

ROOM USE REQUEST FORMS

Severna Park United Methodist Church

Group Name: _____

Group Size: _____

Primary Group Leader/Facilitator: _____

Address, email & Phone #'s of Leader: _____

Secondary Group Leader/Facilitator: _____

Address, email & Phone #'s : _____

Date(s) and Timeframe Requested: _____

Weekly Bi-Weekly Monthly Bi-Monthly Annually Other

Description of Activity: _____

Room Setup is Your Responsibility. If you would like to have set up and take down for your event, please make your request known to the Facilities Manager at least one week in advance. A custodial fee will be charged based on extent.

This room request is not approved until you have received email confirmation from the Facilities Manager. If you have not received an email response, please contact the Facilities Manager at 410-987-4700 x110.

Arrangements to get into the church building and into your assigned room(s) must be made in advance of your event. Set up a mutually agreeable time with the Facilities Manager to get the key(s) you need and at that time you will be "walked through" the area layout, restroom locations, lighting, trash can locations, etc.

Signature and date: _____ Print name: _____

Room Usage Rules Required By SPUMC Board of Trustees

Please read and initial after each bullet, then sign this form. Your initials signify that you have read and understand the Room Usage Rules. Your signature signifies that you take responsibility for the room(s)/area(s) used during your meeting times.

- 1) Keys: arrangements to get into the Church building and into your assigned room(s) must be made one week in advance with the Facilities Manager. Keys must be turned in immediately after room usage ceases. _____
- 2) Your group must use the room(s) assigned to you at your appointed time. Do Not switch rooms or furniture. If you need to make a room change, the group leader must get approval from the Facilities Manager well in advance.
- 3) You will be required to do your own clean-up of room(s)/area(s) used. Clean up includes emptying trash, making sure the floor is swept clean (and mopped if needed) and that room is set up for Sunday School, if appropriate. If you wish, custodial services can be provided and a custodial charge will apply based on extent. Please ask Facilities Manager for details pertaining to your usage. _____
- 4) If you are using the Fellowship Hall and Kitchen: a) they must be swept/dry mopped; b) all spills must be wet mopped with warm water; c) brooms, mops and mop buckets are in the maintenance closet behind Fellowship Hall (ask Facilities Manager); d) empty mop water and thoroughly wash out mop buckets and mops used; e) chairs must be put away neatly on racks; f) tables must be cleaned with soapy water; g) tables are stored on racks beneath the stage (only 7 tables per rack with the tables stacked face to face; h) five tables are to be left up in the Fellowship Hall; i) no solid objects are to be put down the drains (we do not have a garbage disposal); j) empty all drain screens; k) anything used must be washed, dried and put away where you found it; l) all garbage must be bagged, tied and put into the dumpster by the garage; m) replace all trash liners (located in the Main Kitchen on the wall next to the rear exit door); n) clean all sinks and flat surfaces used. _____
- 5) When your group has a change in leadership, please contact the Facilities Manager as soon as possible. SPUMC must have accurate and up to date information regarding your group. Ask the Facilities Manager for a new Room Usage Form when needed. _____
- 6) If you need to rearrange the tables and/or chairs in the room, you may do so, but you must return the room to its original furniture placement upon leaving. _____

- 7) Upon completion of your meeting you must ensure that all windows are closed and locked, all trash be placed in trashcan at upper end of parking lot, lights are turned off, close and lock door to your room(s) and then re-lock the exterior door(s) you unlocked for your meeting. _____
- 8) Be considerate of other groups and of vending machines in the building. If money is lost, leave a written message in the hall office mailbox (outside room 104) with your name, phone number, date and time and amount lost. _____
- 9) NO smoking in the Church building. If you must smoke, do so in your vehicle. Absolutely No Alcoholic Beverages are permitted in or on Church property. _____
- 10) Any damage to the Church facilities will be the responsibility of the group using those facilities. _____
- 11) Remember that this is a Church and encourage proper behavior and respect when using any part of the building. Disruptive behavior will not be tolerated and could result in revocation of your group's agreement to use these facilities. Please maintain an attitude of reverence while in the Sanctuary. _____
- 12) Food/drink is NOT allowed in the Parlor or Sanctuary. Water is allowed. _____
- 13) Children MUST be supervised at all times. _____
- 14) Use of skateboards, rollerblades, skates, scooters and bicycles in the Church building and on Church grounds is prohibited. _____
- 15) If you have members that bring children to your meetings and would like childcare, please let the Facilities Manager know. We will make every attempt to make a suitable room available for use during your meeting time for SUPERVISED childcare. It will be your group's responsibility to find a responsible adult to supervise the child. To ensure safety, the child must not be left unattended at any time. If for any reason we find that a child has been left unattended, we reserve the right to revoke your group's approval for meeting space. _____

Signature: _____

Printed Name: _____

Date: _____

INDEMNIFICATION AGREEMENT

SEVERNA PARK UNITED METHODIST CHURCH (SPUMC)

_____ agrees that he/she/they will and hereby does, indemnify and hold harmless Severna Park United Methodist Church, the Baltimore Washington Conference of the United Methodist Church, the United Methodist Church as a whole, and their occupants, other licensees, successors and assigns, their agents, servants, officers, employees, invitees, members, constituents and visitors from and against all claims, demands, costs, losses, damages, expenses, attorney's fees, and/or liabilities growing out of or in any way, directly or indirectly, arising from, caused or occasioned by his/her/their activities of any of its employees, agents, contractors and/or participants.

_____ further agrees that its activities will be at its sole risk and hereby waives any and all rights, claims and/or causes of action it may have against Severna Park United Methodist Church and/or the Baltimore Washington Conference of the United Methodist Church and/or the United Methodist Church as a whole in connection with his/her/its activities at Severna Park United Methodist Church.

_____ will provide, prior to arriving at Severna Park United Methodist Church, a certificate of insurance to the Facilities Manager naming Severna Park United Methodist Church and the Baltimore Washington Conference of the United Methodist Church and the United Methodist Church as a whole as additional insureds in the amount of \$1,000,000.00 for general liability and damage to property and/or persons including personal injury.

_____ agrees to maintain such insurance during the entire term of the associated Room Usage Request.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Severna Park United Methodist Church
Acknowledgment of Child Abuse Prevention
Policy and Procedures

Dated October 6, 2008/Revised May 4, 2009/Revised August 6, 2012

Name of Group: _____

Group Leader Printed Name: _____

I acknowledge that Severna Park United Methodist Church has a policy in place for the prevention of child abuse. I further acknowledge that I have received the Policy and Procedure pamphlet listed above. We agree to abide by the spirit of the Policy and Procedure pamphlet to keep all children safe while we are using the building and/or grounds of Severna Park United Methodist Church.

Please note that this acknowledgment is valid for the period of one year from date signed. If the group will meet at Severna Park United Methodist Church beyond that timeframe, a new Acknowledgment Form will have to be signed by the Group Leader.

Signature of Group Leader: _____

Date: _____