

Sun Lakes United Methodist Church
9248 East Riggs Road
Sun Lakes, AZ 85248-7400
(480) 895-8766 Fax (480) 802-0706

Application for Use of Church Facilities by Non-Profit Groups

Date Applied _____ Date of Event _____ Room Assigned _____

Number Expected _____ Group Name _____ Church Related? _____

Contact Person Name _____ Phone Number _____ Email _____

Event Start Time _____ Event Duration Time _____ Event Set-up Date & Time _____

Do you require a custodian on duty? ____ Yes ____ No Do you require a room configuration _____

Daily Fee Schedule*

Rooms

Lindsay Hall	\$ 200	_____
Sanctuary	\$ 475	_____
Chapel	\$ 150	_____
Choir Room	\$ 50	_____
Parlor	\$ 50	_____
Classroom	\$ 50	_____

Kitchen (If used for handling food) \$ 100 _____

Sunshine Friends # hours _____ @ \$ 50 _____

Sound/Video System Use per hour # hours _____ @ \$ 25 _____

Custodian per hour # hours _____ @ \$ 25 _____

Total Fees: _____ **Less Deposit** _____ **Balance Due:** _____

***Additional hourly charges will apply for use outside normal business hours of operation of 8 am to 3 pm or weekends.**

A non-refundable deposit of \$50 must be made when requesting facility use. The remainder is **due two weeks before** the facility is used.

Organization Name _____ Signature _____

Church Use

Date Applied _____ Approved by _____ Date Approved _____



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Email: office@sunlakesumc.org Website: sunlakesumc.org

Outside Non-Profit Groups Building Use Policy

General Policy: We may make our buildings available for use by outside non-profit religious, charitable, educational and community groups. Use by political or other groups for the purpose of advocating views on controversial issues will not be permitted. Usage is limited to those groups who will respect the property, recognize it primarily as a house of worship and religious education and respect the mission statement of the church.

Application Procedure: All applicants shall make their request in writing on the form supplied by the office administrator. The applicant should submit his/her request at least four (4) weeks prior to the anticipated date of usage. This will give adequate time for the Senior Pastor and Board of Trustees to act upon the application. All applicants are advised any use of church buildings will not be authorized on a continuous basis for longer than six months. Every six months the agreement will be reviewed by the Senior Pastor/Board of Trustees before approval of building use is extended. Either party can terminate this agreement by giving 60 days prior written notice.

Conditions of Use: When permission is granted for use of the facilities, you must provide an insurance certificate for your group and the following conditions must be agreed on:

Housekeeping: Each group shall insure the space they use is orderly and clean when they leave; all doors and windows are securely locked; all lights, cooling, and/or heat switches turned to off (unless automatic). Any decorations or materials set up for any event will have to be taken down and disposed of before leaving. No attachment may be made to walls or furniture. No food or beverage is to be taken into the sanctuary or chapel.

Approval: Approval of applications shall be within the direction of the Senior Pastor and/or Chairperson of the Trustees.

Furniture Use: Groups are permitted usage of furniture with the understanding they shall *replace or repair any damaged or destroyed furniture. Furniture must not be removed from the premise. Report any damage to furniture before and after use.*

Equipment: Arrangement must be made in advance for the use of all equipment. Equipment *must not be removed from the premises*. There is an added charge for the use of the audio/video equipment when an operator is running the equipment.

Smoking/Alcohol: **SMOKING** and **ALCOHOL** are **PROHIBITED** on all church property.

Cancellation: The church, acting through its ministers and officers, reserves the right to withdraw its permission for use of its facilities at any time for violation of the above listed *Conditions of Use*.

PLEASE BE REMINDED THE DEPOSIT OF \$50 IS NONREFUNDABLE.

Set-Up: Any room arrangement design must be given to custodian at time of contract.

I have read and understand the above policy and have agreed to abide by the conditions of use as stated within this policy.

Organization Name: _____

Signature _____ Date Applied _____