

Ypsilanti Free Methodist Building Usage Policy

Ypsilanti Free Methodist Church (YFMC) desires to allow use of our facilities by our church family of members and attendees as well as the local community. We offer the following policies and guidelines in order to be good stewards with that which God has given.

Policies for Use of Facilities:

1. A sponsor who signs the Facility Use Agreement is needed for all functions not sponsored by YFMC.
2. Events are scheduled through the church office on a first come/first served basis. YFMC sponsored functions are given scheduling priority over all other functions.
3. Events must be scheduled at least 30 days prior to the date of the event but no farther out than 3 months.
4. Payment of fees must be received at the time of scheduling and can be fully refunded if the event is cancelled.
5. Any insured group, organization, or business using the building must name Ypsilanti Free Methodist Church on their insurance policy as "Additional Insured" and issue YFMC a copy of the Certificate of Insurance.
6. A primary contact person from the church staff will be responsible for reviewing and approving the activity.
7. Only the pastoral staff can approve weddings.
8. The person designated in the Facility Use Agreement needs to attend the event and be responsible for ensuring that all guidelines are followed.
9. A key code to the building will be issued from the church office to the designated responsible person prior to the event via email or phone call.
10. All events are limited to the time and area(s) scheduled. Use of the building after 10:00pm requires special approval. *Events scheduled on Saturdays must end by 5:00pm, including time for clean-up.*
11. If something is found broken or damaged, please contact the church office the next business day, or it will be assumed that the damage occurred during the event. The replacement amount will then be invoiced to the person who arranged the event.
12. Outside organizations wishing to use the facility may not charge the participants any fee or tuition.
13. The fireplace use is limited to church events.
14. YFMC is not liable for personal items stolen, misplaced, damaged or left at the church.
15. For activities involving children, the following child to adult ratios are required:

Newborn - 2½ years – 4:1 | 2½ years - 5 years – 6:1 | Over 5 years of age – 10:1

ALL CHILDREN MUST BE SUPERVISED AT ALL TIMES BY AN ADULT.

16. The room(s) should be returned to its original condition, with chairs and tables put away. All trash cans should be emptied and trash bags taken to the dumpster in the parking lot.
17. YFMC is a 'smoke free' building. Alcoholic beverages, illegal drugs, and concealed weapons are strictly forbidden throughout the building and on the property. Anyone found with or using these will be asked to leave the property.
18. Outside organizations are responsible for providing their own supplies, except for trash can liners, paper towels and restroom supplies which are provided by the church.
19. NO FOOD OR BEVERAGES are allowed in the sanctuary (except for Communion service).
20. Make sure the gym is properly secured when activity is completed; i.e., all doors and windows closed and locked.

(OVER)

Guidelines for Kitchen Use:

- Make sure ovens and stove are turned off after use and wiped clean.
- Wipe off counters and tables.
- Wash all dishes and put them away in the appropriate places. PLEASE DO NOT LEAVE TO AIR DRY. There are clean towels in the sink area drawers.
- Clean all sinks and wipe dry with paper towel.
- Remove leftover food from refrigerator and wipe surfaces clean.
- Refill any ice trays that were emptied.
- Hang wet towels and dish cloths on rack.
- Run and flush garbage disposal; switch is in the cupboard under the sink with the disposal.
- All trash cans must be emptied and the trash taken out to the dumpster.

Guidelines for Additional Room Use:

- Wipe up any spills, empty all wastebaskets and take the trash out to the dumpster.

Fees:

Rooms:

Sanctuary: Members – \$50	Non-members – \$300
Gym and Kitchen: Members – \$50	Non-members – \$300
Each additional room in the building (Non-members) – \$50	

YFMC Liaison - **required if a non-member group:**

\$50 minimum (2 hours); \$10/hour after 2 hours

Custodial:

\$25/hour

➤ ***Again, fees are due in full at the time of signing the Facility Use Agreement and scheduling.***

AV/Tech policy:

If AV and/or tech equipment is requested, the AV/Tech crew has to be arranged 4 weeks in advance of the event. Office staff will put you in contact with this team.

Fees are: \$70 minimum up to 3.5 hrs. of Rehearsal/Event time; \$10/half hour past 3.5 hours.

Fees are payable to YFMC shortly after arrangements have been made with the sound technician and are fully refundable if the event is cancelled.

Ypsilanti Free Methodist Church Facility Use Agreement

Group Name: _____

Number of Expected Attendees: _____

Responsible Party's Name (User): _____

Address: _____

Phone: _____ Email: _____

Date of Event: _____ Time of Event: *From* _____ *to* _____

Purpose or Nature of Use: _____

Facilities to be used:

___ Sanctuary

___ Gym/Kitchen

___ Additional Room(s): (*please list*) _____

___ A/V Equipment or Systems

Equipment borrowed for outside events:

___ Wooden tables: # borrowed _____ on _____

Returned on _____

___ Wooden chairs: # borrowed _____ on _____

Returned on _____

Office Use Only

___ Fee collected: Amount \$ _____ Date _____ Cash ___ Check ___ Check # _____

Received by _____

Includes fees for: Sanctuary \$ _____; Gym/Kitchen \$ _____;

Additional Room(s) \$ _____; Liaison \$ _____; Custodial \$ _____

___ AV/Tech Fee collected: Amount \$ _____ Date _____ Cash ___ Check ___ Check # _____

___ Key Code # _____ Given by _____

This Agreement by and between the Ypsilanti Free Methodist Church at 1800 Packard Road, Ypsilanti, MI 48197 (YFMC) and the above named User will be in effect on the Day(s) and Time(s) of event as identified above. YFMC agrees to allow User to use the Facilities for the Purpose stated above subject to the following terms and conditions:

1. User agrees to pay YFMC any facility usage fees at the time the event is scheduled.
2. User agrees to abide by the provisions in the Building Usage Policy attached to this Agreement.
3. If the User is an insured group, organization, or business, User promises and warrants that it carries liability & medical payments insurance to cover the liability and medical payments exposures resulting from User's use of YFMC's facilities. User will have YFMC named as an Additional Insured on User's policy and will provide a Certificate of Insurance to YFMC showing YFMC as an Additional Insured Party at least two days prior to the scheduled event.
4. User agrees to hold harmless, indemnify, and defend YFMC, its agents and employees from and against any and all claims, costs, losses, suits, demands, actions, liabilities, damages, causes of actions or judgments which may in any manner be imposed on or incurred by YFMC, its agents and employees, for any bodily injury, loss of life, and/or damage to property, including YFMC's agents, employees, and property, resulting from, arising out of, or in any way connected with the User's use of the Facilities.
5. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the building, which User will use, including entrances and exits.
6. User agrees to pay for any reasonable costs necessary for repair of facility due to abusive treatment by any person using the building, its entrances and exits, and its surrounding areas for User's purpose or in conjunction with the User's event.
7. User agrees to conduct a visual inspection of the building, including entrances and exits, prior to each use or event, and warrants that the building will be used only if it is in a safe and non-hazardous condition.
8. This agreement may be canceled unilaterally by either party with fourteen (14) days written notice.

I, the undersigned, have read and understand the "Facility Use Policy" for the Ypsilanti Free Methodist Church. I accept full responsibility to assure that the Event or activity is conducted in adherence with said policy.

User Signature: _____ Date: _____

User Name (Printed): _____

YFMC Signature: _____ Date: _____

YFMC Name (Printed): _____