

Date of Application \_\_\_\_\_

# BEL AIR UNITED METHODIST CHURCH

## APPLICATION FOR USE OF CHURCH FACILITIES

Date requested for Event \_\_\_\_\_ S M T W TH F S  
 Name of Person in Charge \_\_\_\_\_  
 Name of Group \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 E-Mail \_\_\_\_\_ Expected Attendance \_\_\_\_\_  
 Purpose of Use \_\_\_\_\_

Non-member groups please describe how your event supports the Mission and Ministries of Bel Air UMC

**Saturday events cannot go past 8 pm**

**Access to the Facility for Non Church Sponsored Events on Sundays will be NO earlier than 1 PM**

Hours of Event: From \_\_\_\_\_ to \_\_\_\_\_ Hours Reserved: From \_\_\_\_\_ to \_\_\_\_\_

**Non-Church sponsored events will not be scheduled beyond 6 months in advance**

Reoccurring Event \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Date Pattern: \_\_\_\_\_

### FEES

**Bel Air UMC does not schedule private parties for Non-Members (e.g.: Birthday, Baby, Bridal, etc.)**

**NO Parties will in scheduled in the Community Room 101**

**\$500 security deposit is required if using McComas Hall**

Fees:	Members	Non-Members
1. Sanctuary	( ) \$ 50	( ) \$ 500/event/day
2. McComas Hall and kitchen	( ) \$ 700/event/day	( ) \$ 1,200/event/day
<i>(A Kitchen Coordinator MUST be present in the kitchen and their fee is set by the Kitchen Coordinator prior to scheduling the event)</i>		
3. McComas Hall (350 w/ Tables)	( ) \$ 500	( ) \$ 1,000
4. Fellowship Room 202 (Max Capacity – 100)	( ) \$ 100	( ) \$ 300
5. Community Room (Max Capacity – 125)	( ) \$ 100	( ) \$ 300
<i>(Upon approval of the Children’s Director)</i>		
6. Assembly Room 103 (Max Capacity – 125)	( ) \$ 75	( ) \$ 275
7. Classrooms (Max Capacity – 20 – 25)	( ) \$ 25	( ) \$ 75
8. Weekly Support / Community Groups	( ) \$ 35/month	
9. Mt Carmel Chapel	( ) \$ 30	( ) \$ 250/event/day

### EQUIPMENT

- TV/DVD/VCR (how many) \_\_\_\_\_
- Portable Screen
- Tables - Round(how many) \_\_\_\_\_
- Tables – Rectangular (how many) \_\_\_\_\_
- Chairs (how many) \_\_\_\_\_
- Podium

**ROOM SET-UPS ARE TO BE GIVEN TO LISA AT LEAST SEVEN DAYS PRIOR TO THE EVENT**

**The rental fee must be paid upon approval of this application. If not received seven days prior to Event, the event will be cancelled.**

## INDEMNIFICATION POLICY

I/We have read, understand and agree to fully follow the rules governing the use of the Church facility. I/We are paying all applicable fees with the filing of this application.

I/We understand the Church is allowing the use of its facility at no profit and, therefore, cannot guarantee the condition of the facilities nor the equipment associated with it. I/We take full responsibility and liability for any claims, losses or damages that take place while I/we are using the facility, whatever the cause, and will in no way hold the Church responsible. *Please report any damage to the church office promptly.*

I/We, the User, also agree to indemnify and hold blameless the Church (Church is meant to include the church, its pastors, leadership, members, or people) from any and all claims, losses damages or other liabilities which may be asserted against the Church by the User or any of its members, guests or invitees who enter upon Church property, including but not limited to the facility and the parking lot in connection with the use contemplated by this application. The indemnification includes any costs, expenses, and counsel fees which may be incurred by the Church incident to such claims or demands.

### RULES & POLICIES

1. **No alcohol is allowed inside or outside of the building during or after the event.**
2. **Bel Air United Methodist Church is a non-smoking Facility.**
3. **Gambling is NOT allowed on our property.**
4. Bel Air UMC does not schedule private parties for Non-Members (e.g.: Birthday, Baby, Bridal, etc.)
5. To request a reservation, complete the Facility Reservation Form **at least fifteen-days prior** to the event. No reservations will be taken without out a fully completed application.
6. **The building, rooms and facilities are to be returned to their original (pre-rental) state after use. Failure to return the facility to its original state will result in cancellation all future events.**
7. **Please remove all trash and place in the dumpster located at the back of McComas Hall.**
8. Users will not occupy facility earlier than as stated on the Facility Reservation Form. Event invitees will vacate at or before the end of the requested period as stated in the Reservation Form.
9. All individuals attending functions are to confine their activities to the specific room reserved. This includes all children who are not to be left unattended.
10. User accepts complete responsibility for any damage to the facility and/or the surrounding areas resulting from the event
11. Loitering about the grounds is not permitted, either during hours of use or after normal closing hours.
12. Use of facility will be used for purpose stated on Reservation Form or event will be terminated immediately.
13. Bel Air United Methodist Church assumes no liability for vehicles on its premises.
14. **The rental fee must be paid upon approval of this application. If not received seven days prior to the event, the event will be cancelled.**
15. Notify the Lisa Wolf at [wolf@baumc.com](mailto:wolf@baumc.com) about any cancellations.
16. **Bel Air United Methodist Church reserves the right to change and/or cancel any reservation if necessary.**

### INCLEMENT WEATHER POLICY:

BAUMC Closing Alerts are now available via e-mail or text. Click on <http://new1.belairumc.org/join-out-texting-service/>

For weekday activities the church follows the Harford County Public School weekday closing procedures. If schools are closed all day due to inclement weather all church programs and activities will be cancelled. If possible, the church office will be open. If there is a school opening delay all church programs and activities will resume after the school opening time. If schools close early or cancel weekday evening activities all church evening programs and activities will be cancelled. For weekend activities please check the BAUMC web site, Face Book page or call the office for the latest information.

**In signing below, I certify that I have the authority to sign for the User and that I commit the User to all of in this document.**

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Signature/Title/Date

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Street Address

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City/State/Zip Code