

**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 our facilities and to feel at home here. Our facilities 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 deposits.

For Office Use Only

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

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

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

Donation Received () Cash () Check # _____ Date Received: _____

Notes: _____

DEFIBRILLATOR UNITS ARE LOCATED IN THE FAMILY LIFE CENTER AND JUST OUTSIDE FELLOWSHIP HALL (ABOVE THE WATER FOUNTAIN) IN THE CHURCH

Deposits and Rental Rates:

1. Fellowship Hall and Family Life Center:
 - A donation of \$25 per hour is suggested. Please consider our costs for cleaning and utilities.
 - A refundable \$30 deposit is required if a key is needed for access. Keys are to be returned promptly upon completion of your event(s).
 - All facilities must be reserved through the Building Coordinator in advance of the event.

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 under 18 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 the space to the same (or better) condition than it was found. This includes removing trash, sweeping the floor, and turning lights off.
- Fire exits will not be blocked at any time.
- No street or field shoes may be worn inside the FLC gym.
- No hard balls (baseballs, softballs) will be used in the FLC gym.
- 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