

First United Methodist Church of Lafayette

Contract for Facility Use for BVUUF

Please return this completed form to the Church Office to tentatively place your requested date/activity on the church calendar.

Name of Representative(s)	
Organization within BVUUF	
Phone	Home or Cell Email:
Name of Event:	
Date/Time of Event Start	Date/Time of Event End
Total Hours of Use Expected	Does This Event Repeat?
Facility Spaces You Are Renting (Circle all applicable spaces)	
Griffiths Hall Classroom Choir Room Sanctuary Narthex Exterior Other	
Griffiths Hall/Narthex = \$18/hour Sanctuary Use Rate = \$25/hour Classroom/Choir Room Use Rate = \$15/hour	
Additional Set-up/Tear-down Time Needed?	Describe
Expected # of Participants	Participant Age Groups
Will Food/Beverages be Served?	
Alcoholic beverages of any kind are prohibited on church premises. Spill-resistant, covered cups are welcome in the Sanctuary.	

Door Code issued by _____ Date _____

Have you requested update to the BVUUF Calendar for this event? _____

Estimated Cost of Rental (entered by FUMC Office) _____

Has the estimated cost of this rental been approved by your Council/Committee Chair? _____

The undersigned organization/representative agrees to release, protect, defend, indemnify, and hold harmless First United Methodist Church of Lafayette (First UMC) and its Trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs, and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly associated with their use of any First UMC facilities. Either party has the right to terminate this agreement with 30-days written notice. First UMC has the right to immediately terminate this contract for user's failure to abide by the terms of this contract.

Signature of Representative _____ Date _____

First United Methodist Church of Lafayette
Departure Final Checklist

As the representative of your committee, program, event, or organization, please use this checklist before leaving First UMC to ensure compliance with the Building Use Contract you signed and other Requirements to which you have agreed. If you used our Commercial Kitchen, please be certain you have followed carefully the procedures to clean it and return it to its ready state for the next user. After the conclusion of your function, please complete this checklist, sign and date it, and slide it under the Church Office door as you exit.

Thank you for taking the time and care to complete this checklist before you leave First UMC.
We are pleased that you chose our church facility as the location for your meeting or event.
It is our value to be a welcoming venue for our Lafayette neighbors, and we want to serve our community whenever possible.
We do ask you to be mindful of the costs of your facility use: utilities, janitorial upkeep, wear and tear, etc.
Rental income is one important way to help us maintain a facility everyone can use.

Please immediately report any conditions that require repair, cleaning, or other maintenance on this form or call the Church Office: 303-665-5165.

- _____ If you used the Commercial Kitchen, follow all instructions and cleaning procedures.
- _____ Return rooms to the set-up as they were initially found. Replace tables and chairs if you have moved them.
- _____ Food is discouraged in the Sanctuary. Beverages with lids that seal and resist spills are okay. Please restore the Sanctuary by stowing any items you used and making sure the space is clean for the next user.
- _____ A vacuum is stored in the Sunday School closet (in the right-hand closet in Griffith Hall). Please use the vacuum cleaner to remove debris from the floor of the spaces you used.
- _____ Close and lock all windows and doors. Return window blinds or curtains to their original positions.
- _____ If you have adjusted the temperature in any way, please return the temperature to an "unoccupied" setting: 58 in winter, 74 in summer.
- _____ Remove all trash throughout the facility to the dumpster outside the kitchen. Trashcan liners must be replaced. These are found in the storage annex off the kitchen.
- _____ Please check restrooms for tidiness. Make sure faucets are completely off. Empty the trash. Lights turn off automatically.
- _____ Turn off all interior lights. Lights above the front (main) doors function with a photocell connected to the parking lot lights and will turn on/off automatically.
- _____ Critically important: Secure all doors. Hex keys are attached to doorframes with a chain, and are used to lock doors from the inside. Be sure to return the key to the lock box outside if you gained entrance with a key code.

I noted the following issues for cleaning or repair or damage while using First UMC's facility:

To the best of my knowledge, this checklist has been completed.

Representative's signature _____ Date _____