



## **FACILITIES USAGE POLICY**

To be better stewards of CUMC resources and to advance the mission and vision of Collierville United Methodist to reach out and transform lives by extending god's love to all, our church's doors are open to all in the community who wish to peacefully gather with the intent to spread the word of God. By opening our doors and allowing groups from all corners of the community to bear witness to the support available by CUMC and its loving family of Members and Staff the mission of the church will be able to be spread further, hopefully reaching those who are lost and need guidance.

By providing a safe, loving and peaceful environment CUMC will be the nexus for social change, growth of knowledge in the teachings of the Lord, and development of individuals in accordance with God's greatest commandment to "Love your neighbor as yourself" Mark 12:31.

It is the duty and responsibility of CUMC to reach out into the community and offer space, time, knowledge and love to all.

### **General Statement of Purpose for Use of Church Property and Facilities**

At Collierville United Methodist Church stated hereafter as "CUMC", we believe that our facilities are placed in our trust and are designed, built, and used for service and mission, and stand for the glory of God. The buildings and grounds are to provide a place for Christian worship, education, and fellowship for all believers. They also exist to help prepare persons to be in ministry in the wider community and world. Whenever possible, the facilities will be available as a meeting place for members, for use by the denomination, and as appropriate, a meeting place for non-profit groups or organizations in the community.

*Revised 7-10-2018*

*Approved* \_\_\_\_\_



**General Qualifications from the United Methodist Church Book of Discipline for use of Church Property and Facilities**

The primary purpose of CUMC property and facilities is that it be used, kept, and maintained as a place of divine worship of the United Methodist ministry and members of the United Methodist Church (Book of Discipline, paragraph 2503).

The Board of Trustees is charged with supervision, oversight, and care of all the property and equipment of the church. The pastor appointed by the Bishop of the Memphis Annual Conference is granted authority to determine what religious services or other proper meetings of The United Methodist Church shall take place on church property. The pastor may also grant permission to others for the use of the property for religious or other meetings (Book of Discipline, paragraph 2533). Additionally, the Board of Trustees retains responsibility for these guidelines and may modify them in conjunction with the Senior Minister and Church Business Administrator.

Outside organizations and groups request, from time to time, the use of church property for purposes other than religious services or meetings. Those outside organizations may be granted permission to use church facilities if such use is consistent with the Social Principles of The United Methodist Church (Book of Discipline, paragraph 160-166) and with the ecumenical objectives of the United Methodist Church (Book of Discipline, paragraph 2533.3).

Generally, those outside organizations or groups that may be granted permission to use church property will be religious or charitable organizations. Groups other than religious or charitable organizations may be granted permission if they are deemed to have a useful purpose to The United Methodist Church, or its members, and to their Christian commitments.

These outside groups or organizations are usually non-profit organizations. Permission will not be granted for any group or organization that jeopardizes the 501(c) (3) status of the church.

Permission to use the facilities of the church may be granted to for-profit organizations if it is in conjunction with a mission, ministry, or program of the church.



## **Use of the Poplar Sanctuary and the Sanctuary on the Square**

Normally, the Poplar Sanctuary and the Sanctuary on the Square are used for worship and religious ceremonies. We do not view them as concert halls or venues. We believe that the Poplar Sanctuary and the Sanctuary on the Square are holy places, open to all, where you would not normally expect to be required to buy a ticket to be admitted.

However, there are legitimate circumstances, such as a church sponsored seminar or learning program, where the Poplar Sanctuary and the Sanctuary on the Square are the only suitable spaces to accommodate the program, and where it may be appropriate to require a registration fee to cover the church's costs for providing the space.

All use of the Poplar Sanctuary and the Sanctuary on the Square for other than worship and religious ceremonies will be approved on a case-by-case basis through the approval process discussed later in these guidelines.

Out of respect for the spaces, and the activities conducted therein, we request that there be no food or beverages used in the Poplar Sanctuary and the Sanctuary on the Square, and that cell phones are not to ring or be used in the Poplar Sanctuary and the Sanctuary on the Square. It is expected that conduct be appropriate and in keeping with Christian principles while using the facilities.

## **Priority for Use of the Facilities**

Priority for the use of the facilities will be given to CUMC, **its Members** and for denominational use. The Church will make reasonable effort to fulfill approved requests. The church reserves the right to **modify or** cancel an approved request **at any time** to use the facilities if it conflicts with a church activity or need. The church reserves the right to cancel an approved request for any recurring non church event with thirty days' notice in writing to the designated contact person for the group. The church is not responsible for any cost (financial or otherwise) resulting from the cancellation or rescheduling of a space requested.

## **Use by CUMC Members for Special Occasions**

We believe it is desirable and appropriate for individual CUMC members to want to celebrate special occasions such as anniversaries, reunions, etc. at the church; so the use of suitable spaces may be approved if the church's schedule permits. The individual member will be responsible for all arrangements and return of the space to its normal condition.

## **Weddings**

Use of church facilities for weddings is available to our members and nonmembers.

Please see "Appendix J" for the detailed wedding guidelines for members and "Appendix K" for non-members. These appendices are incorporated by reference and not included in this document.

## **Funerals**

The church has always supported and encouraged members to have funeral services in the Poplar Sanctuary or the Sanctuary on the Square. Typically there is visitation time with the families for a period of time just prior to the service. A growing trend is for member families to desire visitation time at the church the evening before the funeral service, and we support that wish, provided that care of the body, or cremated remains, are strictly the responsibility of the attending funeral home. The body, or cremated remains



must be returned to the funeral home overnight and remain there until the funeral service. The church will only provide appropriate space, and the attending funeral home will be responsible for all arrangements.

### **Spaces Normally Available for Use**

Please see "Appendix I." for a list of rooms that are normally available for use.

Use of other space will be approved on a case-by-case basis through the approval process discussed later in these guidelines.

### **Space/Facility Use Request Form(s)**

All requests for use of facilities will be made in writing or electronically at [www.colliervilleumc.org](http://www.colliervilleumc.org), with adequate notice, on the appropriate form for church events or non-church events. Please see "Appendix A and B" for appropriate forms. Non church groups or individuals must also execute "Building Use Policy" form, please see "Appendix C".

Any group or individual requesting use of the kitchen must be trained and certified on the kitchen equipment by a designated member of the kitchen committee. A Kitchen Use Agreement form must be signed and a copy will be provided to the individual upon requesting use of the space. Please see "Appendix D" for the agreement form.

Any group or individual requesting use of Coats Hall(gym) are required to complete the "Rules for Coats Hall" form, please see "Appendix E" for form.

Any group or individual requesting use of Recreation Fields are required to complete the "Rules for Recreational Field Use" form, please see "Appendix F" for form.

Outside groups or organizations, individuals, and CUMC individual members will be required to execute a "Hold Harmless Agreement". Outside groups or organizations will be required to provide a certificate of insurance naming CUMC as additional insured, which will be verified before final approval is given. Overnight groups will be asked to furnish a certificate of liability with CUMC named as an additional insured 30 days prior to use of the space. Please see "Appendix G" for the Hold Harmless agreement.

The Board of Trustees grants permission to the business administrator to modify, if necessary, the appropriate terms/conditions of the request form due to the complexity or timing of any single event. The form is not to be permanently changed without the approval of the Board of Trustees.

### **Reservations and the Approval Process**

A completed Space/Facilities Use Request Form, and other applicable documents, will be submitted at least 2 weeks ahead of time to allow for scheduling and coordination of needs. If the church calendar shows that the requested space is available, the requested use will be submitted for review and approval to the business administrator and the senior minister. Additional agreements may be executed at the discretion of the church management team.

CUMC programmatic requests will be submitted through the administrative assistant. If the request meets these guidelines, space is available, and all logistics are worked out, then final approval may be given by the senior minister and the business administrator, and a reservation will be confirmed on the church calendar.



Non-programmatic requests, requests from individual CUMC members, and requests from a non-CUMC organization, group, or individual will be submitted through the administrative assistant and presented to the senior minister and the business administrator for approval. The senior minister and the business administrator will determine if the requested use meets these guidelines, and the Social Principles and ecumenical objectives of the church. This team meets as needed to consider requests. As stated in the Book of Discipline, the senior minister has the final say in use of the church's facilities.

The senior minister and the business administrator may find it necessary and appropriate to consult with the Board of Trustees before granting permission to use a space.

Outside groups requesting to use the facilities must meet with the senior minister, the business administrator, or the administrative assistant, as determined by the team, to finalize plans for set up and use of equipment before final approval is given.

### **Fees for Use of Facilities, Equipment, Staff Support, and Custodial Services**

The uses of church facilities are on a not-for-profit basis and schedules of appropriate fees to cover facilities, equipment, staff support, and custodial services are determined by the Board of Trustees and made a part of these guidelines.

Events requested by individual CUMC members or by non CUMC groups with over 50 people and/or use of kitchen facilities will require a usage fee and a special event coordinator, listed on "Appendix H". Fees for all non CUMC recurring events are listed on the facility fee guidelines and paid on a semester or semiannual basis. Overnight group requests will require a \$250 damage deposit due 30 days prior to use of the space. The deposit will be returned within 30 days after the stay provided no damage is incurred. Overnight group requests will also require a special event coordinator.

The Board of Trustees grants permission to the business administrator to adjust the fees due to the complexity or timing of the event. Additionally, fees may be waived at the discretion of the management team. Please see "Appendix H" for a schedule of fees.

### **Requirements for Use of the Facilities**

All persons using our facilities are expected to be respectful of the Christian environment on our church campus.

Safe use of the facilities will be the responsibility of the users. The user assumes responsibility for injuries to persons attending the event.

Groups, organizations, or individuals using the facilities are responsible for any and all damages to the church property resulting from that use. Liability is both individual and collective.

Uses of tobacco products, alcoholic beverages, or illegal substances are not permitted in the buildings or on the grounds of the church.

Only the areas reserved and approved may be used.



## Collierville United Methodist Church

Our Vision: Reaching out to transform lives by extending God's love to all.

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Use of food in a reserved area must be requested and approved in the facility use request.

All trash must be removed after use of the facilities, and the space left in the same condition as found. Users may park only in designated parking spaces.

All equipment (computer, audio/visual, mechanical, electrical etc.) must be approved by the business administrator prior to its use in the Church facilities.

The User(s) agrees that no hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought onto the premises or used in any way while occupying any portion of the Church property.

The User(s) agree that no amusement rides or attractions, including but not limited to, trampolines of any type, enclosed or air supported structures of any type, climbing walls, climbing ropes, firearms or shooting activity, bow and arrow activity or equipment or devices related thereto will be brought onto the premises or used in any way while occupying any portion of the Church property.

The User(s) must give written notice to the Church of any accident resulting in bodily injury or damage to property of the Church or others occurring on the Church premises or in any way connected with the use of the Church premises within 24 hours of the accident. The notice must include details of the time, place and circumstances and the names and addresses of any person(s) witnessing the accident.

### **Appendices**

Appendix A – CUMC Space Use Request Form (Available electronically)

Appendix B – Application for Building Use Non CUMC Groups

Appendix C – Building Use Policy Non CUMC Groups

Appendix D – Kitchen Use Agreement Form

Appendix E – Rules for Coats Hall (Gym)

Appendix F – Recreational Field Use

Appendix G – Hold Harmless Agreement

Appendix H – Facility Fee Guidelines

Appendix I – List of Rooms Normally Available for Use

(The Following documents are incorporated into the Appendices by reference)

Appendix J – CUMC Wedding Policy, Members

Appendix K – CUMC Wedding Policy, Non Members

### **Facilities Use Guidelines – Document History and Revisions**

These guidelines were approved by the Trustees in June, 2011.

Revisions were made March 2012, March 2013, April 2015, and March 2016.



**Appendix A**

**CUMC SPACE USE REQUEST FORM**

Date of Request: \_\_\_\_\_

Time of Request: \_\_\_\_\_

Group/Event Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Set up Time Needed: \_\_\_\_\_ Take Down Time Needed: \_\_\_\_\_

Recurring Event Every: \_\_\_\_\_

Room/Space Preference (s): \_\_\_\_\_ Group Size: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_

Set-Up Style (Check One and give quantity when needed):

<input type="checkbox"/> <b>Circle of Chairs:</b> Chairs in a circle, no table	<input type="checkbox"/> <b>Open U:</b> 8 ft. tables forming an open U w/ 4 chairs per table
<input type="checkbox"/> <b>Round Tables with Chairs:</b>	<input type="checkbox"/> <b>Square:</b> 8ft tables in a square w/ 4 chairs behind ea.
<input type="checkbox"/> <b>Classroom :</b> Tables (# ) in rows with chairs behind each	<input type="checkbox"/> <b>Theater:</b> Chairs in diagonal rows with middle aisle
<input type="checkbox"/> <b>Lecture:</b> Chairs in rows, one directly behind the other	<input type="checkbox"/> <b>Other:</b> (please specify)

Audio Visual Needed:

ITEM	QUANTITY
TV/VHS	
TV/DVD	
CD Player	
Microphones (wired)	
Microphones (wireless)	
Mic Stand	
Video Presentation	
MS PowerPoint	
Other	

Childcare Needed :      YES                      NO

Possible Number & Age Range: \_\_\_\_\_ (Traditionally childcare is available 15 minutes before and 15 minutes after the event; if you will need more time contact Nursery at 853-8383 ext. 107.)



**Appendix B**

**APPLICATION FOR BUILDING USE**  
**NON CUMC GROUPS**

ORGANIZATION/COMPANY NAME: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_ I am a for profit organization

\_\_\_\_ I am a not for profit organization

\_\_\_\_ No fees will be required to attend event, any fees required for the event will not provide personal profit for the organization

DATE OF EVENT: \_\_\_\_\_

TIME OF EVENT: Start time: \_\_\_\_\_

Ending time: \_\_\_\_\_

The building will only be available 30 minutes prior to event start time and 30 minutes after event ending time

CONTACT PERSON: \_\_\_\_\_

NAME PHONE NUMBER(S) EMAIL ADDRESS

NAME OF EVENT: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

\_\_\_\_\_  
Please be specific about what the event will include

NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

\_\_\_\_ CHAIRS ONLY

\_\_\_\_ TABLES & CHAIRS

\_\_\_\_ AUDIO/VISUAL NEEDED \_\_\_\_\_

Please describe your needs

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***BUILDING SPACE CANNOT BE ASSIGNED MORE THAN 6 MONTHS PRIOR TO THE EVENT***

***FOR OFFICE USE ONLY***

Date paperwork received: \_\_\_\_\_

Approved or Declined

Facility Use Fee \_\_\_\_\_

(Please circle one)

If declined write brief explanation: \_\_\_\_\_

Processed by: \_\_\_\_\_

Paperwork completed: \_\_\_\_\_





## Appendix C

### Collierville United Methodist Church's BUILDING USE POLICY / NON CUMC GROUPS

Organizations which have a member of this congregation active within the requesting organization to act as a sponsor, will be given preference in requests. Reservations for space may not be made more than six months in advance.

For adolescent organizations (where any member of the group is under the age of 18), this organization must follow the church's Safe Sanctuary policy and have a designated leader sign a copy of this policy or provide an existing policy to the church to keep on file. The Safe Sanctuary leaders must be present while the group is in the building.

If a Non-CUMC organization is unable to provide a copy of the "Safety Policy" of the organization or it is determined that the standards of the Non-CUMC organization policy do not meet or exceed the CUMC Safe Sanctuary Policy of CUMC then the Non-CUMC organization may choose attend the Safe Sanctuary Training offered by the church. The Non-CUMC organization will be responsible for all costs associated with training and the certification (Background Check and reference check) process. No groups will be allowed to hold events at church facilities until all persons with any contact with minors have been approved by the Office Manager and Executive Pastor.

#### **Non-CUMC Safe Sanctuary Training Fees:**

- 1) Admin Fee (*Cost of materials, instructor, etc..*)
- 2) Background Check Fee: \$10 (*Covers the cost of the background check*)
- 3) Reference Check Fee (*May not be necessary, however, could help recoup costs in future if additional staff are needed for this function*)

#### ***THE ORGANIZATION REQUESTING THE USE OF SPACE WILL BE REFERED TO HEREAFTER AS THE USER***

The sponsor or individual requesting building use will be responsible for the communication between the church and the **USER**.

Communication with the **USER** must be clear on the following:

**Set up:** specifically it is the **USER'S** responsibility to provide room setup information upon request of the building use and leave room in the condition it was found. Nothing can be moved by the **USER**. Sanctuary – none of the furniture, pulpit, lectern, etc. is to be moved.

Set up is also to include any requests for AV equipment & personnel. There will be a charge if AV personnel are needed onsite. The charge will depend on the amount of time needed & the equipment used.

A special coordinator fee will be charged for groups over 50 people and/or use of the kitchen facilities. Any organization hired and planning on using the kitchen facilities must provide the church with a certificate of insurance and name CUMC as "additional insured".

#### **GROUPS WILL BE HELD RESPONSIBLE FOR DAMAGE DONE TO THE BUILDING.**



**Parking guidelines** – there is to be no parking in grassy areas, especially on the road between the church parking lot and the apartment complex. None of the apartment parking complex spaces are to be used. It is the **USER’S** responsibility to police this area, putting up signs, etc. to enforce this guideline.

**Material guidelines** – CUMC reserves the right to request a copy of any materials used or handed out within their property. If there is a **program, play, concert**, etc. (anything other than a meeting) the contents of this event must be approved by designated church staff. This approval is required 2 weeks in advance of the event date. A tape of the performance, a written program, etc. will be accepted for approval. If needed, this will involve a meeting with a CUMC staff member, the CUMC member sponsor and the leader of the USER group.

Specific to the sanctuary and other carpeted areas: **No Food or Drink**

**CUMC reserves the right to deny use of the building to any organization as they see fit.**

**\*\*Requests to use space by other churches or ministries will be considered on a case-by-case basis by the Senior Minister\*\***

I / We agree to the above guidelines and fees:

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_



**Appendix D**

**KITCHEN USAGE AGREEMENT FORM**

**CLEANING RULES FOR THE KITCHEN**

**CLEAN & WASH ALL DISHES**

- A. Make sure the bottoms of pots are clean and free of the gas marks from the stove
- B. Replace all dishes in their proper place
- C. Silver ware is to be cleaned and put back in the proper storage holders

**COFFEE AND TEA MACHINES**

- A. Empty filter holders and wash
- B. Wipe down machines
- C. Wash all pots and beverage containers not rinsed but washed

**TABLES & REFRIGRATORS (INCLUDING ROLLING TABLES)**

- A. Wipe and clean with the orange multipurpose cleaner located by the three compartment sink
- B. Dry with clean cloth and spray with stainless steel cleaner. Use a clean paper towel to apply the stainless steel cleaner on the tables and refrigerators (located by three compartment sink)

**SINKS AND DISHWASHING AREA**

- A. Wash out all sinks using soap and water or multipurpose cleaner.
- B. Make sure no food is left in the sink drains.
- C. Squeeze excess water off of tables around dishwasher and return all racks & dish pans to their proper place.

**COOKING EQUIPMENT**

- A. Make sure the back splash of the cook stove is cleaned
- B. If any large spills please change out aluminum foil in the catch tray
- C. Wash and clean the tilt skillet with soap and water including sides and out sides (clean drain also)
- D. Reseason bottom of tilt skillet with a light coat of cooking oil
- E. Clean grill with grill cleaner and reseason grill with light coat of oil
- F. Make sure all drip pans on grill are emptied and cleaned.
- G. If breaded items are used in the fryer the oil must be filtered after using. You must also wash out the unit and refill with the filtered oil.
- H. Please wash out the inside of the convection oven with soap and water if there are any spills in the oven.
- I. Make sure to drain water from the holding cabinet

**MICROWAVE, FOOD PROCESSER AND MIXERS**

- A. Make sure the food processor is broken down and cleaned
- B. Wipe the microwave out with soap and water
- C. Make sure mixers are cleaned around mixing heads

**HOT BAR AND COLD BAR**

- A. Make sure water and ice are drained from the food bars
- B. Wash food bars with soap and water
- C. Use only soap and water on the food bar glass only
- D. Clean top with stainless steel cleaner located by three compartment sink. Use clean paper towel to apply ss cleaner

**FLOORS & TRASH**

- A. Sweep and mop the floors in the kitchen area
- B. You will find a mop bucket located in the back maintenance closet
- C. The cleaner to use is also located in this closet (the cleaner is used with cold water only)
- D. Empty all trash cans and replace with a clean trash bag
- E. If trash cans are dirty please wash out in the trash can washing area

I have read and agree to abide by the previously stated rules.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Group



**Appendix E**

**RULES FOR COATS HALL (GYM)**

Collierville United Methodist Church activities receive priority. All rules and regulations included in the Facility Guidelines are to be followed in addition to the following:

1. Reservations for the gym should be made not more than 4 weeks and not less than 1 week prior to the event.
2. Users of the gym will be expected to stay in the immediate area of the gym.
3. Children must have adult supervision at all times. Each group is responsible for the actions of its own members.
4. Restrooms are to be left in the condition found; litter in cans, lights off, doors closed.
5. All organizations should provide their own insurance for their participants and provide the church with a certificate of insurance. The church will be named on the insurance policy as an "additional insured".
6. No paint, glue or glitter or tape on the floor.
7. No dragging chairs, tables, stages, speakers, etc.
8. Make sure ALL tables and chairs have protective feet.
9. No heavy furniture, refrigerators, sofas, bed, dressers and pianos.
10. No cleats.
11. All candles must have drip pans.
12. If the gym is used for recreation, the following apply:
  - Only the supervisor is allowed to pump air into the balls (please moisten the needle)
  - Do not allow kicking of the basketballs
  - Count the number of balls before and after play
  - Record any lost or broken equipment and report it to the CUMC representative

**I/We have read, understand, and agree to comply with the above rules.**

Organization: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**Appendix F**

**RULES FOR RECREATION FIELD USE**

Collierville United Methodist Church activities receive priority. All rules and regulations included in the Facility Guidelines are to be followed in addition to the following:

1. The Recreation Committee reserves the authority to grant, refuse, or stop use of the field.
2. All requests are approved seasonally and MUST be renewed each season
3. All vehicles must remain on the PAVED parking area
4. Each organization is responsible for picking up trash after each use of the field, and placing it in receptacle.
5. NO GLASS CONTAINERS on church property
6. Only the designated field may be used unless other areas have been requested and approved.
7. The church will allow access to facilities for water and restrooms during normal business hours.
8. All non-Collierville United Methodist affiliated organizations should provide their own insurance for their participants and provide the church with a certificate of insurance. The church will be named on the insurance policy as an “additional insured”.
9. The church is not liable for any accident that may occur during use of the fields or on church property.
10. Restrooms are to be left in the condition found including litter in cans, lights off, and doors closed.

**PLEASE REMEMBER THAT YOU ARE ON CHURCH PROPERTY AND CONDUCT YOURSELVES APPROPRIATELY**

**I/We have read, understand, and agree to comply with the above rules.**

Organization: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**Appendix G**

**HOLD HARMLESS AGREEMENT**

This Agreement is entered into by and between Collierville United Methodist Church, ("CUMC") and \_\_\_\_\_, ("Organization" or "User"), this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Organization/User desires to enter upon property owned by CUMC and known as 454 West Poplar Ave. Collierville, TN 38017 and/or 104 North Rowlett, Collierville, TN 38017 ("Property"), for the following purposes:

\_\_\_\_\_  
\_\_\_\_\_

In exchange for limited possession of said Property and by signing below, Organization/User hereby assumes full responsibility for any and all damage which may occur to Property and/or to any personal belongings.

Organization/User further assumes any and all liability for personal injury to anyone entering upon said Property by or on their behalf in connection with the limited possession of Property and hereby assumes responsibility for any and all costs of any damage or repairs which might be precipitated by their limited possession of said Property. Organization/User does certify that they are fully insured and agrees to furnish evidence of liability upon request.

I/We, the undersigned, agree to release, hold harmless, save and indemnify Collierville United Methodist Church from any and all consequences and/or damages resulting from the limited use and occupancy of said Property.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
CUMC Approval



**Appendix H**

**FACILITY FEE GUIDELINES**

*Occupancy fees cover room set-up and custodial services within normal limit. If additional custodial services are necessary, they will be charged on a cost recovery basis. These fees do not include sound, lighting, graphics, musicians, security or other personnel.*

<b>SPACE</b>	<b>Time: Up to 6 hrs</b>	<b>1 Full Day</b>	<b>5 day M- F*</b>
Poplar Sanctuary	\$ 400.00	\$ 500.00	\$2500.00
Sanctuary on the Square	300.00	375.00	1875.00
Large Classroom (room 101 or 102)	150.00	185.00	925.00
Coats Hall (gym)	150.00	200.00	1000.00
Garden Lobby/Hall/Roundabout	150.00	175.00	875.00
Kitchen	100.00	125.00	625.00
Youth Center, lobby & classrooms	150.00	200.00	1000.00
Classroom	25.00	50.00	250.00
Fields (per hour per field)	25.00	100.00	500.00

**All Fees are Per use basis.**

**All Fees are due in full on the first day of the event.**

**Unless otherwise stated all fees are non-refundable**

<b>SPACE AVAILABLE FOR RECURRING EVENTS:</b>	<b>Quarter Fee</b>	<b>Semester Fee</b>	<b>Annual Fee</b>
Multi-Purpose Room (room 101 or 102)	225.00	450.00	900.00
Coats Hall (gym)	225.00	450.00	900.00
Kitchen	250.00	500.00	1000.00
Youth Center (room 200)	225.00	450.00	900.00
Youth Center, lobby & classrooms	250.00	500.00	1000.00
Classroom	100.00	250.00	500.00

**All Fees are due in full on the first day of the event.**

**Unless otherwise stated all fees are non-refundable**

**SPACE AVAILABLE FOR OVERNIGHT EVENTS:**

**\*\*RESTRICTIONS APPLY\*\***

**Religious Organization and Related Groups**

<b>Refundable damage deposit</b>	<b>\$250.00*</b>	<b><u>Church Related Groups</u></b>
Under 50 attendees		\$100.00
Over 50 attendees		\$200.00 + SEC**

**Non Church Groups**

<b>Refundable damage deposit</b>	<b>\$500.00</b>
Under 50 attendees	\$300.00
Over 50 attendees	\$400.00+\$5.00/per person +SEC+AR

**\*\*Overnight stays are limited to no more than 2 nights from January to May and August to November**

**\*\*Overnight stays are limited to no more than 4 nights from June to July**

\*\*SEC = Special Event Coordinator

\*\*AR = Additional requirements – Security personnel and additional damage deposit required.

**All Fees are due in full on the first day of the event. / Unless otherwise stated all fees are non-refundable**