

Page United Methodist Church

1062 Springfield Rd
Luray, VA 22835
540-743-6446

Use of Space and Facilities

The User shall provide the information requested on this form before this agreement shall be signed. The User shall indemnify and hold harmless the church from any and all claims as set forth in the attached Hold Harmless Agreement.

Page United Methodist Church and:

Person: _____

Agency or Group: _____
(Hereafter called "User")

Address: _____

Date: _____

Function: _____

The User shall, except as hereafter provided, have the right to use the following space and facilities of the church.

at the following times (hours and days)

Commencing on the _____ day of _____

and ending of the _____ day of _____

Person distributing form: _____

Page United Methodist Church

1062 Springfield Rd
Luray, VA 22835
540-743-6446

Use of Space and Facilities page 2

The User agrees to comply with the requirements and restrictions set forth in the attached Policy for Use of Space and Facilities. The User further agrees to reimburse the church for repairs or replacements of any property damaged or destroyed as a result of the use of the space and facilities of the church by the User.

Smoking, Drugs and Alcohol may NOT be consumed or permitted on the church premises. Priority of use of space and facilities of the church are reserved for Church functions such as: worship services, weddings, funerals, meetings of the administrative councils and committees. It may, therefore, become necessary to reschedule use of the space and facilities designated in the agreement in order to accommodate church needs. If use of the space is rescheduled for any purpose, there will be advance consultation with the User and every effort will be made to meet the User's reasonable needs with alternate space in the church.

This agreement may be terminated by either party upon _____ days written notice.

Agreed:

Page United Methodist Church

Signature: _____

Title : _____

User

Organization: _____

Signature: _____

(Signature acknowledges receipt of Hold Harmless Agreement statement)

Title : _____

Date: _____

Page United Methodist Church

1062 Springfield Rd
Luray, VA 22835
540-743-6446

Policies for Use of the Church

WEDDINGS

A. Active Church Members

-There will be no charge for the use of the church sanctuary or fellowship hall for weddings of active church members provided the church is left IN ACCEPTABLE CONDITION. Otherwise, a cleaning fee will be charged according to cleanup cost.

-The organ or piano will be played by a church appointed person or others approved by the organist and trustees. The fee for the church organist or pianist is to be set between the parties involved.

B. Inactive and Non-Church Member Fees

-\$200.00 for the use of the sanctuary for rehearsal and wedding.

-\$150.00 additional for the use of the fellowship hall and kitchen.

-\$20.00 fee (total) for an appointed church member to open, close, and inspect the building after each use.

-The fee for the use of the church for a wedding does not include a fee for an organist or pianist.

-Appliances and equipment may be used but all kitchen supplies must be furnished by users.

-All garbage must be removed from the church and the facilities cleaned up.

Page United Methodist Church

1062 Springfield Rd
Luray, VA 22835
540-743-6446

Policies for Use of the Church

Page2

FELLOWSHIP HALL AND OTHER PURPOSES

- A. Active Members
 - There will be NO charge for the use of the church by Active Members except for damages incurred. The name of the person responsible for each group should be submitted to the pastor or chairperson of the Trustees for approval prior to the function.
 - The pastor will maintain a calendar of the scheduled events.

- B. Inactive or Non-Church Member Fees
 - Use of the Fellowship Hall will be \$50.00 for the first two hours plus \$10.00 for each additional hour.
 - Use of the Kitchen will be an additional \$50.00.
 - This fee does not apply to groups who have been approved and regularly meet at the church.

- C. Payment in advance is required.
 - Checks made payable to Page United Methodist Church and given to Pastor or Chair of the Trustees.

- D. Sign and receive a copy of the Guidelines for Use of Fellowship Hall.

- E. A Use of Space and Facilities form be completed and approved.

- F. A Hold Harmless Agreement must be signed.

Page United Methodist Church

1062 Springfield Rd
Luray, VA 22835
540-743-6446

HOLD HARMLESS AGREEMENT

PAGE UNITED METHODIST CHURCH

1062 Springfield Rd., Luray, Virginia 22835, Phone (540) 743-6446

The User shall indemnify and hold harmless the Church from any and all claims from injury to person or property resulting from or based upon the actual or alleged use of Church facilities by the User, including claims caused by, or alleged to be caused by, the actual or alleged negligence of the Church; and the User shall, at its own cost and expense, defend any and all suits which may be brought against the Church 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 the Church in any such action, provided, however, that the Church shall give written notice of any such claim, demand or assessment. The term "Church" as used herein shall include the United Methodist Church in general, Page United Methodist Church, 1062 Springfield Road, Luray, Virginia and their officers, agents and employees; and the term "claim" shall include liability, loss damage, expense, cause of action, suit claim, or judgment.

Agreed: Yes _____ No _____

Group using the Facilities: _____

Representative's Signature: _____

Representative's Title: _____

Date: _____

Date received: _____

Received by: _____

Page United Methodist Church

1062 Springfield Rd
Luray, VA 22835
540-743-6446

Guidelines for use of the Fellowship Hall

1. No one is allowed upstairs.
2. Tables that are used must be wiped off.
3. Any books or other supplies removed must be put back in place.
4. Straighten chairs, keep aligned as found.
5. When kitchen was used wipe all counters, clean sinks and replace anything moved.
6. Straighten restrooms clean if necessary.
7. Sweep all floors including the kitchen.
8. Please reset the heat or air conditioning. Normal settings: Heat = 55° ~ A/C = OFF
9. Turn all lights off.
10. Lock all doors and check to be sure!

I have read and understand the above guidelines for the PUMC Fellowship Hall.

Organization: _____

Signed: _____

Dated: _____

Received by: _____

Date: _____