

FACILITY USE APPLICATION

Thank you for your interest in applying to use the facilities at First United Methodist Church of Reseda. Submission of this application does not guarantee rental of facility.



This application can also be found at:

www.resedachurch.org/application/application.html

Step 1: Once you have submitted this application, you should receive an email from our church confirming that your application has been received.

Step 2: Within 30 days, you should receive another email detailing whether or not your application has been conditionally approved. It is for this reason that it would be wise to submit your application well in advance of the date that you wish to use the church facilities.

Step 3: A facility-use agreement will be drafted by our church and provided to you for your consideration. This document will detail our policies and procedures.

Step 4: Once you have accepted the conditions of the facility-use agreement, please return a signed copy of the document to the church office along with any refundable security deposit that may be required. The church office staff will then confirm your booking and schedule your event on our church calendar.

If you have any questions or if you would like to schedule an on-site facility tour, please call our church office at 818-344-7135 or email: resedachurch@gmail.com.

APPLICANT INFORMATION

My name is _____

Name of group applying to use church is _____

Please describe if you attend a church

- I attend First United Methodist Church of Reseda
- I attend another United Methodist church
- I attend another Christian church
- I don't have a church home that I regularly attend (but you are welcome here!)

Please describe your group

- Our group is associated with a Christian church/organization
- Our group is a community non-profit organization
- Our group is a for-profit organization

Street Address of Group _____

City _____ Zip _____

Telephone number of group _____

Primary contact person _____

Telephone number of Contact Person _____

Email address of Contact person _____

EVENT INFORMATION

Please describe how frequently you would like to schedule our church facilities

- We want to use the church for a one-time only event
- We want to use the church on a recurring basis

What day(s) of the week would you like to use the church facility?

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

For recurring events, how frequently in a month would you like to use the facility?

- One week/month
- Two weeks/month
- Three weeks/month
- Every week/month

START DATE of Event (month/day/year) _____

START TIME of Event(am/pm) _____

What DAY will your group arrive to SETUP for this event? _____

What TIME will your group arrive to SETUP for this event? _____

CONCLUDING DATE of Event (month/day/year) _____

CONCLUDING TIME of Event(am/pm) _____

At what TIME will your group FINISH CLEANING up after this event? _____

At what TIME will your group LEAVE the church property? _____

Please describe your group activity

- Worship service
- Bible study
- Recital/performance
- Wedding
- Funeral/Memorial
- Fundraiser
- Board meeting
- Educational class
- Support group gathering
- Private function
- Board meeting
- Other _____

Please estimate the number of your participants

- 5-10
- 10-20
- 20-30
- 30-50
- 50-75
- 75-100
- 100-150
- 150-200
- over 200 people

Is your event ...

- open to the public
- for invited guests only

Please check ALL THE FACILITY AREAS that you are requesting to use

- Main Sanctuary (approx. 300 pew seating)
- Friendship Hall (approx. 200 chair seating or 100 table seating)
- Main Kitchen adjacent to Friendship Hall
- Outdoor Children's Playground adjacent to Friendship Hall
- Chapel (approx. 80 chair seating)
- West Outdoor Patio area
- Fireside Room (approx 130 chair seating or 60 table seating)
- Small Kitchenette adjacent to Fireside Room
- Lounge (15 table seating) adjacent to Fireside Room
- Toddler/Nursery Room
- East Outdoor Patio area
- Room #7 (approx 40 chair seating or less capacity with tables)
- Room #10 (approx 40 chair seating or less capacity with tables)
- Other requested areas? _____

EQUIPMENT AND FURNISHINGS

How many chairs? _____

How many 5ft round tables? _____

How many 2.5ft x 5ft rectangular tables? _____

How many 3ft x 3 ft card tables? _____

How many tablecloths? _____

How many coffee urns? _____

How many juice dispensers? _____

How many hot beverage cups? _____

How many cold beverage cups? _____

How many microphones? _____

How many microphone stands? _____

How many display tables? _____

Please indicate if you wish to use:

- Piano
- Organ
- Podium
- Hymnals
- Video projector
- Laptop computer
- Video camera
- Handheld wireless microphone
- Lapel wireless microphone
- Stage spot lighting
- Extension cord(s)
- Mp3 Player
- CD player
- Guitar stand(s)
- Music stand(s)
- Display easel(s)
- Flipchart tripod
- Flower stand(s)
- Flower vase(s)
- Altar candles
- Candelabras
- Altar kneeler
- Wedding aisle runner
- Wedding pew decoration hangers
- Other _____

PERSONNEL NEEDS

Will you need the services of any of the following people?

- Our church's custodians
- Our church's audio/video technician
- Our church's pastor(s)
- Our church's secretary(s)
- Our church's event coordinator(s)
- Our church's child-care personnel
- Our church's kitchen staff
- Our church's meal/refreshment servers
- Our church's security personnel
- Our church's ushers/greeters

Please indicate if you are requesting

- church personnel to setup tables and chairs for your event
- church personnel to take down tables and chairs after your event
- church personnel to clean-up the facilities after your event
- church personnel to make an audio recording of the event
- church personnel to make an video recording of the event
- church personnel to provide you with office supplies
- church personnel to provide you access to our office photocopier

Please indicate if you will be

- hiring a caterer to prepare food for your event
- inviting a pastor from another church to come to speak at your event

EVENT SECURITY AND LIABILITY

Please indicate if you are willing to

- prohibit your participants from consuming alcohol on the church premises
- repair/replace (or pay the cost of repair/replacement)
of any items broken/damaged by the participants of your event
- obtain a certificate of liability insurance (not less than \$1,000,000 per occurrence)
and designate our church as a certificate holder
- provide our church with a certificate of liability insurance
at least 15 working days before your event

One company that sells a "TULIP"-Tenant Users Liability Insurance Policy is
www.onebeaconentertainment.com.

Our Reseda church venue ID code is: CPUM 281. Select "indoor meeting".

EVENT MISCELLANEOUS DETAILS

Please indicate if you desire to

- display signage on our church property to promote your event
- sell goods/services at your event

Please describe any other details about this event

that would assist our church to understand your group's intentions

FINANCIAL GIFTS AND HONORARIUMS

Please generously consider the costs/expenses of our church facilities/equipment/supplies/ and furnishings.

Our church members would be grateful to receive from your group a heartfelt donation. Please indicate your pledge in the list below.

Please DO NOT include in your pledge any personal gifts that may want to give to our church personnel in appreciation of their services to you. Instead, please speak to these church personnel privately and negotiate with them an appropriate amount for their ministry to your group.

What financial donation would your group be willing to give to our church?

- none
- \$10/event
- \$20/event
- \$30/event
- \$40/event
- \$50/event
- \$75/event
- \$100/event
- \$150/event
- \$200/event
- \$300/event
- \$400/event
- \$500/event
- more than \$500/event
- unspecified amount

Please describe any additional details regarding your proposed financial contribution

Appendix I

Liability Insurance for Groups using the Facilities of First United Methodist Church of Reseda

- * It is to the benefit of your group and our church for you to secure liability insurance.
- * The cost of obtaining liability insurance is actually quite reasonable and only takes a few minutes to obtain online. If you need assistance with the process please come to our church office and we will be glad to assist.
- * You are most welcome to choose any insurance carrier that you desire. The following table is provided to give you an example of some quotes from one insurance company.

Cal-Pac Event Insurance - Quotes as of 9/25/14 www.onebeaconentertainment.com Our Reseda church venue ID code is CPUM 281			
Event	How Often	Attendance	Cost
Weekly group meeting	Once/week	15-25	\$289/year (52 weeks)
Weekly group meeting	Once/week	30-40	\$400/year (52 weeks)
Monthly group meeting	Once/month	15-40	\$182/year (12 months)
1 group meeting/funeral/ wedding/concert	Once	30-100	\$102/Event
1 group meeting/funeral/ wedding/concert	Once	150-200	\$132/Event

- * When you purchase liability insurance, please ensure that your certification of liability insurance designates First United Methodist Church of Reseda as a certificate holder. This proof of liability insurance must be provided to our church at least 15 working days in advance of your proposed event. As well, every group using the church facility must at all times maintain general liability insurance against all claims for death and bodily injury arising on or about the church premises with a limit of not less than \$1,000,000 per occurrence. The insurance policy of your group shall be primary over any available coverage in force for the Methodist Church or for the California-Pacific Conference of the United Methodist Church.