



St James United Methodist Church
4343 Capehart Road
Bellevue NE 68133

BUILDING USE APPLICATION - WEST

Steps to Facility Use Scheduling

1. Complete and sign the following **Building Use Application**.
2. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group request.
3. If applicable, complete a **Church Access Card Request Form**, a copy of which is attached to this form.
4. Return completed form(s) to the Church Office Manager.

Today's Date: _____

Your Name: _____ Event Name: _____

Event Information

Event Date: _____

Number of Anticipated People: _____ Event Start Time: _____ Event End Time: _____

Arrive Bldg Time: _____ Exit Bldg Time: _____

Purpose of Gathering: _____

Description of Activity: _____

Room Requested: (Circle One) **Sanctuary** **Fellowship Hall** **Classroom** **Other**

Will you require use of the kitchen? (Circle One) **Yes** **No**

If yes, specifically describe what you will need and how it will be used: _____

Continued on next page...

User's Information

Name of Responsible Person: _____

Organization: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Are you a member of St. James United Methodist Church? (Circle One) **Yes No**

Are you related to a member of St. James United Methodist Church? (Circle One): **Yes No**

Is the activity party of an outreach ministry or group of St. James? (Circle One) **Yes No**

If you are a non-church group, do you carry liability insurance? (Circle One) **Yes No N/A**

If "Yes," please provide a certificate of insurance naming
St James UMC as additional insured and listing the names
of responsible parties using the church facilities.

If you are a non-church group have you signed a separate release from liability form?
(Circle One) **Yes No**

Is the activity a one-time event or an ongoing event? (Circle One) **One-time Ongoing**

Will you require use of the sound system? (Circle One) **Yes No**

**If yes, specifically describe what you will need and how it will be used (sound/light system
can only be operated by a trained congregation member):**

Please note: A deposit may be required in addition to possible rental and janitorial fess.

FOR OFFICE USE ONLY:

One-Time Access Card Needed: **Yes No** Card Number: _____

Card Issued to: _____ Phone Number: _____

Card Returned on: _____ Signature _____

BUILDING USE AGREEMENT

St. James United Methodist Church ("Church") agrees to provide the Church facilities in its current "As Is" condition, subject to the terms outlined in this Building Use Agreement and the Church Access Card Request Form (if applicable).

We are proud to provide a facility that is safe and comfortable for all who use it. Please enjoy these facilities in a safe and respectful manner. The congregation of St. James expects that you will treat our Church home with the respect and dignity that a house of worship deserves. As a condition of your use, you agree to the following:

CHURCH PERSONAL PROPERTY. Church personal property shall not be loaned, borrowed, or removed from the church premises without prior written consent of the church. Church property such as chairs, tables, tablecloths, etc., may be used when using the facility under the rules set forth herein.

FACILITY CARE. The church area used by your group shall be left clean and orderly with church furniture and property returned to its designated place. Failure to comply may result in forfeiture of the security deposit.

BREAKAGE AND LOSS. All persons and/or groups using our facilities shall exercise reasonable care and judgment in such use in order to prevent loss, defacement, damage, and breakage. The persons signing the Application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment lost or in which in the judgment of the Board of Trustees has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

KITCHEN USE. Kitchen use must be specifically requested and authorized prior to your event. It must also be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the trash container location behind the east screen wall. Church supplies are not to be used except for church sponsored activities.

ORGAN AND PIANO USE. The organ and piano(s) shall not be used without the prior written consent of the Church.

SANCTUARY SOUND AND/OR VIDEO SYSTEM. The Sanctuary sound system is available for use upon request. The system must be operated by trained congregation members and may result in an additional fee. No other equipment may be attached to the church sound system without the prior written consent of the Church.

NO SMOKING AND NO ALCOHOL USE ALLOWED. All members of all groups using the facilities shall abide at all times by a "no smoking" rule in all parts of the buildings and campus, including corridors, restrooms, and parking lots. Alcohol consumption is strictly prohibited on the property, including all buildings and outdoor areas.

UNLAWFUL CONDUCT PROHIBITED. All persons and/or groups using our facilities shall not engage in any unlawful activity or conduct. Any persons or groups who become aware of any unlawful activity or conduct shall immediately report such activity or conduct to the Church.

NO GAMES OF CHANCE. Church policy prohibits the use of games of chance or gambling on the property. This shall include such activities as raffles or lotteries and casino game nights.

RESERVATION TIME. The reserved room/space may not be used before or after the approved time slot – even if there are no other reservations before or after your reserved time. Only reserved rooms may be used the day of reservation. Final cleanup for events must be completed immediately following the event. If a group cancels for any reason, it must provide 24-hour notice to the church office or forfeit any applicable deposit or fees.

SUPERVISION OF CHILDREN AND YOUTH. A minimum of two adults (at least 21 years of age) shall be present at all times during any program or event involving children. For large anticipated groups and certain events, more adults may be required. Adult supervision is required at all times both inside and outside of the church facility including the parking lot. Children and/or siblings of group members must stay with the group or under the care of additional adult supervisors.

FOOD AND DRINK. Food and drink shall be limited to designated areas. No food or drink is allowed in the Sanctuary. Anyone using the church property is responsible for cleaning after each use – both inside and outside.

DECORATIONS. Decorations may not be attached to the walls, doors or ceiling with tape or anything else that may damage the surface. All decorations must be removed immediately and completely following the event.

NORMAL STARTING AND ENDING TIMES

- Monday through Friday: Not earlier than 8:00 AM to not later than 9:00 PM
- Weekends: by prior arrangement only

The building must be completely cleared not later than 9:00 PM on weekdays and by prior arrangement only on weekends to allow the building to be closed promptly. Exceptions to these times shall be approved in advance by the Board of Trustees and will be subject to a possible custodian surcharge.

STORAGE. There is no excess storage available for organizations other than approved Church groups and, as such, all organizations using the facility will be responsible for the storing of their materials offsite.

PARKING. Parking in the Church parking lot or designated handicapped parking spaces is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots that may be specifically reserved at all times for staff of the church. Any damage to vehicles is at the owner's expense. The Church is not responsible for theft or damage to personal property.

SECURITY. Our Church works to maintain a safe and secure environment within the facility. However, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The Church is not responsible for theft or damage to personal property.

SAFETY. For the safety and security of the congregation and guests, St. James prohibits certain items from being brought into the Church building unless specific permission is granted.

- Guns & Firearms
- Martial Arts & Self Defense Items
- Bows & Arrows
- Explosive & Flammable Materials, Disabling Chemicals & Other Dangerous Items

EMERGENCY SCHEDULING CONFLICTS. The Church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

The undersigned has all requisite authority to enter into and execute this Agreement, and acknowledges and agrees to abide by the terms of this Agreement in exchange for use of the Church facilities.

Signed: _____

Date: _____

FOR OFFICE USE ONLY:

Rental Fee: _____ Deposit Amount: _____ Deposit Received? **Yes** **No**

Janitorial Fee: _____ Reservation Fee: _____ Other: _____

Access Card Issued? **Yes** **No** If yes, card number: _____ Returned: **Yes** **No**

Required Approvals

Office Manager:

Scheduled &
Approved: _____

Date: _____

Pastor:

Approved: _____

Date: _____

Board of Trustees:

Approved: _____

Date: _____