

Community United Methodist Church
1875 Fairfield Avenue, Fairfield, CA 94533
707 426-2944
Fax 426-2900

For office use only:

Date Submitted _____

Facility Use Request Form

Building User Information

Name: _____
Last First MI

Person designated in charge of this event who will be onsite to open and lock up: _____

Address: _____
Street and Apt

City State Zip Code Email: _____

Home Phone (____) _____ Fax: (____) _____ Work/Cell (____) _____

Organization Name (if applicable): _____

Check type of group: _____ CUMC _____ Scouts _____ Preschool _____ Non-profit _____ Bridges District _____ Other

User Request Information

Event Name: _____

Date(s) and Times: Day: _____ Date: _____

Building will be opened at _____ AM/PM Event End Time: _____ AM/PM

Event Start Time: _____ AM/PM (All events must be cleaned and locked by 10:00pm)

(Event times are given a 1 hour set-up prior to start time and a 1 hour clean-up after at no cost. Additional hours maybe purchased if needed)

Expected Attendance: _____ Will food be served? _____ Yes _____ No

Area(s) Requested for Use of Event: Please check all that apply:

_____ Sanctuary (seats 350)

_____ Social Hall (seats 224)

_____ Kitchen Required Food Catered By: _____

Custodian: **\$100.00 additional fee**

_____ Fireside Room (seats 40)

_____ Linda Cass Room (10/11) (seats 60)

_____ Hospitality Room (Mingling 53)

_____ Conference Room (Seats 25)

Description including decorations, food, and concessions if any: _____

Please indicate if you need any of the following items for your event: (Attach Room Set-Up example)

Number of _____ Tables and _____ Chairs _____ Lectern _____ Screen (Stage is NOT available to USE!)

For Office Use

Action Taken: _____ Approved _____ Denied Date _____

Comments/conditions attached: _____ Yes _____ No

\$100.00 -Reservation/Cleaning Deposit \$ _____ Date Received _____

Received by: _____

Signed Agreement Received _____ Yes _____ No Date Received _____

Insurance Received _____ Yes _____ No Date Received _____

Facility Use Fee \$ _____ Date Received: _____

Received by: _____

Cleaning Deposit returned: _____ Yes _____ No Date returned: _____

Approved by _____ Attach any comments after usage to this form.

Is Custodian scheduled for this event _____ Yes _____ No Copies to: Trustee _____ Supervisor _____ Custodian _____

INSTRUCTIONS FOR COMPLETING FACILITY USE REQUEST FORM

Facility User Information: **The person who will be responsible for the event and use of the building should complete this form.** If submitting a request for an organization, please state the name of the organization and check the type of group. If the request is from a youth group, the youth advisor or leader needs to sign the Facility Policy and Agreement form.

User Request Information:

- Event – Please give the name of your event.
- Dates and Times. Complete all areas (**CUMC includes: 1 hour set-up and 1 hour clean up in your rental, if more time is needed, additional hours may be purchased by the renter.**)
- Expected attendance - The number of people you expect to attend the event cannot be more than allowed.
- Indicate if food will be eaten during your event whether the group will be using the kitchen or if the group or individuals will be bringing in food from the outside.
- Areas requested for use – Please check all that apply. Rental fees are based on time and rooms used.
- Description of event – Please provide a description of your event so that the reader has a clear idea of what it is. Include food – whether it will be cooked on site, brought in or combination, decorations – type and how they will be displayed, and concessions, if any. Attach additional information if needed.
- Indicate the number of tables and chairs you will need. Also use of the lectern or screen.

Use of Community United Methodist Church Facilities

- A. Applications and deposit for facility use must be complete and submitted to the Administrative Assistant at CUMC no later than 30 days prior to the event, if possible. The application and \$100.00 reservation/ cleaning deposit must be submitted at the same time, to reserve your date. No date will be held until the application and the \$100.00 reservation/cleaning deposit is received. **Final payment is due 30 days prior to your event.**
- B. When the application is submitted, the Administrative Assistant processes the application and payment. The application then goes to the Board of Trustees for review of use, the church calendar and approval, if space is available. The Pastor or Board of Trustees will approve the use of the church on the basis of church policies. They will review the rooms and hours needed to calculate the fees. At that time you will be contacted.
- C. In no case will the use of the facility be transferred, sublet to another group or persons.
- D. Any group wishing to offer concessions during their use must make this known at the time of the reservation with the specifics on the type of concessions.
- E. **Final payment and Insurance is due 30 days prior to your event.**
- F. Cancellations are required at a minimum of seventy-two (72) hours in advance of scheduled usage to the church office. Groups will be required to relinquish the reservation/cleaning deposit whenever cancellations are not made within the minimum 72 hour notice.
- G. In the event of an emergency and **the church must cancel the reservation**, the building user will be notified as soon as possible and offered an alternative date and time. The facility use fee and reservation/cleaning deposit will be returned, if the event is not rescheduled.
- H. **INSURANCE REQUIREMENTS:** All persons, groups, or organizations that are not directly involved with a program, committee, or agency of the Community United Methodist Church or of the Cal-NeV Annual Conference of the United Methodist Church **are required** to supply the church office, at least seven days prior to their use or occupancy of the church facilities, evidence that they have insurance that protects them, and the church as an additional insured for their use of the church facilities. Whether you choose to purchase insurance privately or add it to your homeowner's policy, **all insurance information must be on file with our office 30 days before your event.** Failure to provide insurance will result in the cancellation of your event and you will forfeit your rental fees.

Your Insurance must be in the form of a Certificate of Insurance with “General Liability” coverage that lists “Community United Methodist Church of Fairfield,” as the “additional insured.” The recommended level of insurance is \$1,000,000 per occurrence. Weddings (*please ask for the wedding brochure*) and funerals (fees are at the discretion of the Pastor) are considered activities of the church. Exceptions to this requirement must be submitted in writing to the Board of Trustees at least 30 days prior to the requested occupancy date. No exceptions will be made for users which include the service or distribution of foods.

In the event of an accident, if it is an emergency – call 911. For all other non-life threatening accidents or incidents, reports must be made to the church office immediately. (707-426-2944)



COMMUNITY UNITED METHODIST CHURCH

Facility Use Policy and Agreement

The following are the policies for using CUMC's facility:

General rules:

- A. **Building users must take reasonable steps to ensure orderly behavior of all persons** attending their event and will be fully **responsible for paying for all damages or clean up fees** associated with their use of the facility, property or equipment.
- B. **Responsibility for enforcement of rules and regulations** rests with the user group. Any infractions of the usage policy may be grounds for refusing to grant subsequent requests for the use of the Church.
- C. Groups using the church must confine their activity to the specific areas which have been approved. **At no time are persons to linger** the hallways, classrooms or any other area, which has not been approved.
- D. **Corridors, exits, and stairways are to be free of obstructions.** Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways or aisle ways.
- E. The **adult responsible for the group** is to make sure others in the group especially children are aware of these policies and regulations.
- F. **Adequate ADULT supervision shall be provided for all children and youth attending the event.**
- G. Playground is **ONLY open for children under 6 years of age with ADULT Supervision only.**

Restrictions:

- H. **Use of alcohol, controlled substances, smoking and gambling is prohibited in any CUMC buildings at any time.**
- I. **Decorations must be fireproof,** included on the facility user request form and shall be erected and taken down in a manner not destructive to property. **No tape or tacks shall be used** on walls or stage. Wall putty (for use in hanging items on walls) is an acceptable use and must be removed after the event. Decorations are subject to approval of the Board of Trustees.
- J. **In no case will the use of the facility be transferred, sublet to another group or persons.**
- K. Any group wishing to offer concessions during their use must make this known at the time of the reservation with the specifics on the type of concessions.
- L. The **stage is NOT available** for use at this time.

Equipment:

- M. Arrangements must be made in advance for any special or extra equipment.
- N. **Requests for CUMC owned equipment is not included in the direct or indirect usage fees** and will be based on the type of equipment and if there is a need for operators of the equipment. Groups will be charged at competitive and customary rates.
- O. **Use of furniture, equipment and/or kitchen facilities must be included in facility request form.** Members of the group using the facility may perform set up and clean up, provided the responsible persons are listed on the application.
- P. **Any additional electrical equipment used shall be pre-approved by CUMC.** No hot plates or cooking in the social hall is allowed. **Cooking is ONLY allowed in the kitchen.**

Cleaning and Care of Building:

- Q. **A MANDATORY facility orientation must be attended by the user prior to the event. If the kitchen will be used, a kitchen orientation must also be scheduled with a kitchen committee representative.**
- R. **Kitchen area is to be left clean without dishes to be put away. Storage of items in the kitchen must be clearly marked with group's name. After event, food is to be removed from the refrigerators, freezers and kitchen. Purchase of food and disposable products is the responsibility of the group using the kitchen facility.**
- S. All lights, heat, air conditioning, heating elements on stove and ovens **MUST be turned off** at the end of the event and doors will be secured. It is asked that **doors NOT be propped open** while heating or air conditioning units are operating
- T. Trash dumpsters are provided outside the social hall for garbage and recycling material.
- U. If custodial services are needed, they must be arranged prior to the event, and a \$100.00 fee may be charged.
- V. The **cleaning deposit MAY be returned based on cleanliness, no damage to the facility, amount of refuse disposal needed and the Facility Cleaning Checklist is returned to the church office signed, with Trustee approval.**

Agreement and Cancellation:

- W. A signed agreement shall be provided to CUMC at least thirty (30) days prior to the event unless other arrangements have been approved in advance. The final payment of fees and insurance is due 30 days in advance of use.
- X. Cancellations are required at a minimum of seventy-two (72) hours in advance of scheduled use to the church office. Groups will be required to pay all agreed upon fees as described with the contract whenever cancellations are not made within the minimum 72 hour notice.
- Y. In the event of an emergency and the church must cancel the reservation, the building user will be notified as soon as possible and offered an alternative date and time. The facility use fee and reservation/cleaning deposit will be returned, if the event is not rescheduled.

Security:

- Z. The building user shall check to ensure that all lights and heating/cooling units are off, all toilets are flushed and all faucets are turned off and that all doors and entrances are securely locked.

Liability and Insurance Coverage:

- A. **Community United Methodist Church will not be responsible for any loss of valuables or personal property. Any group using the church agrees to indemnify and hold harmless the church, its employees, agents and Board of Trustees from any and all liability arising from or related to in any way, the use of the facility including costs of dissent, judgments, settlements and attorney’s fees.**
All persons, groups, or organizations that are not directly a program, committee, or agency of the Community United Methodist Church or of the Cal-Nev Annual Conference of the United Methodist Church **are required** to supply the church office, at least seven days prior to their use or occupancy of the church facilities, evidence that they have insurance that protects them, and the church as an additional insured for their use of the church facilities. Whether you choose to purchase insurance privately or add it to your homeowner’s policy, all insurance information must be on file with our office 30 days before your event. Failure to provide insurance will result in the cancellation of your event and you will forfeit your rental fees.
- B. **Your insurance must be in the form of a Certificate of Insurance with “General Liability” coverage that lists “Community United Methodist Church of Fairfield,” as the “additional insured.” The recommended level of insurance is \$1,000,000 per occurrence. Weddings (please ask for the wedding brochure) and funeral (fees are at the discretion of the Pastor) and are considered activities of the church. Exceptions to this requirement must be submitted in writing to the Board of Trustees at least 30 days prior to the requested occupancy date. No exceptions will be made for users which includes the service or distribution of foods.**
- C. **In the event of an emergency: Call 911!** For all other non-life threatening accidents, reports must be made to the church office immediately. (707-426-2944)

I have read and understand the above written policies of the Community United Methodist Church and agree to ensure that they are followed when using the facility.

Date:

Signature: **Building User:**

For Office Use Only	
Approved by:	
_____	Date: _____
Administrative Assistant	
_____	Date: _____
Board of Trustees Designee	
_____	Date: _____
Chairperson Board of Trustees	



CUMC Building Facility Use

Fellowship Hall

- The deposit is both a reservation/cleaning deposit which may be returned on inspection of facility after the scheduled event. If: 1) there is no damage to the facility or equipment; 2) no cleaning is required; 3) no additional use time occurred; 4) key is returned to the office and 5) the Cleaning Checklist has been completed, signed and turned into the church office, upon approval by the Board of Trustees.
- Capacity for seating is 224. Use limited to main auditorium area, kitchen and bathrooms. Rectangular tables and chairs available for use; user responsible for set-up and take down unless prior arrangements are made. The Stage is NOT available for use.

Kitchen Use

- The kitchen is used for food preparation and service. Cooking is only permitted in the kitchen.

Fireside Room

- Use limited to room and bathrooms. Fireplace is NOT available for use.

Linda Cass Youth Meeting Rooms 10 & 11

- Seating capacity 60
- Use limited to room and bathrooms.

Conference Room

- Seating capacity 25.

Hospitality Room

- Mingling capacity 53.

Custodian: If our custodian is needed, an additional \$100.00 fee will be applied.

For the Fellowship Hall, Fireside Room or Linda Cass Rooms 10/11, Conference Room or Hospitality Room a \$100.00 reservation/cleaning deposit is required. All deposits **MAY** be returned on inspection of facility after the scheduled event. If: 1) There is no damage to the facility or equipment; 2) No cleaning is required; 3) No additional use time occurred; 4) Key is returned to the church office and 5) The Cleaning Checklist is completed, signed and returned to the church office, upon approval by the Board of Trustees.

All users must have a mandatory facility orientation and sign the Facility Use Policy and Agreement form prior to use. In addition, any user who uses the kitchen must have a kitchen orientation before event. To schedule these orientations, contact the Administrative Assistant to meet with a kitchen committee representative and Board of Trustee representative. All facility fees must be paid 30 days in advance of the event.

Facility must be cleaned and vacated no later than 10 p.m.!

Note: Consideration on facility use suggested donations may be given to members and non-profit groups depending on prior history and purpose of the organization and function upon approval of the Building Use Committee, Board of Trustees and/or Pastor.

NOTES



**COMMUNITY UNITED METHODIST CHURCH
FACILITY CLEANING CHECK LIST**
FACILITY MUST BE CLEANED AND VACATED BY 10:00 PM!

Group _____

Event Date _____

Condition of room prior to use:

Was the facility clean when you arrive to use it? Yes _____ No _____

If not, please comment:

Please read before cleaning.

User Checklist for Cleaning Post Events - Mark those completed on line below

For CUMC Use Only

- | | |
|---|-----------|
| _____ Empty all trash cans and put in new liners. Check cigarette tub and make sure dowsed with water prior to emptying in dumpster. | Yes or No |
| _____ Put away all supplies, dishes, and cleaning equipment, making sure to turn off stove & ovens. | Yes or No |
| _____ Wash off tables, wipe off table cloths and chairs used before putting away. | Yes or No |
| _____ Place all used kitchen towels in a bucket for cleaning. | Yes or No |
| _____ Be sure all toilets are flushed and all sink faucets are off.
Clean bathrooms used (Note ones cleaned) | Yes or No |
| _____ Mop social hall and kitchen after events with water & cleaner solution
(LEAVE NO STANDING WATER ON FLOORS) Rinse out mops and buckets when finished. | Yes or No |
| _____ Take down decorations and remove anything used to secure – needs prior approval in building use request before decorations are put up | Yes or No |
| _____ Make sure all doors and windows are secured and lights, heating or AC is turned off. | Yes or No |
| _____ Check parking lots and patio for litter including cigarette butts | Yes or No |

I verified that the above cleaning has been completed. I understand my cleaning deposit refund depends on the cleanliness of the facility, no damage has occurred and the decision by the CUMC Trustees, Key has been returned along with this signed form to the church office.

Signed _____ **Checked by** _____

Return signed form to the church office!

Locations for cleaning equipment and supplies in lower building for Fellowship Hall, Fireside Room, and Linda Cass Room 10/11.

- Closet next to stage staircase - Brooms, vacuum, small buckets, rags, cleansers, plunger, extra paper towels and toilet tissue, garbage bags, disinfectants and floor cleaner solution and extra vacuum cleaner bags. Large floor buffer is not to be used for cleaning the floors and is to be used only by those trained to do so.
- Broom closet in kitchen and lower island drawer in kitchen - Small brooms, dustpan, paper towels, and garbage can liners.
- Outside Kitchen Door by dumpster and Recycle Containers - Large buckets for mopping and mops – use water faucets outside kitchen door for filling buckets. Recycle containers for paper and plastic. Break down large boxes before placing inside containers.
- Under kitchen sink - Cleanser for sinks and dish soap for hand washing and dishwasher; Stove and oven cleansers – Refer to cleaning instructions in kitchen handbook.

Areas needing further cleaning post events will be deducted from cleaning deposits or assessment of facility use fees will be evaluated.

Thank you! CUMC Trustee's

PLEASE DRAW A DIAGRAM OF THE ROOM SET-UP