

UNIVERSITY UNITED METHODIST CHURCH

3621 Campus Drive

College Park, MD 20740

Request for Use of UUMC Building

Today's date _____

Name of organization _____

Head of organization _____

Phone: _____ Email: _____

Contact person _____

Phone: _____ Email: _____

Non-profit Social Service Other _____

Type of activity planned _____

Facilities and Equipment requested:

- Sanctuary (\$150/hour)
- Fellowship Hall (\$100/hour)
- Fellowship Hall Kitchen (\$75/hour)
- Memorial Hall/Gym. (no air conditioning) (\$75/hour)
- Memorial Hall Kitchen (\$50/hour)
- Parlor (\$75/hour)
- Robinson Room (\$40/hour)
- Other room(s) (\$25 each) _____
- Piano
- Organ (Must use UUMC's organist)

Times requested **(Include set up and clean up as part of the total time requested.)**

Request one date Request ongoing use

Date(s) _____

Starting time _____ Ending time _____

Number of people attending activity _____

Proof of insurance is required prior to building use.

A refundable \$250 security deposit check is due upon acceptance of building user.

Date paid _____

For UUMC use: Date request received _____ Date request approved _____

UUMC BUILDING USE GUIDELINES

All groups must abide by these rules:

1. Use only space and equipment agreed upon.
2. Leave room(s) arranged as found.
3. Close windows, turn off air conditioning, and turn off lights upon leaving.
4. No smoking, gambling, or using alcohol or drugs in building or on UUMC property.
5. Take trash and recycling to dumpster in the parking lot.
6. Children and youth groups must have an adult leader present during the entire meeting. They must abide by the United Methodist Church Safe Sanctuary guidelines. Please see attached.
7. Do not hang pictures or decorations on the walls.
8. Returning groups may not leave equipment unless previously arranged.
9. Food and drink are not allowed in the sanctuary.
10. Children may play on the playground only if supervised by an adult.
11. Building users may not use the courtyard. It is reserved for our nursery school.
12. Pianos may only be used if approved in the contract.

UUMC is not responsible for injury or for personal losses incurred.

The \$250 security deposit will be returned after a UUMC representative has inspected the building. The room(s) must be set up as they were found to receive the deposit.

Damage incurred during the use of the facilities must be reported to the church office. Building users causing damage will forfeit the return of the \$250 security deposit. In addition, the building users causing damage will be responsible for the cost of repairs that exceeds the \$250 deposit.

The Board of Trustees of UUMC reserves the right to revoke permission for the use of the building and facilities.