

**HUNTINGTON UNITED METHODIST CHURCH  
338 WALNUT TREE HILL ROAD  
SHELTON, CT 06484**

**AGREEMENT FOR USE OF CHURCH FACILITIES**

We, the undersigned, request the use of the space indicated below and agree to the rules and considerations for that use that are listed on the reverse side of this document.

Organization or Individual: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Number of Expected Participants: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ (Time:) \_\_\_\_\_

Describe Event & Purpose: \_\_\_\_\_

\_\_\_\_\_

The standard fee for non-members for the use of Bovee Hall, the kitchen, and the bathrooms next to the Hall is \$50 per hour.

(A donation of \$50 is suggested when *members* use the space.)

This entire fee is to be paid on the last business day before the event, when the keys to the facility are picked up.

A \$200 deposit is required at the time this agreement is approved by a church official indicated by the approval signature which will reserve the date. This deposit will be returned if everything is in proper order when the building and grounds (including the playground) are checked by a church official after the event and when the keys are returned. The keys are expected to be returned on the first business day following the event.

I (We) will report and pay for any loss or damage to property or equipment during use. I (We) further agree to pay all reasonable collection or attorney fees, if not paid within ten (10) days after the event.

Date of this Request: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**(PLEASE TURN OVER)**

## **RULES GOVERNING USE OF CHURCH FACILITIES**

1. **BOVEE HALL & SANCTUARY**: There shall be no commercial usage of the facilities and all groups or individuals requesting usage must be approved by the HUMC Trustees.
2. **CARE & CLEAN-UP**: The rooms and equipment used shall be left in the same or better condition than prior to the event. Floors will be at least dry mopped (mops are in the closet next to the refrigerator). Spills will be picked up. Trash is to be put in plastic bags (supplied by the renter) and placed in the dumpster in the parking lot. If additional trash pickup is required after an event, the extra fees will be paid by the renter. All unused food must be removed from the building.
3. **SUPERVISION**: All groups must have adequate adult supervision for minors as outlined in HUMC's Safe Sanctuary Policy, which states a minimum ratio of 1 adult per 8 children and a minimum of 2 adults at any gathering.
4. **CLOSING TIME**: Evening use of the building will terminate at 10:00 PM unless special prior arrangements have been approved by the trustees.
5. **SECURING BUILDING**: Before leaving, all lights are to be turned off and all windows and doors must be locked.
6. **BEVERAGES**: The serving or use of alcoholic beverages will not be permitted at any time on church property.
7. **CONTROLLED SUBSTANCES** are prohibited anywhere on church property.
8. **SMOKING** is prohibited on church property.
9. **RAFFLES**, bingo and games of chance will not be permitted.
10. **BALLOONS**: We do not allow helium filled balloons within the church building because of the ceiling fans.
11. **OTHER ROOMS**: No entry into the educational wing is permitted unless needed for handicap.
12. **BATHROOMS**: Only bathrooms off Bovee Hall are for renter's use.
13. **DAMAGES & OTHER**: Failure to comply with any of these regulations will be considered sufficient reason to rescind the privilege of future use and to retain the deposit.
14. **CAPACITY OF HALL**: Bovee Hall capacity is limited to 100 persons.
15. **DECORATIONS** shall reach no higher than 20 ft. in height so as not to interfere with the ventilation and fire protection system.
16. **CANDLES**: Open flames are limited to birthday candles only.

I have read and agree to the above rules: (Signature) \_\_\_\_\_

(Date) \_\_\_\_\_