

Building Use Contract

Parkrose United Methodist Church

11111 NE Knott St, Portland, OR 97220 – 503-253-7567 – parkroseumc1@gmail.com

Date: _____ Organization: _____

Expected Number of People: _____

Address: _____

Home Phone _____ Cell Phone: _____

E-mail _____

Best Time and Way to Contact You: Day Evening Home Phone Cell Phone Email

Alternate Contact Person: _____

Address: _____

Home Phone _____ Cell Phone: _____

Is A Key Needed? Yes No

Date Key Is Needed For Use of the Building: _____

One Time Use Date _____ @ Time _____ to _____

Weekly Day(s) _____

Monthly Day(s) _____

Building Request(s)

Sanctuary Classroom(s) Miller Hall (there is no sound system available)

Equipment Needed

Number of Tables: _____ Number of Chairs: _____

Podium: Yes No

[Type text]

Building Use Contract

The following items are the responsibility of the User and any non-compliance will result in termination of this agreement.

1. All fees are due five (5) days before date of use.
2. Premises must be secured upon leaving. All doors and windows must be closed and locked. All lights turned off and, if heat was turned up, thermostat(s) must be turned down to 60°.
3. If you choose to move furniture or other items, you must return everything to the place you got them from after your event.
4. The kitchen, if used, must be left clean and tidy.
5. Any breakage or damage to the premises must be repaired promptly and at the expense of the user. You may only use removable tape/adhesives – no regular tape, nails or staples may be used on walls or surfaces.
6. No live animals allowed in the buildings except certified guide dogs.
7. Sound level heard outside the buildings must be within sound ordinance codes.
8. The sanctuary organ and piano are not available for use and nothing is to be placed on top of them.
9. Church equipment and supplies on premises are not available for use unless agreed to ahead of time.
10. Any computers, projection systems, sound systems, step ladders or extension cords, as well as people to set-up and operate, are to be provided by those renting the space. All should be in safe operating condition. PUMC is not liable for any injury caused by use.
11. Floors, yard and parking lot must be left free of paper and any other debris created.
12. Avoid unnecessary spills and messes. Some can still occur and are to be cleaned immediately. Ask where cleaning items are kept before signing.
13. All activities involving children must be adequately supervised.
14. Smoking only in designated area outside of buildings.
15. No illegal drugs or alcoholic beverages allowed on the premises at any time.
16. All trash must be emptied from facilities and placed in the outside dumpster.
17. Keys for the entrance(s) and garbage dumpsters can be secured through the church office only and must be returned to the office by the next day, or to another designated person arranged through the office.
18. Everyone concerned must understand that the use of the facility by Parkrose United Methodist Church takes priority over any other use request for the building. If there is any conflict or a church emergency, such as a funeral, every effort will be made to see that all needs of parties will be met.

I have read and agree to the policy of this agreement for using the building(s) of Parkrose United Methodist Church. By signing this agreement, I agree to all parts of this agreement.

Must be read and signed by the person making the request

Signature of person completing application

Date

Approval signature of PUMC Trustees

Date

[Type text]

Building Use Rental Fees

<u>Area</u>	<u>Basic Fee</u>
Miller Hall	\$200 up to 6 hours \$25 for each additional hour
Sanctuary	\$200 up to 4 hours \$25 for each additional hour
Sound System	\$25 for first hour \$8.50 for each additional hour Sanctuary sound system may be used only when a trained member of the church is available.
Common Area	\$35 per hour
Nursery	\$25 per hour
Meeting Rooms	\$25 per hour, per room

Any set up and clean up will be billed at \$15/hour

Waiver and Release

For outside groups using facilities of Parkrose United Methodist Church (PUMC)

In consideration of the right to periodic access to and use of the premises of PUMC

_____ (name of individual signer)

As an agent of _____ (name of organization/group),

Authorized by said _____ (name of group)

To bind _____ (name of group) its members, assignees,

volunteers, and guests to the terms of the Waiver and Release, do agree as follows:

I, on behalf of _____, agree to release, waive, discharge, hold harmless, defend and indemnify _____ from any and all claims, actions, or losses for bodily injury, abuse, sexual misconduct/sexual abuse by any person acting as a member of _____, agent, thereof or person present on the premises of PUMC by invitation of PUMC.

I specifically understand that, by signing this Waiver and Release on behalf of

_____, I acknowledge receipt of a copy of PUMC's Safe Sanctuary policy on behalf of _____.

PUMC ASSUMES NO LIABILITY FOR ANY INCIDENT OF CHILD ABUSE OR SEXUAL MISCONTUCT/SEXUAL ABUSE WHICH TAKES PLACE UNDER THE AUSPICES OF AN OUTSIDE ORGANIZATION.

This constitutes a waiver of liability by _____

By signing this Waiver and Release, I agree to its terms on behalf of _____

Signature

Date

Printed Name

Group Name

[Type text]