



# Weaverville UNITED METHODIST CHURCH

## Facility Use Agreement

Policy 108  
Updated Feb 2023

### FACILITY USE AGREEMENT FOR ORGANIZATIONS AND EVENTS

**PURPOSE:** This Agreement gives permission to church related groups, and for non-profit groups, organizations and individuals (“User”) not affiliated with the Weaverville United Methodist Church (“Weaverville UMC”) to use specified facilities owned by Weaverville UMC located at 85 N Main Street and 90 N Main Street and all surrounding grounds listed as belonging to Weaverville UMC. Users of the facilities with the permission of Weaverville UMC do so with the full knowledge that losses or liabilities incurred by the User are not covered by the local church. For profit activities will not be hosted within WUMC property.

This Agreement is entered into on this \_\_day of \_\_\_\_\_ of year \_\_\_\_\_ by and between the User and Weaverville UMC, and is for using Weaverville UMC facilities for

Purpose of Facility Use: \_\_\_\_\_

\_\_\_\_\_

a one-time event: Day of \_\_\_\_\_ of year \_\_\_\_\_ Hours: \_\_\_\_\_

multiple or recurring event(s): Day(s) \_\_\_\_\_ Year(s) \_\_\_\_\_

(Name of User) \_\_\_\_\_

(Address of User) \_\_\_\_\_

(Phone number of User) (\_\_\_\_\_) \_\_\_\_\_

The deposit of \_\_\_\_\_ is refundable upon completion of the event and verification that all requirements indicated below have been met by the user. See below matrix for rental space and details.

#### WEAVERVILLE UMC SPACE USE MATRIX

<i>SPACE &amp;/OR ROOM</i>	<i>WHO CAN USE SPACE AND WHEN (MEMBERS ONLY, PUBLIC, NON-PROFITS)</i>	<i>COST FOR USE (WHEN APPLICABLE)</i>	<i>DEPOSIT REQUIRED (IF ANY)</i>	<i>REMARKS</i>
<b>MAIN SANCTUARY</b>	Members, Church related family, and staff	No cost	\$100	Reservation forms filed in advance of the event and on the calendar. All facilities must be cleared by 10 pm.
<b>MAIN SANCTUARY</b>	Non-Members	\$250/day	\$250/event	Reservation forms filed in advance of the event and on the calendar. All facilities must be cleared by 10 pm.

<b>FELLOWSHIP CENTER AND KITCHEN</b>	Members, Church Related Family and staff	Suggested Donation of \$25/day	\$250/event	Reservation forms filed in advance of the event and on the calendar. All facilities must be cleared by 10 pm.
<b>FELLOWSHIP CENTER AND KITCHEN</b>	Non-members & Non-Profit Groups	\$250/day + \$25/extra day	\$250/event	Reservation forms filed in advance of the event and on the calendar. All facilities must be cleared by 10 pm.
<b>OLD FELLOWSHIP HALL AND KITCHEN</b>	Members, Church Related Family and staff	No Cost	\$50/event	Reservation forms filed in advance of the event and on the calendar. All facilities must be cleared by 10 pm.
<b>OLD FELLOWSHIP HALL AND KITCHEN</b>	Non-Members & Non-Profit Groups	Suggested Donation of \$50/day	\$100/event	Reservation forms filed in advance of the event and on the calendar. All facilities must be cleared by 10 pm.
<b>LOVE CONFERENCE ROOM IN FELLOWSHIP CENTER</b>	Members, Church Related Family and staff	Suggested Donation of \$35/day	\$100/event	Reservation forms filed in advance of the event and on the calendar. All facilities must be cleared by 10 pm.

**NOTE: By decision of the Board of Trustees, no for-profit activities will be conducted in any of the Church facilities, and the Trustees retain final approval for all requests, at their discretion.**

For users who secure Weaverville UMC for regular or recurring events, a current Facility Use Agreement must be maintained on file and is to be updated on the minimum of an annual basis if facility usage is ongoing.]

WHEREAS Weaverville UMC is the owner of building located at the address printed above;

AND WHEREAS the User desires to use said facilities on the terms and conditions set forth;

NOW, THEREFORE, in consideration of the mutual agreements contained herein and other consideration the parties hereto agree as follows:

1. Weaverville UMC will make available to the User the facilities contracted with the Weaverville UMC.
2. User agrees to indemnify and hold harmless from any and all liability, including attorney's fees arising out of User's use of the above premises or the building of which the facilities are a part, and the parking facilities adjacent thereto.
3. The User understands that the responsibility to obtain liability and property insurance is upon the User. It is not the duty or responsibility of Weaverville UMC to insure the User's use of the facilities. It is recommended that the User obtain its own liability and property coverage for its use of the facilities.
4. The User agrees to abide by and obey all laws, ordinances, and regulations promulgated by any government unit having jurisdiction in the locale of the Weaverville UMC and will not engage in any activities in violation of such laws, ordinances, rules and regulations.
5. If any of the User's activities at Weaverville UMC will place children or youth under age 18 in the care of persons other than their own parents / guardians, the User must either: (a) comply with the Weaverville UMC's Safe Sanctuary Policy and Procedures for the prevention of child abuse (*attached*) or (b) certify by signing below that the User accepts all responsibility for the prevention of child abuse.

6. The User agrees to ensure cleanliness of the facilities and to leave the property as it was prior to use, including, but not limited to the below:

	Checked In	Checked Out
All trash cans (including bathrooms) checked and emptied, and the full bags put into outside garbage cans in corner of parking lot. Black trash bags go into green trash can. Blue bags will be placed in blue recycle cans.		
Spills mopped.		
Tables and chairs put away.		
Kitchen swept and counter cleaned		
Dishes washed and returned to cabinets		
Water and light turned off		
All doors are locked.		

Additional Procedures:

- Key Pick Up/Deposit Collection:
  - Upon contract approval and completion communication will be given to facility user on when and where to pick up key. If you have picked up the key early it does not give you the right to come and go as you please before your event. If you need extra time to set up please let us know so WUMC can schedule it.
  - Checks for deposited amount shall also be collected during the key pick up exchange
- Key Return/Deposit Return:
  - Post event completion, WUMC representative reviews and submits above check list to Admin Assistant
  - If check list is sufficient, when key is returned to Admin Assistant, check deposit is also returned
  - If check list is insufficient, when key is returned, a portion will be paid to WUMC staff member for services and then balance of deposit will be paid back to renter

Additional Notes:

- No fog machines or helium balloons allowed.
- Thermostats are locked and set.
- Facility user is responsible for setting up and taking down of tables and chairs.
- Doors are not to be propped open. Station someone to open door for arrivals.
- Event hosts should plan to bring any and all prep and serving materials to event including, but not limited to, food, paper plates, napkins, plastic forks, spoons, knives, paper cups, paper towels, cleaning rags, etc...Any church stock of kitchen supplies depleted by the event are the responsibility of the event host to replenish to the church.
- Security cameras are installed in the fellowship center.
- Please leave the facility the way you found it.
- No fog machines or helium balloons allowed.
- Problems/concerns and 30 minutes before leaving, please call Steve VanReenen, 828-215-4130.

7. WUMC reserves the right to forfeit some or all the deposit if the building is not left in proper condition, if church materials are used and not replaced, and/or if a building key is not returned.
8. WUMC reserves the right to cancel any planned event due to unforeseen circumstances. In the event this happens, a full refund of any money paid will be granted.

IN WITNESS WHEREOF, the undersigned parties have executed the Agreement as of the day and year indicated above.

\_\_\_\_\_  
*Signature of UMC Representative*

\_\_\_\_\_  
*Signature of User's Representative*

\_\_\_\_\_  
*Printed Name of Representative*

\_\_\_\_\_  
*Address of Representative*

\_\_\_\_\_  
*City, State, Zip*

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*Phone Number of Representative*