

Door Access Code: \_\_\_\_\_

Office Use: \_\_\_\_\_

**SPENCER UNITED METHODIST CHURCH, INC.**

95 W. Franklin St., Spencer, IN 47460

(812) 829-2980 | spencerumc@sbcglobal.net

**APPLICATION TO USE CHURCH FACILITIES**

Name of responsible person \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Organization \_\_\_\_\_ Size of group expected \_\_\_\_\_

Nature of Activity \_\_\_\_\_

Date(s) \_\_\_\_\_

Time(s) \_\_\_\_\_

**PLEASE CHECK ONE OF THE FOLLOWING:**

**MEMBER/REGULAR ATTENDER (non-wedding):**

\$50 fee for IGA Fellowship Hall

\$30 fee for Church Basement

**NON-ATTENDER & ALL ORGANIZATIONS (non-wedding):**

IGA Fellowship Hall

\$100 fee + \$50 Deposit

IGA Fellowship Hall & Kitchen

\$150 fee + \$100 Deposit

Church Sanctuary

\$50 fee

Church Basement

\$50 fee

Church Basement & Kitchen

\$80 fee

Classrooms

\$25 fee each

**NON-SUMC CHURCH/CHURCH RELATED ORGANIZATIONS**

Free + \$50 Deposit

**WEDDING FEES\* (member/attender):**

Sanctuary

\$50 Fee

Basement Kitchen

\$50 Fee

IGA Fellowship Hall/Kitchen

\$50 Fee

**WEDDING FEES\* (non-attender):**

Sanctuary

\$200 Fee + \$50 Deposit

Basement/Kitchen

\$130 Fee + \$50 Deposit

IGA Fellowship Hall/Kitchen

\$250 Fee + \$100 Deposit

**FUNERAL DINNERS (non-attender):**

Basement/Kitchen

\$50 Fee

IGA Fellowship Hall/Kitchen

\$50 Fee

**\*We reserve the right to reschedule or cancel your reservation with a full refund in the event that circumstances beyond our control prevent the full safe use of the facility.**

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**PLEASE NOTE:**

- Reservations cannot be made more than 12 months in advance.
- Non-profit organizations and informal philanthropic causes are permitted to use the facility for fundraisers. If the building is left in acceptable condition, half of the fee will be donated by the church to the cause in addition to the return of the deposit
- When the sanctuary is used, only use of the sound system on the stage is permitted.
- All tables and chairs set out *must* be put away as they were found.
- Absolutely no tape, sticky tack or thumb tacks are to be used on any of the walls or doors
- No usage shall be permitted that has the primary or explicit purpose of profit.
- Deposits will be returned upon satisfactory inspection of facilities by building custodian.
- Organizations must provide proof of insurance.
- No alcohol or tobacco.
- No food or drink in sanctuary except Communion.
- Any exceptions must be approved by the trustees in advance.
- All weddings held in the church sanctuary on Saturdays must be completed by 8pm.
- We have the right to refuse any group or organization whose activities are contrary to Christian living.

I, \_\_\_\_\_ as the Responsible Person for \_\_\_\_\_ and acting as the sole contact with SUMC, Inc. for using or renting the facilities, do hereby acknowledge that I have read the SUMC, Inc. Policies and Procedures for use of the facilities and accept all procedures, terms, conditions, and use fees for the SUMC, Inc. facility for\_(date).

Furthermore, as the Responsible Person, I agree to be present at the time of rental function and be responsible for ensuring that all procedures, terms, and conditions are adhered to. I hereby release, waive, discharge and covenant not to sue Spencer United Methodist Church, Inc. and/or its officers, directors, employees, agents, volunteers, heirs and assigns of and from all liability, loss, claims, demands, possible causes of action, court costs, attorneys' fees and other expenses arising from any lawsuit that may otherwise accrue from any loss, damage, or injury to my groups persons or property in any way resulting from or connected with the use of Spencer United Methodist Church, Inc. facilities.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed: \_\_\_\_\_ Witnessed By: \_\_\_\_\_

\* \* \* \*

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Date Notified: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Cash/Check #: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_

Alarm Disarmed Note: \_\_\_\_\_ Door Access Code: \_ \_ \_ \_

Franklin St./Montgomery St. Given to: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Key Returned on: \_\_/\_\_/\_\_\_\_ Notify Custodian: Note \_\_\_\_\_

Phone \_\_\_\_\_

Comments:

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**SECURITY DEPOSIT AGREEMENT**

**DEPOSIT: REQUIRED**

We ask for a security deposit with every reservation. After the event, provided that the facility is in acceptable condition, your deposit will be returned. We have a "keep, cancel, or pay" policy for security deposits, meaning if the reserved date is kept or canceled, your deposit will be returned. However, if the facility is left in poor condition or a reserved date is a "no-show," we will keep the security deposit.

Non-profit organizations and informal philanthropic causes are permitted to use the facility for fundraisers. If the building is left in acceptable condition, half of the fee will be donated by the church to the cause **in addition to the return of the deposit.**

**RESPONSIBILITIES OF THE RENTER :**

Each renter is responsible for returning the space to a condition that is considered acceptable.

**ABSOLUTELY NO TAPE, STICKY TAC, OR THUMB TACKS ON THE DOORS AND WALLS**

- Clean the counter tops, stoves, and sinks (if kitchen was used)
- Return all tables and chairs to storage (unless otherwise notified)
- Sweep floor in kitchen and fellowship hall
- Remove garbage
- Turn off sound system (if used)
- Turn off ALL lighting
- Please verify ALL doors are locked

**AGREEMENT**

I, \_\_\_\_\_ as the Responsible Person for \_\_\_\_\_ and acting as the sole contact with SUMC, Inc. for using or renting the facilities, do hereby acknowledge that I agree to the above conditions as they relate to the return of my security deposit. I understand that I am responsible for the actions of those guests gathered in and around the rented space. This space includes damage inflicted to the rented space, individually owned vehicles in the SUMC parking lot, and non-rented space of the SUMC campus.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_