

Jones Memorial United Methodist Church

1975 Post Street – San Francisco, CA 94115 – Tel: 415-921-7653 – Fax: 415-921-7683 – Email: office@jonesumc.com

Church Members Use Agreement

Date Submitted _____

Phone H W C (_____) Phone H W C (_____) _____

Event Coordinator _____ Email _____

Mailing Address _____ City _____ State _____ Zip _____

Committee/Group/Organization _____

Type of Event: _____ Number of Attendees _____

Date of the Event _____

Room(s) Requested Please check:

- | | |
|---|--|
| <input type="checkbox"/> MULTI-PURPOSE ROOM | <input type="checkbox"/> MULTI-PURPOSE ROOM & KITCHEN |
| <input type="checkbox"/> SANCTUARY | <input type="checkbox"/> SANCTUARY, M-P ROOM & KITCHEN |
| <input type="checkbox"/> CONFERENCE ROOM | <input type="checkbox"/> REHEARSAL HALL |
| <input type="checkbox"/> LIBRARY | <input type="checkbox"/> CONFIRMATION ROOM |
| <input type="checkbox"/> CLASSROOMS # _____ | (excluding 2 and 4) |

Kitchen Use: Limited _____ Full _____ Other _____

Beginning/Ending: Set Time In: _____ Out: _____ Event Hours: _____

Notes/special instructions: _____

Equipment Requested: Lectern/Podium _____ Easel _____ TV/VCR/DVD _____

Sound System _____

Notes/Special Instructions: _____

Signature Event Coordinator _____ Date _____

APPROVAL:

Council on Ministries: _____ Date _____

Pastor: _____ Date _____

Trustee: _____ Date _____

Rev. 2/2016

NO FOOD OR BEVERAGES ALLOWED IN THE SANCTUARY AT ANY TIME.

Kitchen – Gas Range w/grill, Convection Ovens, Steam Tables.

We do not furnish tablecloths, napkins, dishes, or cookware etc. We do not have in-house catering services. Caterer must have all applicable certificates of insurance.

All food items must be removed from the refrigerator/freezer after event.

Underground Parking Garage: The entrance is on Boswell (formerly Avery Alley) and has thirty parking spaces and two Disabled Parking space. Parking spaces must be reserved and additional fees may be incurred. We cannot guarantee that parking space will be available in connection with other uses of the facilities.

Our Hours: The church office is open Tuesday – Friday, 9:00 a.m. – 5:00 p.m. You must make an appointment to view the facilities. Arrangements for deliveries from florists, caterers, etc, must be made during office hours or your contracted rental time. All events must end by 11:00 pm, with amplified music ending by 10:00 p.m.

DECORATING/SIGNAGE/ETC: All decorations/signs are provided by the user and must be approved by the church before your event and must be freestanding NO signage of decoration can be applied to the walls, doors or windows.

Facility Use Agreement Procedure

*A **Facility Use Agreement** shall be executed between the church administration and any organization using church property. Terms and conditions of the "**Facility Use Agreement**" may be modified or waived at the discretion of the **Trustee Board and Pastor**, within the limits of these guidelines.*

Please be aware that a use agreement **MUST** be completed to use any space in the church. There are many activities scheduled at Jones Memorial UMC. We must respect room assignments so that every request may be accommodated. **Please remind your guest to remain only in the assigned areas.**

Once your use agreement has been received, it will be reviewed and approved.

A copy of the approved use agreement will be returned to the contact person or event coordinator. If there are any questions or concerns with the use agreement you will be contacted for clarification.

Submission Process

Submit a Use Agreement –

- Use Agreements can be found on the church website at Jonesumc.com (under – Forms and Documents).
- Use Agreements must be submitted timely and approved before you plan your event **and publish the date and use of the facility.**
- Please complete every space outlined on the use agreement.
- Please note N/A (not applicable), if appropriate, in unused spaces.
- Staff will review and approved the use agreement.
- Sign the use agreement to insure that you understand and accept the terms and conditions of facility use.
- Incomplete use agreements will be returned without further consideration.
- Keep a copy of the Use Agreement that you submit for your records, follow up with church administration if you have not been notified of the approval/denial of your request.

Approval Process

- The time, date and space requested on the use agreement will be reviewed for availability.
- The use agreement will be review to insure that it is complete.
- Staff will review all policies and procedures with the event coordinator directly.
- The use agreement will be copied and mailed to the contact person or event coordinator.
- If you cancel your event you must contact the church office immediately,
- Keep in mind that you are required to provide your own set-up and breakdown for your event. Arrangements can be made with advanced notice for assistance for a service fee of \$50 per hour (4 hour minimum).

Terms and Conditions:

- There will be no of alcoholic beverages, smoking or gambling of any kind permitted on church property.
- External doors are not to be propped open, nor shall facilities or rooms be occupied that are not included in the Use Agreement.
- Nothing shall be affixed to the walls, ceiling, fixtures, curtains, doors or vertical surfaces in any room or building. The church may, at its discretion, require that a church custodian be present at all times during a non-church activity, at the expense of the group.
- Each non-church group using the church facilities shall have an **event Coordinator**. The Coordinator is a specific individual who is a representative of an applying group who shall be responsible for arrangements, for the conduct of the group, for the payment of fees and for any damages to church property.
- In addition to all other requirements, use of the Sanctuary must have the permission of the Senior Pastor.
- At the end of an event, equipment, chairs and tables and all furnishings shall be returned to the condition and location as before.