

## PALMYRA FIRST UMC FACILITY SCHEDULING

This application may take up to 30 days to process.

Person/Organization \_\_\_\_\_

Name of Requesting Person: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

How many people attending: \_\_\_\_\_ Email: \_\_\_\_\_

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 balance total due is required for use of the facility at the time of reservation. The remaining 50% balance is due 10 days prior to reservation..
- Certificate of Liability Insurance is required to be provide by Person/Organization when scheduling activity date. (Certificate may be emailed directly to admin@palmyrafisrt.org by your insurance company.)
- Agreement to the “*Guidelines for Use of Church Facilities*” (below) is necessary for building use. We reserve the right to discontinue use for those choosing not to follow these guidelines.

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

* \$135 - Sanctuary _____	_____
* \$200 - Fellowship Hall _____	_____
* \$100 - Kitchen Use (\$50 room \$50 custodian) – if using stove or dishwasher _____	_____
* \$70 - South Wing and Classrooms _____	_____
* \$45 - Media Technician _____	_____
* \$50 - Pavilion _____	_____
* \$75 - Recreation Room (Scout room) _____	_____
* \$75 - Chapel _____	_____
* <b>ADDITIONAL GIFT TO SUPPORT THE MISSION OF PFUMC (OPTIONAL)</b> _____	_____
<b>TOTAL</b> _____	_____

### GUIDELINES FOR USE OF THE FACILITIES

- We ask for a donation from *outside groups* matching the use of the facility. This helps us keep the facility available.
- We joyfully accept donations from *any group* using the facility as a sign of support and love.
- We ask For-Profits to provide additional info so we can arrange a fair rental fee.
  
- ❖ **Injuries** -- We hope there are no injuries. Please let us know of any injuries immediately so we can help appropriately. (Again our insurer stays happy this way too!)
  
- ❖ **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.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(User signature)

**PALMYRA FIRST UNITED METHODIST CHURCH  
USER AGREEMENT**

This agreement, entered into on \_\_\_\_\_, by and between Palmyra First United  
(Date)  
Methodist Church, of 520 East Birch Street, Palmyra, PA 17078 ("PFUMC") and

\_\_\_\_\_  
("User Name")

Together we agree as follows:

PFUMC shall make available to Use (description of rooms or areas to be used)

Date: \_\_\_\_\_ Time in : \_\_\_\_\_ Time out: \_\_\_\_\_

1. 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 therefore (hereinafter "the facilities").
2. 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.
3. 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.
4. PFUMC may terminate this agreement at any time by written notice.

**IN WITNESS of the above**, the undersigned parties have executed the Agreement as of the date first written.

Signed \_\_\_\_\_  
(PFUMC Representative)

First United Methodist Church  
520 East Birch Street  
Palmyra, Pa. 17078  
(717) 838-2551 x 201  
[admin@palmyrafirst.org](mailto:admin@palmyrafirst.org) [www.palmyrafirst.org](http://www.palmyrafirst.org)

\_\_\_\_\_  
(User Representative Signature)

\_\_\_\_\_  
(Please Print Name of User)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Telephone Number)

❖ **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!

**User** will produce **Certificate of Liability Insurance** with the designated amount of limit if marked below at the time of the signing of this User Agreement. All Certificates shall list First United Methodist Church as the Certificate holder.

- q \$1,000,000 Certificate of Liability Insurance (Professional Organization)
- q \$500,000 Certificate of Liability Insurance (Non-PFUMC Sponsored Usage)

**FOR OFFICE USE ONLY:**

Received 50% deposit on \_\_\_\_\_ Received by: \_\_\_\_\_

Notes: \_\_\_\_\_

Received Insurance Certificate on: \_\_\_\_\_ Received by: \_\_\_\_\_

Insurance Co. Name: \_\_\_\_\_

Notes: \_\_\_\_\_

Received remaining balance on: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Balance received by: \_\_\_\_\_

Added to Calendar: \_\_\_\_\_ Added by: \_\_\_\_\_

Door Rep: \_\_\_\_\_ Emailed: \_\_\_\_\_ By: \_\_\_\_\_