

Process for Completing Asbury’s Facilities/Equipment Request Form (Excluding Weddings)

Review the “Rules for the Use of Asbury United Methodist Church Facilities” included on the back of this page.

1. Weddings: The couple or family should obtain the “Wedding Guide” and work directly with the Pastor, Wedding Coordinator and Administrative Assistant to ensure all Church-related details are covered.
2. Return the completed Facilities/Equipment Form to our Administrative Assistant or place in Administrative Assistant’s mailbox by Church Office. The Administrative Assistant will review the church calendar and advise the Requester of the room/building availability for the requested time. Please note that completing this form is the initial step. It does not guarantee usage of the building.
3. The Request Form will be forwarded to the Trustee Chair, who will respond with approval or disapproval within one week of the request. If a Trustee is required to be present or on-call for the event, a contact will be provided on the form. The office will notify the Requester of the result.
4. For kitchen or kitchenette use, please review and follow the additional rules as stated.
5. If the request is approved:
 - The amount of any fees is to be paid at least one (1) week prior to the requested date to confirm the request. A copy of the completed and accepted request will be filed in the Church Office and maintained by the Administrative Assistant.
 - If there is a need for special set-up or equipment use, a Trustee Representative will be assigned to make sure specific needs are met.
 - Please note that Asbury operates its Children’s Morning Out in the facility from 7:30am- 2:30pm Monday – Friday. In general, the church facilities may not be reserved during these hours.

FEE SCHEDULE

(A half-day equals four (4) hours or less.)

<u>Room Type</u>	<u>1/2 Day</u>	<u>Whole Day</u>
Multi-Purpose Room (Red Room) or Upstairs Classroom(s)	\$40	\$60
Contemporary Worship Center/Kitchen*	\$100	\$150
Sanctuary **	\$60	\$80
Youth Center/Downstairs Classrooms/Kitchenette*	\$50	\$70
Sound System	\$80	\$160
Damage/Cleaning Deposit	<i>To be discussed, depends on the event</i>	
Equipment Usage	<i>To be discussed, depends on the equipment</i>	
Set-up/Teardown	\$50 (each)	\$50 (each)

*Please refer to Kitchen/Kitchenette Rules

** Must be reviewed by the Pastoral staff.

Usage fees help to defray the additional costs for custodial work and utilities. Fees will not be charged for use by any Asbury-sponsored group for programs, meetings, etc. Fees will not be charged for activities of the Ecumenical Assembly. Members of the Asbury congregation or Asbury staff may use the facilities for personal reasons at 1/2 the listed fee. A community or civic group which may or may not include Asbury members will pay the full fee(s) listed.

Rules for the Use of Asbury United Methodist Church Facilities

The members of Asbury United Methodist Church are pleased to share the light of Jesus Christ by opening the doors of our facility to groups who are working to improve the quality of life for the citizens of Columbus and the surrounding communities. Several organizations use Asbury's facilities on a regular basis and others on an as-needed basis. We welcome you and wish to communicate the following requirements:

1. All activities conducted within the church facility and on church property must conform to all safety and fire codes. Activities that endanger people or that are likely to damage or deface the facility are prohibited.
2. Asbury UMC cannot be responsible for valuables you or your group brings into the facility or onto church property.
3. Please use only your assigned room(s). Please respect any other groups that may be in the building at the same time. The Nursery is available for infants up to age three. Rooms are available for care of older children. The requester/group must provide adult supervision for each childcare room used.
4. You are responsible for any damage caused to the facility, the equipment therein, or the grounds and must report it to the Administrative Assistant. Should this occur after normal business hours, please leave a note for the Administrative Assistant in the mailbox by the Church Office or call and leave a voice mail message at 812-372-4555.
5. Please close windows, turn off lights, and leave the room(s) as clean as you found it. Lock all outside doors before leaving.
6. Asbury is a smoke-free environment. Smoking is prohibited within the church facilities and is discouraged on church grounds.
7. Possession or use of alcohol, illegal drugs, or weapons of any kind is prohibited on church property.
8. If needed, a key card or fob may be obtained at the church office one (1) business day prior to the scheduled event and shall be returned after the event.
9. Any equipment which is to be used at your meeting or event must be brought to the facility each time. Asbury UMC will not store equipment or supplies for you. Any exceptions to this must be approved by the Trustees.
10. The Trustees reserve the right to refuse the privilege of facility use to groups or persons who cannot fulfill the above requirements or for any other reason.

If you have any questions regarding these rules, please contact the Administrative Assistant. Church office hours are 7:30 a.m. to 3:30 p.m., Monday through Friday (closed during lunch).

Kitchen and Kitchenette Rules

1. All food and drink items are to be provided by the requester.
2. Assure that all kitchen surfaces and all kitchen items that were used are left in a clean condition and placed back in their proper location.
3. Remove all trash and place in trash dumpster – NOTE: remember to lock the door between the kitchen and the trash room!
4. Remove all unused food, ice, drinks, etc., that you brought in.

Note: When refreshments and/or food are to be prepared or served by an outside group, Trustees may require an Asbury member to be present as a sponsor. The sponsor will assist/oversee all use of the kitchen and cleanup.

**Please complete and place in
ADMINISTRATIVE ASSISTANT'S Mailbox**

**ASBURY UNITED METHODIST CHURCH: (812) 372-4555
1751 27th Street at Forest Drive, Columbus, Indiana 47201**

Facilities/Equipment Request Form

Asbury Member/Staff? Yes No **Contact Person:** _____

Name of Group: _____ **Number of People:** _____

Address: _____

Phone: _____ **Email:** _____

Date of Event: _____ **Start Time:** _____ **End Time:** _____

Facility Needs:

List room number(s) or room name(s): _____

Childcare room(s) needed: Yes No

Church Key Card/Fob needed: Yes No

A/V (Audio or Video) equipment needed: Yes No

Certificate of Insurance attached Yes No

If "Yes" for A/V, describe: _____

Other Asbury equipment needed (ex. tables, chairs...): _____

Purpose: _____

List any equipment brought in for the event: _____

- I/we have read the "Rules for the Use of Asbury United Methodist Church Facilities" and agree to their provisions.
- I/we fully understand that Asbury United Methodist Church shall be held harmless by the organization making this request and its members and guests in case of bodily injury, damage, theft, or loss of property.
- I/we understand that my/our organization is responsible for setup and tear-down of furnishings for the event and clean up.

Signature(s) _____ Date _____

**** Make check(s) payable to Asbury UMC and designate it to "Trustees." ****

For Church Office Use Only

Admin. Asst: Date Request Received: _____ Date Request Reviewed: _____

Church Calendar Update? _____ Total Fees: _____ Fees Received? _____

Key/Fob & Equipment Loaned Out? _____ Key/Fob & Equipment Returned? _____ Contact Person Notified? _____

Trustees: "X" if Approved? _____ Trustee Overseeing Event: _____

Approval Signature: _____

"X" if Audio/Video Leader Notified? _____

**Please complete and place in
ADMINISTRATIVE ASSISTANT'S Mailbox**

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Facilities/Equipment Clean Up Checklist

To ensure that Asbury can continue to offer Church facilities for use, we need to be sure everyone borrowing the facilities leaves it in the same condition as it was before using it. At the end of the event, please complete and check off the following items before leaving. Return this checklist to the Administrative Assistant's Mailbox:

- _____ Furniture and/or equipment has been returned to its original area.
- _____ Trash has been removed and taken to dumpster. Trash bags have been replaced. Door between kitchen and trash room has been locked.
- _____ Floors have been swept or vacuumed if needed.
- _____ Countertops and tables have been wiped down if used during the event.
- _____ Windows and doors have been checked and locked. This includes checking windows and doors throughout the Church as some may have been unlocked or propped open during the event.
- _____ Shut off all lights (emergency lighting cannot be shut off).
- _____ Check bathrooms to ensure they are tidy.
- _____ Sanctuary pews are clean. Books, pencils and envelopes are tidy and put away.
- _____ Other Requirements: _____