



## BRUNSWICK UNITED METHODIST CHURCH

Thank you for your interest in using Brunswick United Methodist Church (BUMC) facilities. We are committed to supporting community groups or organizations that support the church's mission. "Our church family celebrates the love of Jesus Christ by reaching out and welcoming all people. Through our growing relationship with God we nurture one another and serve local and global communities."

### FACILITIES USE APPLICATION

Date of request: \_\_\_/\_\_\_/\_\_\_\_\_

Group/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

\*Can your group provide a certificate of liability naming BUMC as additional insured? \_\_\_

Describe the purpose of this meeting: \_\_\_\_\_

\_\_\_\_\_

Event Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Fee to use Facility: \_\_\_\_\_ [see operating expense fee chart]

**\*\$200 Refundable Damage Deposit Required:** \_\_\_\_\_ [the deposit is due when the contract is signed. The deposit will be returned when the key is received and upon inspection]

Which facilities are you requesting?  Fellowship Hall  Sanctuary  Chapel

Library  Nursery  Classrooms  Kitchen [approval of Trustees required]

BUMC's Audio/Visual Equipment

#### Safe Sanctuaries Child Protection Policy:

- At least two adults must be present during any programming involving children.
- All activities will occur in open view, and no children left unsupervised.

- Supervision shall be 18 years of age and at least 5 years older than oldest child or youth participant.

\*When submitting this form to the attention of the Board of Trustees please include deposit check and proof of insurance naming the church as an additional insured party.

**Condensed Building Use Policy** [*A comprehensive facilities use policy and approval procedure is found on pages three and four of this document*]

- Take responsibility for the conduct of all participants, and for damage as a result of this event.
- Set-up is the responsibility of the group making the request and it is also the group's responsibility to return the space to its original set-up. There should be no changes to the Altar and Praise Band area (including lighting, microphones, and any other equipment) unless pre-approved. Movement of items in these areas must be approved by a BUMC representative. Note: a BUMC A/V tech can be arranged for a modest fee (see p.4).
- Trash shall be brought outside to the dumpster. The facility must be left in clean condition.
- The use of tobacco products, alcoholic beverages or drugs is strictly prohibited on church premises.
- Turn off all lights before leaving, and lock all entrance doors

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

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**Signed Statement:** I have read and initialed a copy of the Facilities Use Policy. I agree to use utmost care in the use of church facilities and agree to leave the facilities in good, clean condition. I understand that I must share the information and limitations with all guests and professionals hired.

**Signature of authorized representative:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

Applications will be reviewed by the Board of Trustees within ten business days. When exceptions are requested, it may require review at the next meeting (usually the third Thursday of each month). You will receive notification after that meeting as to whether your application with exceptions for use of the facilities has been approved and the amount of any donation and/or deposit involved. All final balances are due 7 days prior to the date of the event. A fee of \$25.00 will be charged for any returned checks. All checks should be made payable to "Brunswick United Methodist Church." Please return complete application to:

Brunswick United Methodist Church • 320 Church Road • Brunswick • ME • 04011  
Phone: (207)725-2185 • Email: [volunteers@umcbrunswick.org](mailto:volunteers@umcbrunswick.org)

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**OFFICE USE ONLY**

Church Representative: \_\_\_\_\_ Date Received: \_\_\_/\_\_\_/\_\_\_

**FACILITIES USE POLICY**

Adopted 1/18/2017 by the Board of Trustees

The Brunswick United Methodist Facilities Use 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 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 Use Policy without the express written approval. For purposes of this policy, any reference to facilities includes reference to any property of the church, including furniture and equipment.

Every group or organization is required to abide by all church guidelines, requirements and other restrictions regarding usage of the church facilities.

1. Each outside group or organization must furnish to Brunswick United Methodist Church a certificate of comprehensive general liability insurance coverage with a combined single limit of not less than \$1,000,000 naming the church as an additional insured.
2. Those using Brunswick United Methodist Church facilities agree to release, protect, defend, indemnify and hold harmless Brunswick 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 limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any Brunswick United Methodist Church facilities.
3. The transfer or passing on by any group or organization of permission to use church

- facilities to any other persons or organizations is strictly prohibited.
4. 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 such repair and replacement costs upon demand.
  5. For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage as stated in our "Safe Sanctuary Policy".
  6. Those using church facilities must confine themselves to the areas provided for in their Facilities Usage Agreement. Users may not take tables and/or chairs, and/or other items, from other rooms and/or areas of the church facilities.
  7. No drinks are allowed in the Sanctuary except for water. Balloons are not allowed in the Sanctuary/Fellowship Hall.
  8. The use of church facilities shall not be used for gambling activities or raffles.
  9. Fire & Safety Regulations. For your safety, all fire regulations must be observed. Specifically, you may not block, or otherwise impede, any hallway, entryway, room door, or emergency exit.
  10. No group or 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.
  11. The church reserves the right to schedule other activities and events in other parts of the church facilities. The user understands that the Church reserves the right to cancel use of the facilities upon reasonable notice. We reserve the right to refuse future requests for violations of these policies.
  12. The group will minimize the trash created and recycle where possible.

### OFFERING EXPENSE FEES

SPACE / SERVICE	NON-MEMBER & FOR PROFIT	NON PROFIT (SUGGESTED DONATIONS)	MEMBER (PERSONAL USE)
Refundable Deposit	\$200	\$200	N/A
Sanctuary	\$200	\$200	N/A
Chapel	\$ 75	\$ 75	N/A
Fellowship Hall	\$150	\$150	N/A
Fellowship Hall (with Kitchen)	\$200	\$200	N/A
Meeting Room	\$ 50	\$ 50	N/A
Pastoral Service	\$250	\$250	N/A
Organist/Pianist	\$150	\$150	\$150
Sound/lighting technician	\$100	\$100	\$100
Custodial set-up/clean-up	\$100	\$ 50	\$ 50

The user is responsible for verifying condition of facilities prior to their use, for securing a key from the Church Office, and for returning the key to the office upon termination of the contract. The user will not access the facility outside of the hours described in the reservation. Keys shall not be duplicated.

**For Church Use ONLY:**

Church representative filling out this form: \_\_\_\_\_

Church representative has reviewed the following with the event representative:

- Safe Sanctuary Policy
- Fee Policy
- Deposit Policy
- Certificate of liability Policy
- Key Policy
- Acknowledged and initialed Facilities Use Policy
- Calendar Coordination
- Walk through of facility

- Is the applicant a church member?  Yes  No
- Is the Custodian aware of event?  Yes  No
- Has the Custodian received payment?  Yes  No

Fee received: \_\_\_\_\_ Advanced deposit received:  Yes  No

Date approved: \_\_\_\_\_  Trustees  Pastor  Administrator  \_\_\_\_\_

<p><b>Comments before event:</b></p>          <p><b>Comments after event:</b></p> <ul style="list-style-type: none"><li>• Has the facility been inspected and in good condition? <input type="checkbox"/> Yes <input type="checkbox"/> No</li><li>• Has the refund check been returned? <input type="checkbox"/> Yes <input type="checkbox"/> No</li></ul>
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