



**GIRDWOOD CHAPEL UNITED METHODIST CHURCH
 FACILITY USE AGREEMENT**

Facilities of Girdwood Chapel United Methodist Church (GCUMC) are available to organizations and individuals including benefit fund raising. The first priority is to GCUMC programs and membership needs, then as a first come basis that may be negotiated as needed.

Approval for the of the facilities of Girdwood Chapel United Methodist Church does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities at GCUMC must not advertise the event in such a way as to imply endorsement by the GCUMC. No activities or advocacy may take place within GCUMC, its buildings or grounds that conflict with *The United Methodist Church Book of Discipline* and the practices of this congregation of the United Methodist Church

Steps to Facility Use Reservation

1. Fill out a Facility Use Agreement. One is included in this guide or you may obtain one from the church office.
2. Attach any additional information that may be useful-to accommodate your group. This would include any equipment which the user will be using in conjunction with use of the facility
3. Return the Room Use Agreement to the designated church representative who will evaluate your request and notify you if it is approved or not approved.

General Fee Schedule for Facility Use

Member- Member of Girdwood Chapel UMC or attends regularly
 Others- All others

Room- Green Room, Narthex, Children’s Room, or Dining Room (does not include kitchen)
 Room plus kitchen- One of the above plus kitchen
 Sanctuary- Pillars forward
 Entire Facility- All chapel facilities including kitchen
 Sanctuary or Entire facility may include tech support for an additional \$40.00 per hour, if tech support is available.

	Room (fee/hour-deposit)	Room plus Kitchen (fee/hour-deposit)	Sanctuary (fee/hour-deposit)	Entire Facility (fee/hour-deposit)
Member	Donation-\$50.00	Donation-\$125.00	Donation-\$250.00	Donation-\$500.00
Others	\$10.00/\$50.00	\$20.00/\$125.00	\$30.00/\$250.00	\$60.00/\$500.00

1. Multi-day, short, or long-term lease arrangements may follow a different fee schedule as negotiated with the Girdwood Chapel Board of Trustees.
2. Funeral/Memorial services are by Donation. Pastor support for this service is an additional charge

3. Kitchen may be used for warming and serving only. Kitchen may not be used for food preparation.
4. Security Deposit: A security deposit, in the amount stated above shall be required for each rental. A separate check is required for security deposit. This check will not be cashed and returned after event, unless damage has occurred or the facility is not cleaned and returned to condition prior to use.

General Facility Use Rules

Our facility is generally available for use from 8:30 AM – 9:00 PM Monday through Saturday (vacated by 9:30 PM).

1. BREAKAGE

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building or its furnishings and equipment which in the judgment of the church administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

2. FURNITURE MOVEMENT

The altar and piano in the front of the sanctuary shall not be moved. Any other movement of furniture or other items in the church shall first be authorized by the church on the application at the time the time reservations are approved. If any church furnishings are moved, they shall be replaced to their original location at the end of each use period.

3. NO SMOKING

All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building. Violation of this rule is sufficient ground to immediately terminate any group’s use of the facilities and/or to deny use in the future.

4. ALCOHOL

The serving of alcohol (beer, wine are allowed, liquor is not allowed) may be allowed upon review and approval of the Girdwood Chapel Board or Trustees. Renters are expected to serve alcohol responsibly; their guests are expected to drink responsibly and to treat the premise with utmost respect.

5. SUPERVISION OF CHILDREN & YOUTH

At least two adults shall be present when supervising children or youth in the facility. At least one additional adult is required when the number passes the next “ten” (two adult for 1-10, three for 11-20, etc.).

6. DECORATIONS

Decorations may be attached to the walls, doors, light fixtures with masking tape only and must be removed immediately and completely following the activity by the group using the facility and removed from the property.

7. REFUSE/RECYCLING

Users are required to remove all refuse generated by use of the facility. Recycling is a policy of Girdwood Chapel UMC. Users are encouraged to recycle.

8. GAMES OF CHANCE

United Methodist church policy prohibits the use of games of chance or gambling on the church premises.

This would include such activities as raffles or lotteries.

Indemnification:

Girdwood Chapel shall not be liable and the renter hereby waives all claims against Girdwood Chapel for any damage to any property or any injury to any person in or about the premises by or from any cause whatsoever, except to the extent caused by or rising from the gross negligence or willful misconduct of Girdwood Chapel or its agents, employees or contractors. The renter shall protect, indemnify and hold Girdwood Chapel harmless from and against any and all loss, claims, liability or costs (including but not limited to court costs and attorney's fees) incurred by reason of: conduct or management of any work or thing whatsoever done by the renter in or about the Premises or from transactions of the renter concerning the Premises;

- a. Any damage to any property or any injury to any person occurring in, on or about the Premises to the extent that such injury or damage shall be caused by or arise from any actual or alleged act, neglect, fault, or omission by or of the renter, its agents, servants, employees, invitees, or visitors to meet any standards imposed by any duty with respect to the injury or damage;
- b. The renter's failure to comply with any and all governmental laws, ordinances and regulations applicable to the condition or use of the Premises or its occupancy; or

Any breach or default on the part of the renter in the performance of any covenant or agreement on the part of the renter to be performed pursuant to this Lease. The provisions of this Article shall survive the termination of this Lease with respect to any claims or liability accruing prior to such termination.

Facility Use Agreement

PLEASE COMPLETE ENTIRE FORM

Renters Name: _____

Contact Person Name & Position: _____

Renters Address: _____

Renters Day Phone: _____

Email: _____

Event and Description: _____

Date of Request: _____

Date(s) Requested: _____

Start Time: _____ End Time: _____

Which day(s) of the week:

__Monday __Tuesday __Wednesday __Thursday __Friday __Saturday __Sunday

Rooms Requested: _____ Entire Facility _____ Individual Room _____

Room plus Kitchen _____ Sanctuary _____ Tech support if available _____

Anticipated Number of Participants _____

Fees \$ _____

Deposit \$ _____

Fee will be collected via check mailed to the address above or online at www.girdwoodchapel.com/give and select "building rental." **NOTE: if paying online, opt in to the processing fees.**

Fee Collection, Cancellation, and Security Deposit:

1. For use of entire facility: half at time of signing, refundable up to 30 days prior to scheduled event and half one week prior to event.
2. Individual spaces: At time of use.
3. Security deposit in the amount of \$ _____ due 30 days prior to your event as a **physical check**. The check will be returned or destroyed within 30 days after the event if the church incurs no damage or no expense for cleaning and setup to restore to the original setup.
4. Cancellation: All cancellations must be made 30 days prior to the event. A cancellation fee of \$35.00 will be charged for all refunds given. In addition to the \$35.00 cancellation fee, if the renter made payment through PayPal, any fees that the chapel was will become the responsibility of the renter.

Special Needs or Requests:

Acceptance of Responsibility

I agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear occurring as a result of this activity may occur as a result of this activity. I will remove all signs posted my group after the meeting has ended. I further agree that the Church property will be used in accordance with the Rules and Regulations of the Board of Trustees and that all fees will be paid according to the terms listed in the Fee section of this agreement.

_____ as authorized representative or renter.

Release and Indemnity Agreement

This Release and Indemnity Agreement is between _____
("Organization/Individual's") and Girdwood Chapel, United Methodist Church.

Recitals

- A. GCUMC is the owner of the real property and improvements located at Timberline and Heavenly Drive, Girdwood Alaska.
- B. Organization/ Individual's desires to use the property described above for meetings and other activities.

Agreement

NOW THEREFORE in consideration of GCUMC permitting Organization/ Individual to use the Property and improvements described above, agrees as follows:

1. Organization/Individual hereby releases, discharges and covenants not to sue GCUMC or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization/ Individual's use of the Property. If any member, guest, invitee, or participant of Organization/ Individual makes any claim against GCUMC or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization/ Individual's use of the Property, Organization/Individual will indemnify, defend and hold GCUMC and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, damages, and all other costs arising out of such claim.

Dated this ____ day of _____, 20 ____.

NAME of Organization/ Individual: _____

By (responsible person): _____

Position or Title: _____

Girdwood Chapel Representative: _____ Title: _____

Girdwood Chapel United Methodist Church

Wedding Building Use Agreement

This rental Contract is between Girdwood Chapel United Methodist Church and the Renter.

Renter's name: _____

Renter's phone: _____

Renter's email: _____

Bride's name: _____

Bride's phone: _____

Bride's email: _____

Religious affiliation of Bride: _____

Groom's name: _____

Groom's phone: _____

Groom's email: _____

Religious affiliation of Groom: _____

Officiant: _____

Approximate number of people attending: _____

Facilities and Associated Fees Required:

_____ Wedding Fee: \$500.00 (includes access to the entire facility for five hours the day of the wedding and 4 hours for the rehearsal and/or rehearsal dinner on prior day)

_____ Liability Insurance Premium:

_____ Security Deposit: \$500.00 (Please write a separate check, dated for the day of the wedding. This check will NOT be cashed unless damage occurs or unless the facility is not returned to its original condition in a timely manner. Your check will be returned to you or shredded after the ceremony, provided there has been no damage to the premises and reasonable cleanup has been performed including removing all trash.

A down payment and a signed agreement are required to confirm the requested date. The balance of the wedding fee, \$100.00 insurance premium (or certificate of insurance) and the \$500.00 security deposit are due 30 days prior to the event.

Cancelations: In order to receive a refund, all cancelations must be made at least 30 days prior to the event. In addition to the cancelation fee of \$35.00, if the renter made payment through PayPal. Any fees that the chapel was charged will become the responsibility of the renter.

Rental Dates and Times:

Rehearsal Day and Time:

Wedding Day and Time:

On the day of the wedding, what five hours would you like access to the building? From _____ to _____

By signing this agreement, the renter signifies that he/she has read, understands and agrees to abide by the General Building Use Policy.

Renter's signature

Date

Building Coordinator's signature

Date