

First United Methodist Church
1200 E Yellow Jacket Lane
Rockwall TX 75087
972-771-5500

For Office Use:
Reservation # _____
Date: _____
Time: _____
Room: _____

BUILDING USE APPLICATION

Group _____
Representative: _____
Phone # _____ Email _____

Purpose _____
Date(s) _____
Event time From: _____ to _____
Reserved time From: _____ to _____
Room(s) requested: _____
Estimated # attending: Adults _____ Youth _____ Children _____

Child Care Request:

Contact: _____
Toddlers _____ # Infants _____ # Older Children _____

There must always be two childcare givers for any event. More may be hired as needed. No Child over 5th grade is allowed in the nursery. The church provides childcare for designated events; otherwise, you are required to pay for nursery expenses.

Fee Required: Sanctuary: _____ Multi-Purpose Room(s): _____
Kitchen: _____ Classroom(s): _____
Payment of Rental Fee _____ Payment of Damage Deposit _____
Proof of Insurance _____
Notice of approval: _____

I have read and understand the terms and conditions printed on the reverse side of this form and agree to pay any applicable fees and damage assessments, and abide by all terms and conditions.

Signed _____ Date _____

FOR OFFICE USE - DEPARTMENT APPROVAL

OFFICE CALENDAR _____
FINANCE/ADMIN _____
MUSIC DIRECTOR _____

YOUTH _____
CHILDREN'S _____
TRUSTEES _____

FEE SCHEDULE (Other than Weddings)

There are no fees required for approved use of the site or facilities by a FUMC Rockwall member, group, or sponsored group. For approved use of the site or facilities by a non-FUMC Rockwall individual or group, the daily fees are as follows:

1. Outside Site Usage Fee: (to be specified by the Trustees based on description of requested use)
2. Sanctuary: \$250.00 per day
3. Multi-purpose Room: \$50.00 per day for each of the 4 Multi-purpose Rooms
4. Kitchen: \$50.00 per day
5. Class Room: \$50.00 per day

Damage Deposit Conditions:

- A. For use of the site or facilities by a non-FUMC Rockwall individual or group, there will be a damage deposit required. The damage deposit will be the same amount as the rental fee.
- B. At the time the application is filed, the rental fee and damage deposit must be paid. FUMC requests that two (2) checks be attached to the application at the time the application is filed. One check to be in the amount of the rental fee. The second check to be in the amount of the damage deposit. If the application is not approved, the checks will be returned. Once the application has been approved, the check for the rental fee will be cashed. The check for the damage deposit will not be cashed if there is no damage or clean-up. If not required, the damage deposit will be returned within two (2) business days after the rental. The rental fee will not be returned if the user cancels the application within seven (7) days of the event.
- C. If there has been damage or if clean-up must be done as a result of the rental, the check for the damage deposit will be deposited and repairs to the damage or clean-up will be done immediately. In the event it is necessary to deposit the check for the damage deposit, the unused balance, if any, will be returned within fourteen (14) business days after the date the check is deposited. In addition, an accounting of how the funds were spent will be provided at that time. If the check for the damage deposit is not sufficient to repair the damages or pay for the clean-up, a bill will be sent to the renter within fourteen (14) business days after the date the check is deposited. Payment of the balance is due upon receipt.

TERMS AND CONDITIONS FOR ALL USERS:

Use of the site and facilities is a privilege and responsibility. The Board of Trustees expects the following:

- A. All individuals and groups respect the sacredness of the site and facilities.
- B. Nothing should be painted, attached, or adhered to walls, ceiling, windows, or doors without the consent of the Board of Trustees. The Golden Rule is to be applied in tone and practice: "Do unto others as you would have them do unto you."
- C. Food and non-alcoholic drink is permitted in tiled classrooms, the youth room(s), and the multi-purpose room(s) and the narthex and sanctuary when they are being used for an approved fellowship hall activity.
- D. Damage to property (either intentional or unintentional) obligates the individual or group to repair or replace the property damaged as required by FUMC. The user is expected to promptly notify FUMC of any such damage incurred.
- E. The user is expected to clean up the site and/or facility after use and return it to the state it was in prior to its use. Rooms have a placard on the wall showing furniture placement.
- F. The user is required to coordinate with a person designated by the church office with regard to access to the facilities in off-hours and with regard to the proper locking and unlocking of the facilities and the proper setting of the alarm system.
- G. If the approved use of the facility is for a wedding, then all of the fees, terms, and conditions specified in the document entitled "Wedding Policy of First United Methodist Church of Rockwall" are accepted and agreed to by the user.
- H. All applicants who seek to use site or facilities for any non-church related activities must provide proof of liability insurance at the time the application is filed.
- I. Availability is subject to special situations including funerals, special services and church activities. Such an instance may require that the requested space be relocated or rescheduled.
- J. All meetings must conclude prior to 9:00 pm
- K. FUMC Rockwall is a non-smoking facility.

Form Dated: October 1, 2005