approved: _____ Denied: _____ Date: _____



750 Hinton Avenue
Charlottesville, VA 22902
Phone: (434) 293-7049

Worship
Sunday 9:45 am – Sunday School
Sunday 11:00 am - Worship

Facilities Usage Agreement

Hinton Avenue United Methodist Church (HAUMC), a Virginia not-for-profit organization, wishes to make the facilities available to groups or organizations for meetings or other events whenever possible. For those meetings or other events, however, that are not part of the ministry of HAUMC, certain fees have been established for usage of the facilities. Even if sponsored or endorsed by a ministry of HAUMC, the Trustees may deem it necessary to require certain usage fees.

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I. **General Guidelines and Requirements**

- a. Every group or organization is required to abide by all HAUMC guidelines, requirements, and restrictions regarding usage of the facilities and is also required to have a HAUMC sponsor before permission will be granted to use the facility.
- b. Each outside group or organization (and any other group if deemed necessary by HAUMC Trustees) is required to complete, sign, and deliver a Facilities Request Form to the Church office for review by the Trustees. Once your request has been granted, all fees must be paid seven (7) days in advance of the meeting or other event.
- c. If a conflict should develop in scheduling usage of HAUMC's facilities, a group or organization may be required to move to a different room or asked to cancel their function.
- d. Once a group or organization is approved to use HAUMC, it is strictly prohibited to pass that permission on to any other group or organization.

II. **Priorities for Facility Rental**

- a. First Priority – Meetings or events involving HAUMC ministries or programming.
- b. Second Priority – United Methodist District and / or Conference meetings and events.
- c. Third Priority – HAUMC members using the facility for personal events.
- d. Fourth Priority – All other requests submitted by outside groups or organizations.
 - i. Nonprofit
 - ii. For Profit engaging in benevolent activities.

III. **Disclaimer**

Those using HAUMC's facilities agree to release, protect, defend, indemnify, and hold harmless HAUMC and its Trustees, leadership team, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any HAUMC facilities.

Any damage to or breakage of church property must be reported as soon as possible to office personnel. In the event of damage to HAUMC, those using the facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by HAUMC's Trustees or their designee and shall pay HAUMC for such repair and replacement costs upon request.

Groups using the facility are expected to procure their own liability insurance. Failure to provide proof of liability insurance may result in forfeiting the use of the building.

IV. **Approval Process**

- a. Contact the Church Secretary at (434) 293-7049 to check the Church calendar and obtain a copy of this request form OR refer to the church website at <http://www.hintonavenueumc.org/>
- b. Complete the **Facilities Request Application** and return to the Church Office. The request will be reviewed by representatives of the Board of Trustees.

- c. If there are any questions about your application, a Trustee may contact the applicant or the sponsor and a decision will be provided as soon as possible. If approved, the form will be signed by the Trustee Chair or designee and a copy will be returned to you, along with any additional instructions.
- d. Once a group or organization is approved to use HAUMC, it is strictly prohibited to pass that permission on to any other group or organization.

V. **Arrival / Departure**

- a. The person listed on the Facilities Request Application must meet with the Church contact person (Minister, Trustee Chair / Designee) to obtain a key* or instructions for access to the building. The person listed on the Facilities Request Application **MUST** remain at HAUMC for the entire duration of the event. This person should be the last to leave, making sure that all lights are turned off, all doors are locked, and air conditioning / heat settings are set as instructed (See **General User Responsibilities**).

VI. **Children / Childcare**

- a. Nursery / childcare are NOT provided for any non-HAUMC events, but specific groups MAY provide their own nursery / childcare if space arrangements are made in advance.
- b. If any child under 18 is present in the building, at least 2 non-related adults must be present and abide by the Child Abuse Prevention Policy, a copy of which accompanies this document.

VII. ***Fees**

- a. Please refer to separate Fee Schedule (attached). Reservation / key deposits and any other fees are due when the application is approved. All monies must be paid in full prior to the event.

VIII. **Cleaning HAUMC Facilities after an Event**

- a. HAUMC is not responsible for providing labor for facility set up, take down, clean up, or otherwise support the function unless specifically specified in an amendment to this document. The church custodian may be contracted separately in advance contingent upon availability.
- b. If food is served:
 - i. Kitchen must be left clean and orderly with all dishes / utensils returned to their original location.
 - ii. Kitchen counters, sink area, warming/steam tables, ovens/stoves should be wiped down and cleaned to the level the kitchen was in prior to the event, or better.
 - iii. Electrical appliances, such as the stove, steam tables, dish washer, must be turned off.
 - iv. No food or beverage surplus is to be left in the kitchen unless labeled and left for a specific purpose or person, such as bringing food for a funeral, pot luck, or a

- fund raiser, where it is expected and will be used within a brief period of time. Items in the refrigerator or freezer must be clearly marked to identify use or user.
- v. Wash and return dishcloths and towels or provide your own.
 - vi. Do not use counter tops for cutting, slicing or chopping.
 - vii. Dishes, silverware, pots / pans, and other kitchen utensils may not be taken off site. Report any broken items to HAUMC as soon as possible.
 - viii. Remove all bottles, jars, or containers. However, recycling is available for clean empty aluminum and recyclables.
 - ix. Wipe down all tables and return them their original set up / storage location.
 - x. Chairs must be returned to their original set up / storage position.
 - xi. Floors must be mopped, if necessary, and left without any food / drink residue.
 - xii. Food scraps should be packaged and removed from the premises for proper disposal. Do NOT dump food scraps in waste cans with other trash as this encourages pest infestation and odor issues. Failure to properly remove food scraps may result in loss of deposit and / or permission to use the facilities in the future.
 - xiii. Each group must supply their own cleaning materials and food products. Out of respect for other, do not use supplies or consume food you have not provided.
 - xiv. HAUMC is not responsible for supplying paper products or table cloths of any type or any other supplies unless specifically and expressly agreed upon and spelled out in an amendment to this document.
- c. Sanctuary:
- i. Check all pews for miscellaneous items. Straighten seat covers, Bibles & hymn books in holders and remove any stray papers.
 - ii. No food or drink, other than communion elements, is to be consumed in the sanctuary.
 - iii. Decorations are not to be attached to pews, doors, etc. with nails, pins or glue.
 - iv. Bird seed, rice, and bottle bubbles will not be distributed, used or thrown inside the building. If used outside, the remains must be cleaned up by the persons using the building.
- d. Other areas (class rooms, chapel):
- i. All materials brought in are to be either taken away or put in trash can. (See VIII B- item vii for disposal of food scraps).
 - ii. Any items, such as tables, chairs, TVs, easels, that have been moved are to be returned to their original places.

IX. Furniture / Equipment

- a. Use of HAUMC equipment (TVs, VCR, Projector, screen, sound equipment) must be approved by the Church Pastor or Trustee Chair / Designee.
- b. HAUMC's piano and organ may not be used without the direct consent of the Music Director or Organist.

X. General User Responsibility

- a. Persons using HAUMC facilities should use the highest level of care and respect possible. By signing the Facilities Request Application, you are agreeing to leave the facility in good, clean condition. Trash must be gathered by users and placed in appropriate receptacles. Lights & any electrical items used should be turned off and all doors locked before exiting the facility.
- b. All cars are to be moved from the HAUMC parking lot after the scheduled event is concluded.
- c. Broken, damaged, or soiled items will be cleaned or replaced by the responsible person or organization to the satisfaction of HAUMC.
- d. Adjust air conditioning and heating as requested.
- e. Report any injuries requiring medical attention to the church office ASAP. Further, the User shall indemnify and hold harmless HAUMC from any and all claims from injury to person or property resulting from or based upon the actual or alleged use of HAUMC facilities by the User, including claims caused by, or alleged to be caused by, the actual or alleged negligence of HAUMC; and the User shall, at its own cost and expense, defend any and all suits which may be brought against HAUMC either alone or jointly with others upon any such claims and shall satisfy, pay and discharge any and all judgments and fines that may be recovered or assessed against HAUMC in any such action provided, however, that HAUMC is given written notice of any such claim, demand or assessment. HAUMC as used herein shall include Hinton Avenue United Methodist Church, its officers, agents and employees; and the term "claim" shall include any liability, loss damage, expense, cause of action, suit claim, or judgment.

XI. Restrictions

- a. No group or organization (whether or not an HAUMC member is affiliated with such organization) shall use any HAUMC facilities in any manner or purpose that is in conflict with or contradicts the United Methodist Book of Discipline or the mission statement of HAUMC.
- b. HAUMC's name shall not be used by any group or organization in any manner in advertising or other publicity or any other oral or written statements that indicate or imply that HAUMC endorses or sanctions such group or organization or its meeting, event, mission, or principles, except for any reference to HAUMC solely as the location of the applicable event or as may otherwise be expressly approved in writing by HAUMC.
- c. Alcoholic beverages, liquors, or other non-physician-prescribed drugs will not be permitted on church property at any time.
- d. Smoking is prohibited in the church and around the entrances. Please smoke in designated areas with proper receptacles for product disposal only.
- e. Non-church related groups are requested to be out of the building and parking lot with the church locked by 9:30 pm.

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- f. No paints, tapes, glues, or other substances may be used, nor carpentry, electrical or other construction work done on HAUMC premises without prior approval by the Board of Trustees. Posters, such as those used by AA groups, must be placed on existing bulletin boards and not directly on the church walls.
 - g. No oil based paint, flammable liquids, fire producing chemicals, fireworks, and/or open flames in any form may be used with the exception of approved candles on the altar and during church sponsored worship services.
 - h. HAUMC reserves the right to schedule other activities and events in other parts of the facility while your event is happening.
 - i. At all times, use by your group is limited to the designated area in the building for which approval has been granted.