

Keith Memorial United Methodist Church
600 West Madison Ave., Athens, TN 37303
423-745-2612

Rules and Information for Use of KMUMC Facilities

Form Revised: September 20, 2016

I. Statement of Purpose

Keith Memorial United Methodist Church (KMUMC) serves the community by making its physical facilities available for activities, gatherings, and meetings that are consistent with the social principles and ecumenical objectives of the United Methodist Church as stated in the United Methodist Book of Discipline and the Mission Statement of KMUMC.

II. Approval Priorities for Eligible KMUMC Facility User Groups

- A. First Approval Priority: Activities and events sponsored by KMUMC.
- B. Second Approval Priority: Activities and events sponsored by KMUMC members.
- C. Third Approval Priority: Non-profit organizations (e.g., volunteer groups, Scouts, YMCA, DAR).
- D. Fourth Approval Priority: Limited for private interest groups (e.g., wedding receptions, piano recitals).
- E. Fifth Approval Priority: For-profit organizations by special permission only.

III. Application and Agreement Requirements and Process

- A. **Requirements:** All groups using KMUMC facilities must have on file with the church a currently effective, properly completed and signed Application and Approval form.
- B. **Process:** Request facility reservations by contacting the church office; the request must identify a contact person for the proposed activity. The church secretary provides information on available dates and notes requests on the church calendar pending Trustee and/or Pastor approval. Requester must submit an Application and Approval form to the church office at least two weeks before the first date of use. Approval may be given by a designated Trustee, the entire Board of Trustees, and/or the Pastor.
- C. **Special Permission for Use of Worship Areas:** The sanctuary and The Gathering are places of worship. The Pastor must approve any request for use that has religious significance. The Board of Trustees must grant special permission to use these areas for non-religious events such as lectures or recitals. Availability of these areas will be limited for use on Fridays and Saturdays.

IV. KMUMC Facilities Available for Use

The room dimensions below are approximate:

- A. **Sanctuary:** 400 seating capacity, organ, choir loft, piano, pulpit, lectern..
- B. **The Gathering:** 350 seating capacity with chairs only; 200 seating capacity with chairs and tables. Adjoins a catering kitchen. Stage.
- C. **Ensminger Hall:** 50 seating capacity. Adjoins a small kitchen.
- D. **Activity Center:** 200 seating capacity. Adjoins a kitchen.

V. Conduct While Using the Facilities

- A. Appropriate decorum during the activity or event is expected of all users. In general, groups using the facilities must abide by the social policies and standards of the United Methodist Church.
- B. Alcoholic beverages are not allowed inside the building or on church property.
- C. All tobacco use and vaping are not allowed in or on church grounds.
- D. Candle use must be pre-approved.

VI. Security Deposit and Janitorial Fee

A security deposit of \$250 is required by non-members at the time the request form is submitted. The security deposit is refundable if the rules for facility use are followed and no damage occurs.

VII. Care of the Facilities

- A. Users must leave the church facilities in the same condition as they find them and restore the facilities to their original order.
- B. If kitchen equipment is used, it must be cleaned and properly returned to storage. Kitchen work surfaces must be sanitized and the floor must be left clean.
- C. Users must bring their own paper cups, plates, tableware, tablecloths, sponges, cleaning products, etc. Please do not use these items from the KMUMC kitchen without first receiving approval from the church staff.
- D. Before leaving:
 - a. Put away any chairs or tables that you set up.
 - b. Place all trash in the containers provided. Large amounts of trash should be bagged and placed in the dumpster in the parking lot.
 - c. Turn off the lights, including those in the bathrooms.
 - d. Secure doors and windows. Close the door of each room you have used when the last person leaves. Close and lock all windows and doors. Pull on doors from the outside to confirm that they are locked.
- E. Promptly notify the church use liaison person if: (1) you are unable to close and lock a window or exterior door, (2) damage to the facilities or equipment occurs, or (3) a potentially hazardous situation develops.
- F. No animals are allowed in the church facilities with the exception of service animals.

VIII. Responsibilities

- A. The signer of the application for facility use, or a designated alternate person, is responsible for the actions of the user group at all times when they are on the church grounds. Promptly report damages to the building or equipment to the church liaison person by phone and in a written, signed, and dated note or letter. **Full reimbursements must be made for damages caused by user groups.**
- B. If the responsible person cannot attend the group's function, he or she must appoint a church-approved designated alternate person to be present during the entire function and to be responsible and ensure that the alternate is provided a

copy of the Rules and User Information. The application form must include the name, address, and phone number of the designated alternate who can be contacted in the event of schedule conflicts or other problems.

- C. When activities involve children or youth, responsible adult leaders must be at the meeting place 15 minutes before the scheduled meeting time and remain until the last child or youth has departed. The children or youth must be under the supervision of the adult leaders at all times. We recommend that all childcare adhere to the Safe Sanctuaries policy provided by Keith Memorial UMC.

Fees

Fees are based on the schedule below. Trustees may adjust requests for donations according to the nature of the user group, the purpose of the activity, and the non-profit event. **Members wishing to reserve the room for personal use (i.e. birthday party, shower, family reunion) will be charged 1/2 the rate of room fees, but the janitorial setup fees will remain the same.**

Facility Type of Use	Rate per Day	Non-Member/Organization
Sanctuary		\$400
The Gathering		\$400
Activity Center		\$200
Ensminger Hall		\$100
<i>Janitorial fees are included in the above rates. Additional set-up and take down fees will be charged if necessary.</i>		
Janitorial Setup/Takedown Services		\$50 for the first hour and \$25/hour for all additional hours
Technician for Sound/Video		\$50 for the first hour and \$25/hour for all additional hours
Security Deposit		\$250 for non-members.
Table Cloth Rental		\$4/cloth (includes cleaning)

Initial fees apply if cancellations or changes to room locations are made one week prior to the event. Refunds will not be issued at this time, but additional fees may be incurred. Checks should be made payable to Keith Memorial United Methodist Church. Indicate the group, facility, and date(s) of use on the check. Send checks to: Keith Memorial United Methodist Church, P.O. Box 1, Athens, TN 37371-0001, within one week before single use and monthly for ongoing use.

Disclaimer

Keith Memorial United Methodist Church, its staff, trustees or volunteers will not be responsible for any disability or personal loss incurred on church property.

The undersigned or its designated representative or the group they represent holds KMUMC harmless of any and all liabilities and agreements that it has entered into with other parties. The undersigned and or its designated representative or the group they represent will indemnify KMUMC from any and all claims whatsoever related to any type of liability. The undersigned and its designated representative or the group they represent will reimburse KMUMC for any attorney fees and cost incurred defending any related claims against KMUMC.

Application and Approval Form for Use of KMUMC Facilities

To be completed after phone consultation regarding available dates and proposed purposes.
Return this form and payment to: KMUMC, P.O. Box 1, Athens, TN 37371-0001

Name of group or individual _____

Date of Application _____

Facility Requested _____ Sanctuary _____ The Gathering _____ Ensminger Hall
_____ Adult/Youth Classroom _____ Kitchen _____ Library _____ Activity Center

Date(s) of use _____ Time _____

For ongoing events: agreement to be in effect from _____ to _____

Estimated attendance _____ Age Level: _____ Children _____ Youth _____ Adult

Facility Use \$ _____ *Security Deposit \$ _____ Total \$ _____

Three references may be requested.
*Security deposit will be returned one week following the event if all is in order. If there is any damage or if additional cleaning is needed, these charges will be deducted.

The undersigned agrees to abide by the conditions and rules set forth in the Rules and Information for Use of KMUMC facilities. The undersigned will assume responsibility for damage, loss, or other liability arising from the use or misuse of the facilities. If problems or conflicts occur, KMUMC reserves the right to limit or terminate the use privileges of the above named group or individuals.

The undersigned or its designated representative or the group they represent holds KMUMC harmless of any and all liabilities and agreements that it has entered into with other parties. The undersigned and or its designated representative or the group they represent will indemnify KMUMC from any and all claims whatsoever related to any type of liability. The undersigned and its designated representative or the group they represent will reimburse KMUMC for any attorney fees and cost incurred defending any related claims against KMUMC.

Signature of Responsible Person _____ Date _____

(Print name below signature) _____

Position in group _____

Address _____

City, State, Zip _____

Phone Number(s) _____ Email _____

(Provide same information about designated Alternate Responsible Person on the back.)

Approved