

**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)	Solon United Methodist Church (SUMC)
() Gym	() Fellowship Hall
() Kitchen	() Kitchen
() Other _____	() Other _____

Need Keys: YES / NO Key # _____ Classroom/Kitchen key # _____

(a \$50 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 Office Administrator and Church Council 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 \$50 Deposit (Y/N) () Cash () Check # _____
Date Keys Returned: _____ \$50 Key Deposit Returned () Yes To whom: _____
Payment 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:
 - Rental rate is \$30 per hour for sports practices and ongoing events. Advance payment for the first month is required and subsequent months due by the 5th of each month.
 - Rental for one- time events (ie. Birthday parties) is \$40, advance payment is required and includes up to three hours, additional time can be added at \$10/hour.
 - A refundable \$50 deposit check 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 Office Administrator 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, turning lights off **AND** complying to the SUMC COVID Cleaning Protocol.
- 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.
- All activities must end no later than 9:00 pm.
- No refunds due to inclement weather.
- 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 Office Administrator, 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.

COVID Addendum:

The requestor, including heirs, administrators, executors, and/or assigns, agrees to assume all risks associated with COVID-19 and hereby agrees to follow complete the SUMC COVID Cleaning Protocol following each facility use with materials as provided by SUMC. (Renters will receive a copy of the SUMC COVID Cleaning Protocol at time of rental and copies will be available in the FLC).

Signature, SUMC Office Administrator

Date

Printed name:

Organization Name, if applicable:

Signature, Requestor

Date