



APPLICATION FOR USE OF MULTIPURPOSE ROOM

For Non-Profit Associations, Individuals who are not Fairview Church Members
Fairview United Methodist Church
3200 Chapel Hill Rd
Columbia MO 65203-
573-445-5391



(to be filled out, returned and left in the church office)

Name of Individual, Family or Group: _____

Date of Meeting _____ Beginning Time: _____ Ending Time: _____

Type of Event: _____

Estimated Number of People Expected: _____

Will food be served? Yes No

Contact Person (person present at the event who is responsible for seeing that Church Policies are carried out):
Print Name and Address

(Name)

(Address)

Daytime Phone: _____ Evening Phone: _____

Building Use Fee \$ _____ received as per attached schedule

Room Requested: _____ Refundable deposit \$ _____

All or portion of the deposit will be refunded pending inspection of the room reserved by a church volunteer.

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The contact person, whose signature is below, verifies that they have read and understand the policies for the use of the Fairview United Methodist Church facilities..

Signature _____ Date: _____

Approved for Fairview United Methodist Church by

Signature: _____ Date: _____

Organization/individual contacted about approval or rejection: _____ Date: _____



RENTAL CHARGES & MAJOR POLICIES

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Event defined: Rental period is for a maximum of 4 hours. Use of a room for longer requires additional payment for a new block of time. An exception is noted for a “reception” when a 12 hour reservation is permitted, for set up and decoration of the room. One may hold a reception using the 4 hour price, or may choose the higher price for a longer reservation.

Storage: No on-premises storage will be permitted for any non-Church group, except that the Boone County election authority may store election related equipment between elections. Non-Church groups that have storage at the time of the adoption of this policy will have 12 months from notification to remove stored items.

Set-up and Cleaning: these prices are based upon the party renting the space itself, setting up tables and chairs, returning them to storage after use, and cleaning up after the use of the building. This set-up is to be done during the 4 hour period reserved, and not earlier. The required \$100 deposit will be forfeited if these things are not done to the satisfaction of the church trustees. **NO ONE IS PERMITTED TO REARRANGE THE FURNITURE IN THE WORSHIP CENTER, NOR TO REMOVE ANY RELIGIOUS SYMBOL OR DECORATION WITHOUT PERMISSION OF THE PASTOR**

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Priorities for the Use of Fairview UMC Facilities: Scheduling of the facilities shall follow the priorities of the Fairview Congregation for doing ministry, and for providing a hospitable presence for its members, groups, the connectional system, and the surrounding community; based on available space and time.

These priorities include:

1. Church programming
2. Church activities
3. District and Conference events
4. Hosting of other United Methodist groups
5. Ecumenical church activities
6. Family events of church members and constituents
7. Hosting organizations of the community, in keeping with the Social Principles of the United Methodist Church

Regular activities and groups of the church shall have priority for the scheduling of their time and space for their ministry. Requests from other groups for that time and space must be negotiated with the regular groups, with appropriate persons involved in the negotiations. The Board of Trustees and the Pastor reserve the right to make changes in the scheduling, in the case of emergencies or unforeseen conflicts.

Regulations for Non-Church Organizational Functions: The use of any of the facilities shall be consistent with the priorities of the Fairview Congregation and the Social Principles of The United Methodist Church. Restricted activities include the promotion of partisan politics or of policies in conflict with the Social Principles, and commercial enterprises. Non-profit fundraising for causes consistent with the Social Principles of The United Methodist Church is not considered a commercial enterprise.

Alcoholic beverages and all illegal substances are totally prohibited on church property. Smoking is prohibited everywhere within the facilities, and the waste material from any tobacco product must be disposed of responsibly. Violation of this prohibition will result in the loss of any security deposit or damage fee.

Fireworks, firearms (except as worn by duly authorized peace officers), concealed weapons, and other things hazardous to life and health are prohibited on church grounds.

The room(s) that are used must be returned to their original set up after use. Any equipment that is used must be returned. Any supplies that are used up must be replenished in a timely fashion, if requested. Floors are to be swept, and trash is to be removed and disposed of properly. If a group is the last group to use the space for the day, lights are to be turned off, and all doors locked and secured.

The use of church materials and supplies (hymnals, paper, coffee, etc.) is by permission only from the church office, pastor, or Board of Trustees.

Groups are expected to stay in the areas of the church that they have reserved, and are to be respectful of other groups that may be meeting in other parts of the facilities, or will be meeting at a later time.

Using the equipment in the office (TV/VCR, copier, overhead projector, etc.) shall require prior permission of the pastor, secretary, or Board of Trustees.

Parking for events is to be in one or both of the paved parking lots, and never on the church lawn. Handicap parking spots are available, and are to be used accordingly.

Financial Responsibilities of Groups Using the Facilities and Equipment: Space and time in the church facility is reserved only after any fair share expenses that may be due have been paid. Some events or activities require a deposit at least 2 months in advance of the scheduled event. Reserved use takes precedence over walk-in or last minute schedule requests. Emergency use may take precedence over a scheduled event, as determined by the pastor or Board of Trustees; an alternative time and/or space will be negotiated, and the refunding of some funds, if paid, may be considered.

Groups that are not part of the direct ministry of Fairview, meeting at the church regularly, are expected to have adequate insurance for their personal injuries and liabilities, and may be asked to show a certificate of insurance before using the facilities.

Any group that uses the facilities will be held financially responsible for all damages to the physical property or to any equipment in the area being used, except for the consideration of normal wear and tear of equipment. The sponsor or person responsible for the group should contact the Pastor, the Board of Trustees, or the Church Office as soon as is reasonably possible when there is breakage or damage. The Trustees are responsible for deciding what are appropriate repairs and replacement, in order to maintain the safety of groups using the facilities, as well as protecting the security of the building and its contents. Failure to make a timely contact will leave the person or group financially responsible also for any subsequent breakage, loss, injury, or theft that may occur due to the damage to the physical property or to equipment being used.

Safety Regulations for Groups Using the Facilities and Equipment: Any group using the facilities should immediately become familiar with the fire exits and escapes, as well as the location of fire control apparatus. The pastor or a member of the Board of Trustees will be available to give a tour to familiarize a group with the facility and these features.

The use of candles or other flames, apart from their regular use in worship services, shall require special permission of the Pastor or the Board of Trustees.

All accidents, involving either the injury of persons or the damaging of property, taking place on the property must be reported to the church office, the pastor, or the Board of Trustees immediately. This is important for the purpose of addressing the safety of future users of the facilities.

It is the expectation that the sponsor or person in charge will be responsible for the oversight and behavior of the group attending, practicing appropriate supervision and risk management.

Groups must read and agree to practice the Safe Sanctuary policies of the Fairview congregation; particularly its rules concerning having at least 2 adults present when there are children or youth involved, and that children must always be within sight or sound of at least 2 adults.

Specific Regulations for Particular Areas of the Facilities:

Multipurpose Room: No street shoes or dark soled shoes are to be worn while participating in basketball, volleyball, or other athletic activities.

Intentionally kicking the balls against the walls or ceilings may result in damage to the facilities, and is prohibited.

Use of the Multipurpose room does not grant access to the rest of the church facilities, unless otherwise scheduled. Entrances and bathrooms immediately by the Multipurpose room are to be used.

Reserved use takes precedence over walk-in use. Walk-in use is limited to one hour, if another unreserved group is waiting to use the room.

Dinners, receptions, and other meetings may be set up for early, with permission. Walk-in athletic events will not be allowed after a room has been set up for a dinner, reception, or meeting

Any equipment that is used is to be returned to its appropriate storage area.

Sanctuary: Groups or persons using the musical equipment in the sanctuary must first receive permission for its use, and then go through an orientation with an appropriate member of the church staff. Damages and tuning expenses will be the responsibility of the group or person using the equipment.

Food and beverages, other than the elements for the sacrament of communion, are not allowed in the sanctuary, without permission of the pastor, the Trustees, or the Worship Committee

Fair Share Expenses for Using the Facilities: Through faithful stewardship, the Fairview members have provided for these facilities, and its use for its ministries. There are ongoing costs and expenses involved in maintaining and providing these facilities, and it is reasonable to expect the sharing of these expenses with non-church groups in a manner that benefits both the church and the reserving group. Fair share assessments may be negotiated in concurrence of the pastor and the chair of the Trustees in exceptional circumstances, but ordinarily will follow the schedule listed below.

A security and damage deposit of \$100 must be paid at the time of application to reserve any part of the church facilities. After a reserved event is over, and an inspection has been completed, this deposit will be returned, less any amounts necessary for repair and damages. Violating the prohibitions on alcohol and illegal substances will cause the forfeiture of the deposit, as well as consideration of limits on further use of the church facilities.

A reservation will be considered guaranteed when fifty percent (50%) or more of all fair share fees (separate from the deposit) have been paid. See the next section for further information concerning a guaranteed reservation, and the refunding of any fees in the event of a cancellation.

Related Policies Concerning Events

Weddings: are scheduled in consultation with the pastor. An application to reserve the requested rooms (sanctuary, multipurpose room, kitchen, etc.) is part of the planning for that wedding. All of the above information applies to weddings, and the wedding party will be held accountable for sharing this information with their guests.

In addition, it is the pastor's responsibility to decide when and if a wedding will take place at Fairview. All decisions concerning the wedding ceremony rest finally with the pastor and/or the Fairview Weddings Consultant Team. At least one meeting with the pastor will be concerning what decorations, music, and other arrangements are allowed. The pastor may require counseling and other meetings before performing the service. If another pastor is desired to be part of the ceremony, the invitation to participate must come from the Fairview pastor, after talking with the couple.

The fair share expenses recommended for a wedding are listed in the Rental Charges included in this packet reserving the sanctuary for the wedding and rehearsal, performance of the ceremony by the pastor, use of rooms for dressing, and custodial clean up after the ceremony for members of Fairview United Methodist Church. The fair share expense for non-members is \$500 and does not include custodial clean-up or pastor honorarium, and for church members \$225 (who through their stewardship already provide for the pastor and the rooms in many other ways.)

A wedding reception is considered like other receptions, and a reservation for that space and time, with its separate fair share expenses, must be made. A security deposit will not be required if the wedding 1) takes place at the church, and 2) the wedding is conducted by our pastor. Information concerning receptions follows in the next subsection of this policy statement.

Additionally, the wedding party has the opportunity of hiring members of the church staff to play the organ and/or piano, negotiating with them concerning their performance of solos, processions, recessions, and other music. If non-church staff persons are to provide music (either live or recorded), these persons must meet first with the appropriate church staff for an orientation of the equipment.

Receptions: The kitchen and Multipurpose room may be reserved for private receptions for weddings, rehearsal dinners, and other family gatherings. The fair share expense is listed above in this policy statement.

Groups and wedding parties have the opportunity of using church members and groups to host the reception. A usual reception fair share expense is \$1.50 per plate, with a \$50 minimum, and includes table set up, table covers, punch bowl, cups, ladle, plates, silver coffee service, mint dish, and clean up. It does not include consumable items (cakes, mints, punch, etc.), collectible items (the knife to cut the cake, table souvenirs, etc.), or servers at the table. The church office can provide you with contact persons to negotiate a fancier reception and/or meal.



RENTAL CHARGES & MAJOR POLICIES FOR NON-PROFIT ASSOCIATIONS AND INDIVIDUAL WHO ARE NOT FAIRVIEW CHURCH MEMBERS



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Wesley Activity Center <i>(Multi-Purpose Room)</i> Seating capacity 200	Regular Meeting	\$75
	Regular Meeting plus Kitchen	Extra \$75 <i>(does not apply if we cater)</i>
	Reception <i>(12 hour reservation)</i>	\$225
	Reception plus Kitchen <i>(Kitchen use available for 4 hours only)</i>	\$300 <i>(or \$225 if we cater)</i>
	Athletic Competition “special” <i>(only for organized competition)</i>	To be determined as needed
Asbury Fellowship Hall <i>(Old Fellowship Hall)</i> Seating capacity 30	Regular Meeting	\$35
	Regular Meeting plus Kitchen	\$60 <i>(or \$35 if we cater)</i>
	Reception <i>(12 hour reservation)</i>	\$100
	Reception plus Kitchen	\$125 <i>(or \$100 if we cater)</i>
Worship Center <i>(Sanctuary)</i> NOTE: Prices do not include professional services except those noted Seating capacity 180	Regular Meeting	NOT AVAILABLE
	Wedding or funeral for church member <i>(12 hours, unless worship service scheduled)</i>	\$225 <i>(includes custodial fee and pastor honorarium)</i>
	Wedding or funeral for non-member	\$500 <i>(does not include pastor or custodial fee)</i>
	Wedding or funeral, plus reception for church member	\$225 <i>(includes custodial fee and pastor honorarium)</i>
	Wedding or funeral, plus reception for non-member	\$1,000 <i>(does not include pastor honorarium or custodial fee)</i>
Treese Library	Meeting <i>(food permitted to be brought in)</i>	NOT AVAILABLE EXCEPT FOR CHURCH FUNCTIONS
Church Office / Board Room	Meeting <i>(food permitted to be brought in)</i>	NOT AVAILABLE EXCEPT FOR CHURCH FUNCTIONS
Welcome Area <i>(Narthex)</i>	For “meet and greet” (plus light refreshments) before or after an event	To be determined on a case-by case basis