

First United Methodist Church of Ypsilanti

209 Washtenaw Avenue, Ypsilanti, MI 48197 Phone: (734) 482-8374 Fax: (734) 482-8379

Application for Use of Church Facilities

For weddings and funerals, application for use of church facilities should be made directly and only with the senior pastor of the church. Use this form for all other events.

To update an existing annual usage agreement that does not have significant changes from the previous year, complete the brief Annual Renewal Form. If there are significant changes, please complete this entire form for your renewal.

1. Person/Organization: _____ Non-Profit Yes No

Applicant Name: _____ Phone _____

E-mail _____ Date of application _____

Member of First United Methodist Church of Ypsilanti? Yes No

2. Purpose of event: _____

3. Date(s) for use: _____

Day(s) of week: Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Annual Request: Yes No Frequency of recurrence: _____ per Week _____ per Month

Other recurrence interval: _____

4. Inclusive times for use including set-up/clean-up: _____ a.m. / p.m. to _____ a.m. / p.m.

Total # hours: _____

5. Total number of participants: _____

6. Facilities requested - Check all that apply (refer to map for location/occupancy limits):

Lower level: Fellowship Hall/Stage Paulsen Dining Room Main Kitchen Library

Wesley Room Classroom(s) # _____

Main Level: Sanctuary Chapel Parlor Classroom(s) # _____

Upper Level: Choir room Bell room Classroom(s) # _____

Once the event is scheduled, we will need instruction on how to prepare the room(s) if you need a specific set-up (tables, chairs, speaker's table, piano, etc.) If you will have set-up needs, please check the line below.

I will complete and submit a Room Set-up Form (per room) at least 5 days before the event.

7. Applicant has read, completed required information and agrees with the following:

a. Building use policies/procedures (addendum 1): _____ initials

b. Fee structure and terms of payment (addendum 2): _____ initials

c. Hold Harmless Agreement (addendum 3): _____ initials

8. Total Fees (from addendum 2): _____

Applicant agrees to these charges to be paid within 30 days of the event.

Signed: _____ Date: _____

Church Office Use Only Below this Line

Calendar conflict: Yes No Special Dispensations (if any): _____

B&G/Administrator Approval: _____ Date: _____

First United Methodist Church of Ypsilanti
Addendum 1: Building Use Policies and Procedures

1. Security / hospitality

- a. Security/hospitality provides building unlock, entrance door monitoring throughout event including set-up and clean-up, and re-securing the building at conclusion. This function must be provided and is non-negotiable. For one-time events, this function is performed by an authorized church member on a fee basis.

B&G/Administrator Use: FUMC member providing security/hospitality_____.

- b. Groups using facilities on a recurrent basis may apply to Trustees to provide their own security/hospitality. If granted, applicant will be provided with a key fob and alarm access code.

- i. Name of security/hospitality applicant: _____

- ii. Phone _____ E-mail: _____

- iii. Days/Hours of access: _____

- c. Applicant agrees to protect building access, will not share access code and will return key fob at first occurrence of any of the following:

- i. when they are no longer providing security/hospitality services for this group

- ii. at the request of Trustees

- iii. at the conclusion of annual building use contract

2. The following items are prohibited:

- a. Concealed weapons are prohibited from church property by state law.
- b. Alcoholic beverages are not permitted in any part of the church facility or on its grounds.
- c. Smoking is not permitted inside the building.

3. Facility damage:

Applicant/organization agrees to pay reasonable/necessary charges for damage caused by use of the facilities.
Applicant initials _____.

4. Kitchen Use:

Kitchen use requirements/fees are based on degree of usage (see definitions below). In all cases, applicants are responsible for supplying their own consumables (paper products, coffee, tea, sugar, cream, etc.). The lower-level main kitchen as well as appliances in the parlor kitchenette may not be used for any reason unless prior arrangements are made through this contract.

Main kitchen use for this event (check one): Food preparation Serving only No use

Parlor kitchenette use for this event (check one): Serving only No use

Kitchen Use Definitions:

- a. Food preparation: Preparation, refrigeration or reheating of any food or beverage on site using FUMC machinery or non-disposable supplies such as coffee/tea/hot water dispensers, use of church dinnerware, silverware and serving pieces. FUMC Kitchen Certified Person must be on site.

B&G/Administrator Use: FUMC Kitchen Certified Person covering_____.

- b. Serving only: Serving food/beverages that were prepared off-site. May bring in and use non-FUMC owned serving devices (examples include a crock pot, coffeemaker, etc.). No open flame cooking devices permitted. Sterno fuel serving dishes are acceptable.

5. Applicant is responsible for leaving the facility in as clean a state as found before the event.

- a. Clean up and bag all garbage/decorations at the conclusion of the event and place in the dumpster located outside the kitchen door. If the dumpster is full, place closed bags outside the building at the kitchen door and notify the church office.
- b. All tables/counters used should be wiped down and any spills cleaned up.
- c. Any FUMC equipment used must be left in clean and ready to use condition.
- d. If room furniture was re-arranged for the event, return it to original configuration.
- e. Routine custodial cleaning (floors, restrooms, etc.) is managed by the church and covered by a non-negotiable custodial fee charged for all events. Please take extra care in carpeted areas as carpet stains are not considered routine cleaning, and fees will be charged for damage.

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Addendum 2: Facility Fee Structure and Terms of Payment

Applicants should complete this list of charges, then transfer the total to page 1 of the application.

Note: Non-profit service groups (Girl or Boy Scouts, Kiwanis, etc.) receive a reduced rate of \$25 per hour to cover the cost of using the facilities. These groups must assume responsibility for clean-up of all spaces used. Need based exceptions to this policy may be requested of the Board of Trustees by contacting the church office.

There is no charge for facility use for ministry groups supported by our church, or any agency of the United Methodist Ann Arbor District or the United Methodist Detroit Annual Conference.

Usage & Services				
Facilities	Fees	Time of Usage (e.g. 9 am to 1 pm)	Total # of Hours	Extended total
Custodial Fee (required for all events)	\$50 flat rate	N/A	N/A	\$50
Sanctuary	\$75 per hour			
One room (Parlor, Fellowship Hall, Classroom, etc.)	\$50 per hour			
More than one room simultaneously	\$100 per hour			
Main Kitchen (food preparation)	\$50 per hour			
Main Kitchen (serving only)	\$10 per hour			
Non-Profit Service Group Use Fee	\$25 per hour			
Parking lot usage <u>only</u> (request quote from B&G)	TBD per hour or flat rate			
Subtotal Charges:				
FUMC-Y Member Discount (subtract 30% of subtotal charges)				
B&G Adjustment (if any)				
Labor	Fees	Time of Usage (e.g., 9 am to 1 pm)	Total # of Hours	Extended total
Building Security/Hospitality Fee	\$15 per hour			
Certified Kitchen Supervisor (required w/ food prep)	\$50 per hour			
Sound Technician	\$50 per hour			
Other (list here)				
Total Charges:				

Transfer Total Charges amount to page 1 of Application Form

Changes to the building use agreement are allowed up to 24 hrs. before the start of the event; no changes allowed less than 24 hours before.

Facility use fees are to be paid within 30 days of the event, payable directly to the First United Methodist Church of Ypsilanti.

First United Methodist Church of Ypsilanti

Addendum 3: Hold Harmless Agreement

WHEREAS _____ has contracted with First United Methodist Church of Ypsilanti (FUMC-Y) for use of the building, and

WHEREAS, The First United Methodist Church of Ypsilanti, desires to be protected from liability, costs and claims associated with use of the FUMC-Y building,

NOW THEREFORE, in consideration of the use of the church building, the undersigned does hereby agree to save and hold harmless the FUMC-Y, and its employees and agents, from any and all costs, actions, lawsuits, attorneys' fees, or any other expenses of kind or nature arising from its performance and associated usage other than its actions of gross negligence.

Date: _____

Requestor:

Witness:

Signature

Signature

Print Name

Print Name

First United Methodist Church of Ypsilanti

Addendum 4: Building Detail

FUMC-Y has three wheelchair accessible floors with an elevator serving the west door entrance foyer and all 3 levels. Accessible restrooms are located on each floor, with gender neutral single occupancy restrooms on the upper floor at the west end of the building, and on the east end of the building on the lower level. Infant diaper changing stations are in each restroom.

Main Floor

Sanctuary

- Main floor cushioned pew seating for approximately 450 seated comfortably. Wheelchair accessible with wheelchair seating integrated into the pew arrangement. The fire code occupancy limit is 600.
- The rotunda at rear of the sanctuary does not contain fixed seating and can accommodate table/chair arrangement or additional seating for up to 50 in folding chairs.
- The sanctuary balcony has tiered cushioned pew seating and is not wheelchair accessible. The balcony fire code occupancy limit is 64 each on right and left sides and 105 at the rear of the rotunda.
- The sanctuary contains a pipe organ, grand piano, sound system, stained glass windows, choir loft and raised front dais.

Chapel

- There is an enclosed chapel off the main sanctuary with an altar, padded chairs and can accommodate up to 25 people.

Parlor

- The parlor is a carpeted, multifunction room with couches, stuffed chairs, as well as folding chairs available. The room has an adjacent kitchenette with refrigerator, microwave and sink. The fire code occupancy limit with chairs is 52.

Also available on the main level

- Nursery, 2-year-old room and 3–4-year-old room. These rooms have occupancy limits of 26, 18 and 40 respectively.

Lower level

Fellowship Hall & Stage

- Fellowship Hall is a multifunction space with a fully functional stage. The room can accommodate rectangular or round table arrangements and has a fire code occupancy limit of 200 not including the stage.

The Paulsen Dining Room

- The Paulsen Dining room is a carpeted room immediately adjacent to the main kitchen. This room can also accommodate rectangular or round table arrangements, with a fire code occupancy limit of 81.

Kitchen

- The kitchen is a full-service commercial grade facility with refrigerators/freezers, stove/ovens, dishwasher

Also available on the lower level

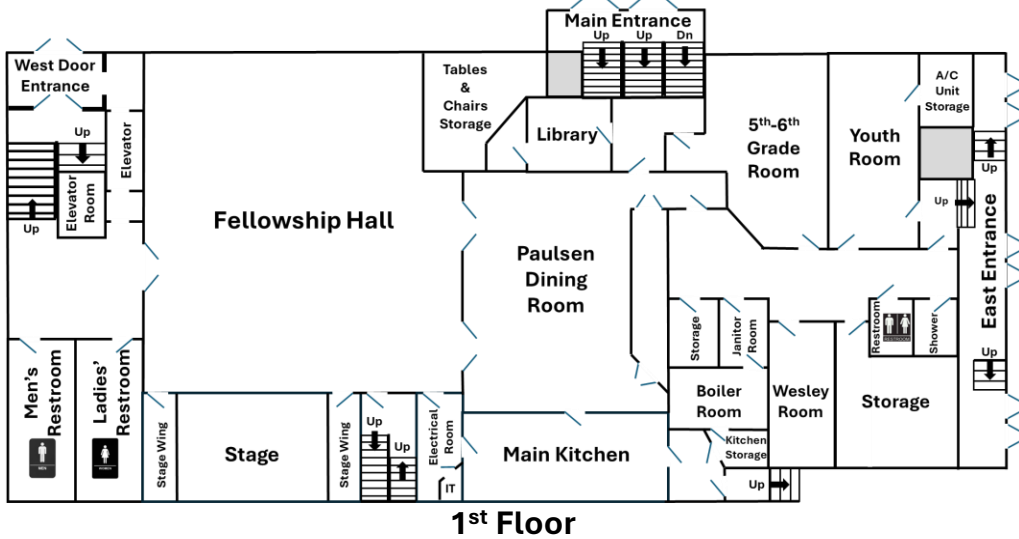
- 5th & 6th grade room, Youth room and Wesley room, with fire code occupancy limits of 15, 39 and 30 respectively.

Upper-level Classroom spaces

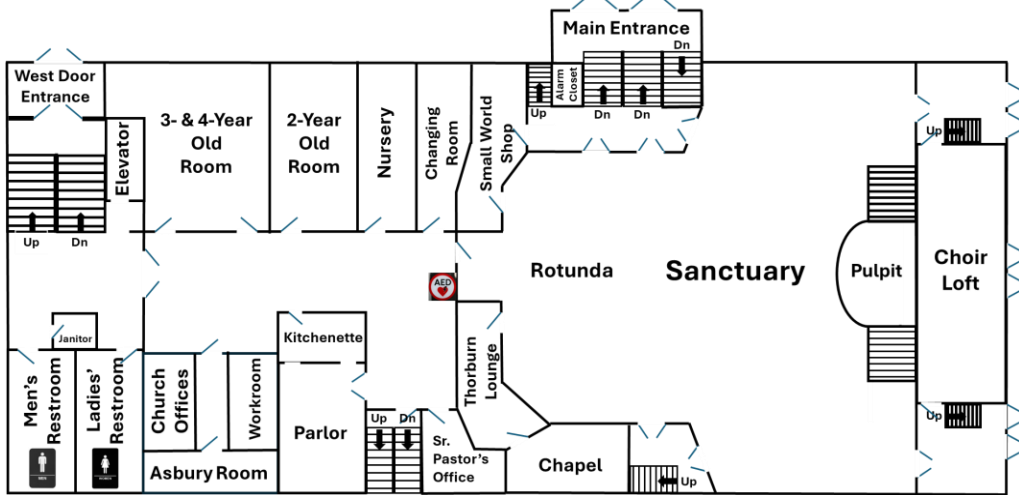
- Pre-school-2nd Grade room and 3-5th grade rooms/art room. The fire code occupancy limit of 57 and 44 respectively. There is an accordion wall divider available to sub divide the 3-5th grade room and art room if desired.
- Choir room with grand piano and risers with folding chairs at one end. The fire code occupancy limit of 54.
- Bell room – currently configured with 2 rows of folding tables with padded tops.

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Addendum 5: Building Map

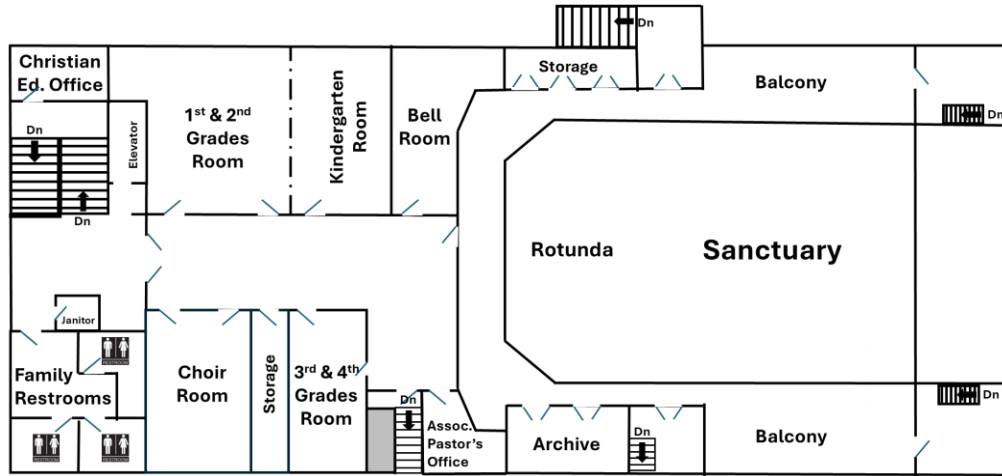
Washtenaw Avenue



1st Floor



2nd Floor



3rd Floor

Washington Avenue