

**Mt Carmel United Methodist Church
Fellowship Hall Building Usage Agreement
Adopted by Church Council February 6, 2002**

Mt Carmel Church is pleased to provide a facility hoped to be found useful in a variety of ways to members of our community as well as the church. This facility represents blessing, service and stewardship for us. The following guidelines have been established to promote careful use and many years of satisfactory service with everyone's cooperation. Welcome to Mt Carmel.

I. SCHEDULE OF FEES

- A. Hall Utility Reimbursement Fee \$300.00
 - 1. Fee applies to all non-members and general public
 - 2. No fee to Mt Carmel members and church sponsored organizations and activities
 - a. Courtesy donations are welcome and appreciated
 - 3. Period of use is three hours and does not include kitchen access
 - a. Usage period over initial three hours assessed at rate of \$57.50 per hour

- B. Kitchen Access \$ 25.00
 - 1. Fee applies to everyone
 - 2. Procedures are posted and must be followed

- C. Dishwasher Use \$ 25.00
 - 1. Fee applies to everyone
 - 2. Procedures are posted for operation by adults only

- D. Double Room \$ 50.00
 - 1. Fee applies to non-members and general public (see A1&A2)
 - 2. Capacity: 48 - Does not include kitchen access

- E. Organized Long-Term Use \$ 30.00
 - 1. Fee applies to everyone for each date except church-sponsored activities

- F. Security Deposit \$ 50.00
 - 1. Due from everyone for every event at time of reservation
 - 2. Refunded after event upon satisfactory cleanup, no damage & guidelines are followed
 - 3. Cleanup & repairs by the church are assessed at \$25.00 per hour plus damage costs

II. SCHEDULING (Dennis Dendinger at 483-6529)

- A. Payment of Fees
 - 1. All fees must be paid in advance to reserve an event date
 - 2. Checks should be made payable to: "Mt Carmel United Methodist Church"
 - 3. Please note on check which fees are included

- B. Cancellation Policy
 - 1. Upon notification 30 days or more prior to event:
 - a. Full refund of all fees
 - 2. Upon notification fewer than 30 days prior to event:
 - a. Utility Reimbursement Fee will be refunded
 - b. Security Deposit will be forfeited to the church

- II. C. Financial Responsibility
 - 1. Minimum age required to rent the facility is eighteen (18) years of age
 - 2. The undersigned shall assume financial responsibility for any and all:

- a. Damages, items stolen from the premises, and/or excess usage time
- 3. Mt Carmel Church shall not be held responsible for:
 - a. Lost, stolen and/or damaged personal items while on church property

D. Priority of Scheduling

- 1. Church groups and activities shall receive priority in scheduling dates

E. Hall Access and Availability

- 1. Decorating the evening or afternoon prior to an event may be possible
 - a. Arrangements must be made with the Scheduler if there are no conflicts

F. Anyone Under Age 18 Using Hall Must be Supervised by Presence of an Adult

G. Use of Alcohol, Liquor, Tobacco and/or Drugs of Any Kind are Prohibited

- 1. No one shall bring, consume or arrive having consumed any of the above

EVENT SCHEDULED: _____

DATE & TIME OF SCHEDULED EVENT: _____

SECURITY DEPOSIT . . .	_____	
UTILITY FEE	_____	
KITCHEN FEE	_____	
DISHWASHER FEE	_____	
DOUBLE ROOM FEE	_____	
LONG-TERM USE FEE	_____	TOTAL FEES: _____

AMOUNT PAID: _____ DATE PAID: _____ AMT DUE: _____

The Undersigned Agrees to the Fees and Guidelines as Stated in this Agreement.

Signature of Person Responsible and In Charge of Event Date: _____

Signature of Person Responsible and In Charge of Event Date: _____

Signature of Scheduler or Church Representative Date: _____