



419 NE First St.
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Church Administrator
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Guidelines for the Use of the Facilities:

Church sponsored events and groups will follow all rules in Part 1.

Part One

1. The buildings will be closed between 10 pm and 6 am.
2. The buildings and all equipment will be left in the manor it was found. Any damage will be the financial responsibility of the lessee.
3. There will be a \$250 dollar refundable deposit for damages and a \$100 restricted deposit to hold the date. If a cancelation is necessary, the deposit will be refunded if the cancelation is made within 2 weeks of the event.
4. The rooms leased will be left clean and organized.
5. All trash will be removed from the campus.
6. No helium balloons may be left in the buildings.
7. No smoking is allowed anywhere on the campus.
8. No Alcoholic beverages are permitted anywhere on campus.
9. The church is not responsible for any personal items of any kind. The church is not responsible for any liability incurred by the group.
10. There will be a \$25 an hour custodian fee with a three-hour minimum.
11. There is a \$20 an hour kitchen manager fee with a three-hour minimum.
12. There may be other fees applied as necessary.
13. No nails, screws, etc. may be used on the walls, etc., to hang decorations.
14. A church member will take responsibility to lock the building if the custodian or kitchen manager is not present. The member must also arm the building.

Part Two

1. All non-church sponsored groups will provide a Certificate of Insurance naming the church as a Certificate Holder no less than for \$1,000,000 coverage.
2. At least one person will be identified as personally responsible to make sure all rules are followed.
3. All non-church activities will only be scheduled if building is available and not in use by the church.
4. The church always reserves the right to refuse anyone or any group the use of any building or equipment on campus for any reason.
5. No outside group or person not approved by the church Trustees will be allowed to use the equipment owned by the church.
6. The group will hold harmless the church for any accident that causes any type of injury.
7. All fees will be collected at least two weeks prior to the event. If additional hours are incurred, the church will send an invoice for immediate payment.
The cost of facilities use will be as followed:
 - a. All costs in Part One.
 - b. \$600 use fee for the use of the Sanctuary (3 to 5 hours)
 - c. \$500 use fee for the Fellowship Hall (3 to 5 hours)
 - d. Additional hours will be charged by the hour of \$100 an hour.

Signed:

Printed name:

Address and Phone:

Date: