

**SOLON UNITED METHODIST CHURCH (SUMC)  
SUMC and Family Life Center Reservation Form**



**Name of Individual or Organization:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

\_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Date(s) Requested:** \_\_\_\_\_ **Event Time(s):** \_\_\_\_\_

**End Date (if applicable):** \_\_\_\_\_ **Setup/Tear Down Time(s):** \_\_\_\_\_

**This event is** ( ) one-time ( ) ongoing (e.g. monthly, weekly): \_\_\_\_\_

**Description of Event/Activity to be held:** \_\_\_\_\_

**Space to be reserved**

Family Life Center (FLC)

- ( ) Gym
- ( ) Kitchen
- ( ) Other \_\_\_\_\_

Solon United Methodist Church (SUMC)

- ( ) Fellowship Hall
- ( ) Kitchen
- ( ) Other \_\_\_\_\_

**Need Keys:** YES / NO Front Door/Allen wrench key # \_\_\_\_\_ Classroom/Kitchen key # \_\_\_\_\_ Ball Closet key # \_\_\_\_\_  
(a \$30 refundable deposit will be collected to ensure the return of keys upon completion of the reservation time period)

**Community Use of Solon United Methodist Church (SUMC) and Family Life Center (FLC):**

We believe that the Solon United Methodist Church and Family Life Center is God's house. Therefore it is open to all of God's children. We invite members and others in the community to use the facility and to feel at home here. The buildings and sights of SUMC and FLC are available to church members, local nonprofit entities, and individuals promoting Christian, cultural, educational, civic or recreational activities. Such use will be permitted if it does not interfere with or disrupt the ministries and programs of SUMC. Organizations and individuals who wish to use SUMC and/or FLC must fill out this reservation form. It shall be the responsibility of the Building Coordinator to determine if the facility is available and whether the application for use meets with the mission and purpose of the facility.

Preferred use of the facility is for church programs and events, and then not-for-profit activities and organizations. SUMC may, on a case-by-case basis, allow profit-based activities or programs which are compatible with the mission and ministry of SUMC.

Your reservation is not complete until both parties have signed this document, and a fully-executed copy has been returned to the SUMC church offices accompanied by agreed-upon fees and deposits. At the discretion of Building Coordinator, fees, deposits and scheduling can be negotiated.

***For Office Use Only***

Reservation ( ) Approved ( ) Not Approved Date Approved: \_\_\_\_\_ On Calendar (Y/N) By whom: \_\_\_\_\_

Total Charges: \_\_\_\_\_ Date Payment Received: \_\_\_\_\_ ( ) Cash ( ) Check # \_\_\_\_\_

# Keys Checked Out: \_\_\_\_\_ Received \$30 Deposit (Y/N) ( ) Cash ( ) Check # \_\_\_\_\_

Date Keys Returned: \_\_\_\_\_ \$30 Key Deposit Returned ( ) Yes To whom: \_\_\_\_\_

Notes: \_\_\_\_\_

**Deposits and Rental Rates:**

1. A fee of \$25/hour is charged for the use of all facilities for one-time events, or the Fellowship Hall can be rented for a total charge of \$50 per event.
2. Ongoing practices and reservations at the FLC may be eligible for a volume discount of \$25/2 hours.
3. Church sponsored activities have no charge, as well as scouts, 4-H, Solon Parks & Rec, Senior Dining, Blood Drives.
4. Rental payment for building use must be received by SUMC no later than 24 hours in advance of rental. If a key to building or room is necessary, a refundable deposit of \$30 must be received by SUMC no later than 24 hours in advance of rental.
5. The church reserves a right to request additional fees for cleaning or deposits guarding against misuse and damage.

**General Building Use Rules:**

- All uses must be compatible with the mission and ministry of SUMC.
- All uses must be in compliance with all federal, state and local law.
- No tobacco, alcohol, inappropriate use of internet, or gambling is allowed.
- All minors must be fully supervised. Activities and attendees must remain in the area of the building which has been reserved.
- The individual signing this Reservation Form is responsible for monitoring traffic in the building and parking lot, as well as supervising the attendees in the program they sponsor.
- All individuals and groups are expected to return space to the same (or better) condition than it was found. This includes trash removal, swept floor, and lights off.
- Fire exits will not be blocked at any time.
- No street or field shoes will be worn inside the FLC gym.
- No hard balls (baseballs, softballs) will be used.
- Food and drink are allowed in the gym only when it has been arranged at the time of reservation. An additional cleaning deposit may be requested.
- All activities must end no later than 9:00 pm.
- It is the general policy of SUMC that events are cancelled (day and evening) if the Solon School District cancels classes due to inclement weather. Please contact the church office or Building Coordinator should this situation occur on the day of your event to confirm or cancel your reservation.
- If a group or individual creates consistent infractions of the rules for building use, reservation requests may be denied.

**Damage to Premises:**

Any damage done to church property must be reported immediately to the Building Coordinator, no later than the following day. The requestor and/or requesting organization will be responsible for the full cost of repairs or replacement of property, fixtures or equipment, as deemed necessary by the SUMC to return the premises to its original condition.

**Indemnification:**

The requestor, including heirs, administrators, executors, and/or assigns, agrees to assume all risk of loss and to release SUMC, its officers, employees, and agents from and against any and all claims, liabilities, damages, losses, costs, or expenses of whatever nature or character for all injuries, damages resulting from or arising out of use of the SUMC buildings and facilities.

\_\_\_\_\_  
Signature, SUMC Building Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name:

\_\_\_\_\_  
Organization Name, if applicable:

\_\_\_\_\_  
Signature, Requestor

\_\_\_\_\_  
Date