

Date Payment Received: _____

Amount Received: _____

Receipt No. _____

HARDINSBURG UNITED METHODIST CHURCH
P.O. Box 3, Hardinsburg, KY 40143
Phone (270) 756-5901
Memorial Hall and Sanctuary
Usage Application and Contract

DATE OF APPLICATION: _____

NAME: _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

DATE OF EVENT: _____ TIME OF EVENT: _____

DESCRIPTION OF EVENT: _____

TIME OF SET-UP: _____

WILL BE USING SANCTUARY ONLY MEMORIAL HALL ONLY BOTH

- 1) Only non-profit groups may use church property with approval.
- 2) Hardinsburg United Methodist Church activities have first priority. In the event of an unscheduled activity such as a funeral, the HUMC reserves the right to cancel any activity without prior notice. A refund will be given in a timely manner.
- 3) Church Property is to be used by members and minister of Hardinsburg United Methodist Church. All others must have prior approval from HUMC Minister. There will be no money making ventures by outside organizations. Church properties cannot be used by any political organization.
- 4) There is to be no use of any church-owned audio, video equipment, food, coffee, paper plates, cups, napkins, tea, and lemonade, unless approved by the Chairman of the Trustees or the Pastor.
- 5) Arrangements for usage of church property must be **made at least** one month in advance with the church office and is under discretion of the Trustees. **In order to secure the date desired, the usage agreement must be signed and all fees paid at the time the reservation is made.**
- 6) There will be no charge for members of HUMC with the exception of a Cleaning Fee. **The member who pays the fee must be present at the event and responsible for guidelines of this usage agreement.** The Fee Schedule for usage of Memorial Hall and Sanctuary for Members and Non-Members is as follows:

| For: | Members | Non-Members |
|--------------------|----------------|------------------------|
| Sanctuary Only | \$35.00 | \$135.00 |
| Memorial Hall Only | \$35.00 | \$135.00 * (see below) |
| Both | \$50.00 | \$250.00 * (see below) |

*** Non-members must pay an additional \$100 damage deposit. This deposit will be refunded after an inspection of the property has been made if there are no damages.**

- 7) Parties using church property must be responsible for obtaining keys, unlocking and locking doors, and returning keys to the church office. Arrangements will need to be made for outside groups. Keys must be returned to the office the following day unless prior arrangements have been made.
- 8) Persons must be 21 years of age to use the facilities.
- 9) NO ALCOHOL IS PERMITTED ON HUMC PROPERTY.
- 10) Call Mary Ann Ramsey, Custodian, at 617-4333 two days prior to the scheduled activity and tell her the beginning and ending time of your activity (including set-up and clean-up). If the ending time is not known, give her an estimated time and then call her when the activity is over.
- 11) All users must place trash in trash cans, clean tables, wash dishes and put furniture back in original positions. A fee of \$20.00 will be assessed if not.
- 12) Nothing shall be placed on Memorial Hall walls. Do not use tape of any kind on walls or ceilings.
- 13) Any damage, soiling, or defacement to the building during use by the user shall be repaired or a damage fee will be assessed.
- 14) No graffiti on windows or doors, no confetti, rice, or birdseed is allowed in the hall or church.
- 15) Do not leave any trash, cans, or litter of any sort outside. Clean-up of all areas must be done the same day as the activity unless prior arrangements have been made. If the church's dish cloths, towels and/or white tablecloths are used, they must be laundered and returned to the church as soon as possible.
- 16) Be sure all doors are locked and lights turned off before leaving.
- 17) Any damage to tables and chairs during use will be the user's responsibility and will be replaced at current cost.
- 18) Persons using Memorial Hall or the Sanctuary are responsible for setting the heat or air conditioning at the beginning and end of the activity at the temperatures posted on the thermostats.
- 19) HUMC reserves the right to change these regulations without prior notice.

I have read and agree to the above guidelines in using the Hardinsburg United Methodist Church Memorial Hall or Sanctuary.

Signature of User

Church Office Signature _____

Revised April 2013