

Attorney's fees and other legal costs) directly or indirectly arising out of their use of any St. Paul United Methodist Church facilities.

2. In the event of damage to the church facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the church Board of Trustees or their designee and shall pay the church for repair and replacement costs upon demand.
3. For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage.
4. The transfer or passing on by any group or organization is strictly prohibited.
5. Those using church facilities must confine themselves to the areas provided for in their Facilities Usage Agreement and will not exceed the capacity limits of requested facility areas.
6. Users may not take tables and/or chairs, and/or other items, from other rooms and/or areas of the church facilities. If you use the ovens, please make sure that they are cleaned of any foods that spilled and make sure they are turned off. Please make sure that all lights are turned off, including bathrooms. Make sure that all doors are locked and secure when you leave.
7. **The use of tobacco products, alcoholic beverages, weapons or drugs are strictly prohibited on church premises.**
8. No group or organization (whether or not a church member is affiliated with such organization) shall use any church facilities in any manner or for any purpose that is in conflict with or contradicts the United Methodist Book of Discipline or the mission or principles of the church.
9. **The facility must be cleaned and locked up by 11p.m. on night of rental.**

This policy is applicable to use of the church facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of church facilities. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No church representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements or restrictions and other provisions of this policy or any Facilities Usage Agreement without the express written approval from the Trustees Representative.

St. Paul United Methodist Church



2003 "A" Street

South Sioux City, Nebraska 68776

Phone—402-494-4138

Office Hours – Monday thru Thursday 10am-3pm

FACILITIES USAGE AGREEMENT – ORGANIZATIONS

Name of Group/Organization _____

Address: _____

Phone Number(s): _____

Contact Person(s): _____

Mailing Address: _____

Date(s) and time(s) of meeting or other event: _____

Nature of meeting or other event: _____

Room(s) being reserved: _____ Fellowship Hall _____

Kitchen _____

Sanctuary _____

Facility Usage Fee: _____

Facility Deposit: **\$100 one time deposit held by St Paul UMC until agreement is terminated**

Date key loaned _____ Key# _____ Date key returned _____ Date Fee/ Deposit paid _____

Date Refund paid _____ **Key is to be returned when agreement is terminated** and deposit returned if applicable.

The above-named group or organization (1) acknowledges receipt, from St Paul United Methodist Church, a Nebraska not-for-profit corporation, of Facilities Usage Policy, and has read and fully understands all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, which are incorporated herein by reference, (2) requests usage of church facilities as indicted above and (3) accepts, agrees to, and will in all respects fully and timely comply with St. Paul United Methodist Church Facilities Usage Policy in connection with such usage, including all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, and such additional requirements and restrictions may be communicated on behalf of St. Paul United Methodist Church to the above-named group or organization prior to or in the course of such usage.

Termination of the agreement at the request of St. Paul United Methodist Church shall be made with a 30 day notice. A violation of the Facilities Usage Agreement – Organizations by the group or organization or the group or the group or organization's guest or guests shall be reason to terminate the agreement immediately as determined by St. Paul United Methodist Church.

Church members must abide by the Facilities Use Policy.

_____ Signature _____
Date Print Name _____
Title _____
(Authorized Representative)

Accepted by St. Paul United Methodist Church

_____ Signature _____
Date Title _____



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Facilities Usage Policy – Organizations

St. Paul United Methodist Church, a Nebraska not-for-profit corporation, makes their facilities available to groups or organizations for meetings or other events, whenever possible.

General Guidelines and Requirements:

1. For purposes of this policy, any reference to facilities includes reference to any property of the church, including furniture and equipment.
2. Every group or organization is required to abide by all church guidelines, requirements and other restrictions regarding usage of the church facilities.
3. Users of the church facilities agree to use utmost care in the use of church facilities and agree to leave the facilities in good, clean condition. Make sure you bring your own trash bags and take your trash with you or put in trash can outside the south door.
4. All requests for usage of the church facilities are subject to approval by the Trustee Chairman or Co- Chairman.
5. Each outside group or organization is required to complete and deliver to the office a signed agreement and certificate of insurance as required by the agreement.
6. The church reserves the right to schedule other activities and events in other parts of the church facilities.

IMPORTANT NOTICE: In the event that the Church has a funeral, we will notify you within 24 hours so that you may make other arrangements.

Insurance:

Each outside group or organization must furnish St. Paul United Methodist Church, a certificate of comprehensive general liability insurance coverage with combined single limit of not less than \$1,000,000 naming the church as an additional insured.

General User Responsibility:

Additional Requirements and Restrictions

1. Those using St. Paul United Methodist Church facilities agree to release, protect, defend, indemnify and hold harmless St. Paul United Methodist Church and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitations, reasonable