



1326 N. Garden St., Bellingham, WA 98225

Phone 360.733.7440 / Fax 360.733.2646

web www.gardenstreetumc.org / email office@gardenstreetumc.org

Building Use & Rental Agreement

To confirm reservation for a space at Garden St. UMC, please complete the following:

- COMPLETE AND SIGN THE BACK OF THIS FORM, AND RETURN it to the church office at least **one month prior** to your reservation date.
- FULL PAYMENT OF USE FEE is required at least **two weeks prior** to the use of the facilities unless other agreements have been made.
- CONFIRM BY INITIAL THAT YOUR GROUP IS a nonprofit, civic and/or volunteer group: _____. *Commercial or for-profit groups are not allowed to rent space.*
- Provide proof of insurance, if requested*.
- SIGNED WRITTEN APPROVAL BY CHURCH STAFF OR GSUMC BOARD OF TRUSTEES: _____.

Failure to provide the above within 3 days of intended use cancels the reservation. No exceptions.

| <u>EVENT INFORMATION</u> | |
|--|--|
| Name of Group: | |
| Area/Location/Room Requested: (if known) | |
| Describe Activity: (concert, meeting, recital, special event) | |
| Date Requested: | |
| Time Requested: | |
| Total Hours Requested: | |
| Open to the Public? | Yes / No (Circle One) |
| Number of People Expected: | |
| Admission Collected/Solicited? | Yes / No (Circle One) |
| Do you plan to have a caterer? | Yes / No (Circle One) |
| Will you be using the room/ facility kitchen?* | Yes / No (Circle One) If Yes, do you have a Food Worker card? Yes / No (Circle One) |
| Is Audio/Visual equipment needed?*** | Yes / No (Circle One) If yes, please describe: <input type="checkbox"/> Screen <input type="checkbox"/> Wifi (not available in all rooms; please check with office). |

| | |
|-----------------------------------|---------------------------------|
| | <input type="checkbox"/> Other: |
| <u>CONTACT INFORMATION</u> | |
| Contact Person: | |
| Phone(s): | |
| Address: | |
| Email/Website: | |

Facility Use Policies and Procedures

1. *Proof of Insurance: In some cases, GSUMC will determine that liability insurance is required. A copy of the insurance certificate in the amount of One Million Dollars, from an insurance company satisfactory to the church, naming GSUMC as an additional insured, must be provided.
2. **Kitchen Facilities: If kitchen facilities are requested and approved, the group may receive instructions from GSUMC staff or volunteers on the use of equipment. Additional fees for church custodial service or kitchen supervision may be necessary. A food worker card and/or temporary food establishment permit may be required. Office has details.
3. **Plastic and non-recyclable/disposable utensils and dishes are discouraged; and use of recyclable or washable utensils and dishes are encouraged. Please use the recycling bins and food waste bin to sort recyclables.**
4. ***Audio/Visual Equipment: Specific permission must be granted to a group in writing, on a case-by-case basis, and an additional fee may be charged for its use, or for staff time to record events or provide sound service. Limited equipment available; projectors, DVD players etc should be brought in from outside sources.
5. No alcohol or illegal drugs are permitted in the building or on the church grounds. Smoking is prohibited in the building.
6. Pets, unless certified assistance animals, are not allowed in the building.
7. Not all parts of the building are handicap accessible.
8. The use of the building is to be confined to the time of day and area requested, plus lavatories. All groups must leave the building by 9:00pm unless special permission has been given to them in writing. The building is usually open by 9:00am weekdays. Additional fees may be assessed if a group does not abide by time agreements as listed on the Building Use Agreement form.
9. GSUMC may require a damage deposit from any group. It will be set by the GSUMC Trustees based on the size of the group, and due three days prior to the event. The damage deposit will be returned within sixty (60) days unless a written notice as to damages is given to the group.
10. Groups will do their own setup and cleanup. If rooms are rearranged for specific uses, they should be returned to the original setup after use.
11. Do not use tape, nails or staples for attaching materials to the walls, windows or doors. Tacky putty is ok. Crafts involving paint, glue and glitter are ok if projects are done in such a way that they do not damage church facilities. Groups are responsible for any cleaning (beyond regular wear and tear) or repairs needed, and will be billed for these costs.
12. GSUMC reserves the right to pre-empt the use of the facility by any group in case of an unexpected need such as a funeral. These occasions rarely arise and every effort will be made to schedule around pre-arranged events.
13. Children and youth must be adequately supervised at all times and stay with their group. The nursery is not open for use except by prior arrangement. If a group wishes to use the nursery, their child care providers will have to meet the same requirements as church child care providers and follow the Safe Children Policy and Washington State regulations.
14. If a group is unreasonably loud so as to interfere with other groups utilizing the church, the group may be asked to leave.
15. Individuals and groups using the facilities do so at their own risk. Individuals shall be responsible for the security of all personal items while visiting or using the church. GSUMC is not responsible for the damage, loss or theft of personal items. Groups using the building must agree to hold harmless GSUMC and assume responsibility for any loss, costs, damages, and expenses arising from any accident or other occurrence suffered by any person in the group while on church premises.

User Certification: I am a duly authorized agent of the event/applicant organization. I understand that it is my responsibility to read the above Facility Use Policies and Procedures, and I agree to comply with them. Further the applicant and I do hereby agree to release, indemnify and forever hold harmless Garden Street United Methodist Church (GSUMC), its trustees, officers, employees, and representatives from all liability, claims, losses, damages, or expenses (including expense of litigation) resulting from any actual or alleged injury to or death of any person or from any actual or alleged loss or damage to any property caused by or in any respect resulting from the applicant's admittance or activities at the facilities described above. The applicant and I do hereby agree to limit said activities to the specified and

applicable facilities and will return the premises in a neat, clean, and undamaged condition and further agree to reimburse GSUMC for any damage arising from the applicant's use of said facilities. The applicant and I agree to abide by all lawful rules, codes, laws, and regulations in connection with its use of said premises.

Contact Signature: _____ Date: ____/____/____

Facility Fees

| SPACE | RATE/Per Hour | ~Capacity |
|--------------------------------|---|---|
| Room B | \$20 | 60 |
| Room C | \$15 | 15 |
| Room D | \$15 | 15 |
| Room F | \$15 | 20 |
| Library | \$15 | 20 |
| Dining Room | \$50 | 164 |
| Lounge | \$25 | 75 |
| Sanctuary & Balcony | \$150-\$500 (sliding scale based on event and use-please contact office for quote) | 331 Sanctuary 184 Balcony 515 Total |
| Fireside Room/Gym | \$20 | 175 |
| Chapel | \$50 | 192 |
| Other Rooms/Spaces | Please call office for quote. | |