

Room Request Form

GROUP: _____

REQUESTED DATES: _____

TIMES:

Room reserved _____ to _____

Actual event time _____ to _____

ROOM(S) NEEDED _____

CONTACT:

Contact Person _____ Daytime # _____

Address (if applicable) _____

Email _____

EVENT:

Purpose of Event _____

Equipment Needed _____

Do you want us to setup? Yes No (if yes, please provide a detailed drawing/description on the back of this form)

Number Expected _____

CHURCH EVENT CHURCH MEMBER EVENT OUTSIDE GROUP EVENT

Total Fee _____ Refundable Clean-up Fee: _____

Special Notes _____

I have read and understand the *Use of Duke Memorial Facilities Policies and Procedures* and my responsibilities outlined there. I also understand that an event is not confirmed until payment is made.

Signature _____ Date _____

Indemnification. Renter hereby indemnifies and holds harmless Duke Memorial United Methodist Church, its employees, officers, and directors from any damages, actions, suits, claims, or other costs (including reasonable attorneys' fees) arising out of or in connection with any damage to any property or any injury caused to any person (including death) caused by Renter's use of the Space, including any acts or omissions on the part of Renter, its employees, officers, directors, independent contractors, or other agents. Renter shall notify Duke Memorial of any damage or injury of which it has knowledge in, to, or near the Space, regardless of the cause of such damage or injury. I agree to the terms as set forth above and to be responsible for the conduct of all guests.

Signature _____ Date _____

For office use:

- Event on calendar.
- Access code/information given.
- Fee paid. (if applicable)
- Facility policies given.
- Proof of insurance received. (if applicable)

Use of Facilities at Duke Memorial

Policies and Procedures

MAKING A RESERVATION:

- All reservations must be made with the Office Administrator.
- You **MUST** fill out and return the attached Room Request Form.
- **An event is only confirmed and added to the calendar when payment is received.**
- Payments must be given to the Office Administrator or mailed C/O Office Administrator, Facility Rental
- Once an event is confirmed, the Office Administrator will contact you to answer any questions.

FEES:

- It is the policy of the church that any event that is not a church event, as determined by the staff, is subject to a fee.
- All events are required to pay a refundable clean-up fee upfront – this fee is \$100 for Whitford Hall, kitchen, or sanctuary, and \$50 for any other room. The check will not be cashed unless the facilities are not returned to their original condition and extraordinary clean-up is required by DMUMC staff. Uncashed checks will be returned to you after your event by the Office Administrator.
- Fees are determined by the Office Administrator based upon the fee schedule set by the Trustees.
- Checks can be made out to Duke Memorial UMC.

GENERAL POLICIES:

- The church does not pencil in non-church events. Events are confirmed only upon payment.
- Every room has a specific setup. If you need anything different than that setup we can provide setup/breakdown for an additional fee or you may do it yourself.
- Activities may not be scheduled that might interfere with any regularly scheduled Sunday school classes or worship.
- Duke Memorial church members, groups, and programs have priority over non-member groups and organizations.
- The use of alcohol beverages is not permitted on church premises.
- Smoking is not permitted in church buildings.
- Equipment (including tables and chairs) may **NOT** be moved, even temporarily, without permission of the Office Administrator or Facility Manager. Equipment must be in its proper location on Sunday mornings.
- The person convening the meeting/event is responsible for getting instructions/codes from the church well in advance of the meeting date. It is imperative that the building be properly opened ahead of time and completely secured upon leaving
- The contact person is responsible for
 - +Disposing of garbage in the dumpster in the back parking lot.
 - +Removing unused food and beverages.
 - +Ensuring that used restrooms are neat and picked up.
 - +Closing any doors/windows and locking them if found that way.
 - +Turning off all appliances and lights.
 - +Returning the space to the condition it is found in.

SPECIFIC POLICIES:

- The trustees and staff have set specific policies for various rooms in the church. The Office Administrator will inform you of any additional procedures for the space you are using.
- For all events, a Certificate of Insurance or proof of insurance will be required. A copy must be left at the Church Office. Duke Memorial UMC must be listed as an “additionally insured” on the certificate.

CANCELTION/REFUND POLICY:

- If your event is Tuesday-Friday, you must inform the Office Administrator of cancelation **by 9 am the business day before your event** in order to receive a refund.
- If your event is Saturday, Sunday, or Monday, you must inform the Office Administrator of cancelation **by 9 am the Thursday before your event** in order to receive a refund.