

PALMYRA FIRST UMC FACILITY APPLICATION-EXTERNAL

Name/Organization: _____

Address: _____

Contact Phone Number: _____

Contact Email: _____

Reservation Date: _____ Start Time: _____ End Time: _____

How many people are attending: _____

All requests for use of church facilities and materials are subject to approval. Each person/group also agrees to the following:

- ❖ A 50% deposit of the total due is required for use of the facility at the time of reservation. The remaining 50% balance is due 14 days prior to the reservation.
- ❖ Agreement to the “*Guidelines for Use of Church Facilities*” (below) is necessary for building use. We will cancel use of the building for those choosing not to follow these guidelines.
- ❖ A Certificate of Liability Insurance is required to be provided by the Person/Organization when scheduling the activity date. All Certificates shall list First United Methodist Church as the Certificate holder. The certificate may be emailed directly to admin@palmyrafirst.org by your insurance company.
 - \$1,000,000 Certificate of Liability Insurance (Professional Organization)
 - \$500,000 Certificate of Liability Insurance (Private Usage)

FEES: Please make checks payable to: “Palmyra First United Methodist Church”

- | | |
|---|--------------------------|
| * \$135 - Sanctuary (holds up to 644 people) _____ | ☐ |
| * \$200 - Fellowship Hall (holds up to 225 people) _____ | ☐ |
| * \$100 - Kitchen Use (\$50 room \$50 custodian) – if using stove or dishwasher _____ | ☐ |
| * \$70 - South Wing and Classrooms _____ | ☐ |
| * \$45 - (per hour) Media Technician _____ | ☐ |
| * \$50 - Pavilion _____ | ☐ |
| * \$75 - Recreation Room (Scout Room) _____ | ☐ |
| * \$75 - Chapel _____ | ☐ |
| * ADDITIONAL GIFT TO SUPPORT THE MISSION OF PFUMC (OPTIONAL) _____ | ☐ |

TOTAL : \$ _____

*Gambling of any kind and the use of alcoholic beverages are prohibited on church property.

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GUIDELINES FOR USE OF THE FACILITIES

- ❖ User agrees to compensate for any loss and hold PFUMC harmless from any and all liability, including attorney's fees, arising out of User's use of the above premises of the building of which the facilities are a part or the parking facilities on or adjacent thereto (hereinafter "the facilities").
- ❖ User understands that the responsibility to obtain insurance is upon the User. It is not the duty or responsibility of PFUMC to insure the User's use of facilities.
- ❖ User agrees to abide by and obey all laws, ordinances, and regulations of any government unit having jurisdiction in PFUMC's locale. User will not engage in any activities in violation of such laws, ordinances, rules, and regulations.
- ❖ PFUMC may terminate this agreement at any time by written notice. Deposits are non-refundable if the reservation is canceled by the user.
- ❖ Injuries - We hope there are no injuries. Please supervise all children under your care. Let us know of any injuries immediately so we can help appropriately.
- ❖ Damage - Stuff happens, and we know that. It's not a big deal when we get it taken care of. Please let us know about any damage that occurs. We will ask that you be responsible for damage that is caused by your group's activity.
- ❖ Safety - We are a Safe Sanctuary Church, caring for the safety and respect of children, those who have less ability or power... all. We can share our whole policy if requested. We ask you to care for one another with our mission in mind.
- ❖ Mission First - Everything that happens here is expected to support our mission (Leading People to the One Whose Touch Makes Us Whole). Please help. We will gladly help and serve. Please ask us!
- ❖ Please DO NOT remove items belonging to the church. Keep all items from the playground inside the fenced area. It is the user's responsibility to pick up any trash, paper, toys, etc. before leaving (including the bathrooms).

(User Representative Signature)

(Print Name of User Representative)

(PFUMC Representative Signature)

Palmyra First United Methodist Church
520 East Birch St.
Palmyra, Pa. 17078
(717) 838-2551
admin@palmyrafirst.org
www.palmyrafirst.org

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