



SOLON UNITED METHODIST CHURCH FACILITY USE FORM

5540 SOM Center Road Solon, OH 44139

THE APPROVAL PROCESS...

Individuals or groups may use the church, excluding the sanctuary, with the prior approval of the church trustees. Complete this form and submit it to the church office. At the next monthly meeting of the trustees your application will be considered and, if approved, applicable fees will be assigned. (Since the trustees only meet once a month, the completed form needs to be submitted in ample time before the planned event.) You will be notified of the trustees decision shortly afterwards by the church secretary.

Approval is granted based upon 1)payment of all fees in advance, 2)receipt of proof of insurance (when required) and 3)adherence by the applicant to the rules and regulations described herein.

THE FEE POLICY....

The trustees administer the fee schedule shown on this sheet, and retain the right to waiver modify any or all fees as they consider appropriate. The general fee policy is NOT to charge for church affiliated and/or community non-profit, social support organizations. All other persons or groups should refer to the fee schedule.

<u>ITEM</u>	<u>FEE</u> (Per Event)
KITCHEN	\$50
FELLOWSHIP HALL (Rooms 112-113)	\$100
CLASSROOM	\$50
CUSTODIAL SUPPORT (1)	\$55
SECURITY DEPOSIT	\$100
KEY DEPOSIT	\$25

THE APPLICATION ...

Name of Organization	Address of Organization	e-mail
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Name of Responsible Individual	Address of Individual	Phone Number
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Type of Event	Food Served?	
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Rooms Requested for Event	Number of Chairs / Tables	
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Date of Event	Start / Finish Time	
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I certify that, to the best of my ability, the above information is correct. If permission is granted to use the requested facilities of the Solon United Methodist Church, I hereby agree to strictly comply both with the rules and regulations of the church governing the use of the facilities, as set forth on the reverse side of this document, and with the rules and regulations of the City of Solon, Ohio.

Signature_____

Date _____

THE DECISION OF THE TRUSTEES ...

This application for use of the specified facilities of the Solon United Methodist Church has been _____ by the trustees for the date (s) and times (s) indicated.

The fee for the use of the specified facilities is \$_____, per event and payable in advance.

Proof of suitable liability insurance is _____.

Date Fee Received _____

Date Key Deposit Received _____

**AUTHORIZING
SIGNATURE**

Date _____

SOME RULES WE WANT FOLLOWED...

The use of the church requires adherence to the following rules which have been established for the benefit of everyone.

1. Smoking, gambling (including raffles) and the use of alcoholic beverages within the church are not permitted.
2. The placement of pictures, decorations or objects on any wall surfaces, or movement of the furniture from an area is not permitted without prior approval by the trustees.
3. The adult, whose signature is on the application, shall be held responsible for the conduct of all in attendance.
4. The trustees or their representative (s) shall have free access to all areas of the facility at all times.
5. The trustees or their appointed representative(s) reserve the right to revoke the facility use permit and clear the premises should the trustees or their representative believe that the facilities are being used in an objectionable fashion. All user fees and deposits will be forfeited.
6. No reservation of the facility is permitted without the approval of the trustees.
7. Parking shall be done in a manner compatible with the lot markings and in compliance with the Solon Fire Department regulations. Policing of the parking lot, including the safety and security of the participants, is the responsibility of the permit holder.
8. Using groups may be required by the trustees to offer proof of coverage of suitable liability insurance.
9. Under no circumstances shall the Solon United Methodist Church be responsible for injuries sustained by any person or for damage which may occur to any property of the renter, regardless of whom may be at fault.
10. The permit holder shall be responsible for all expenses, legal or otherwise, which may be incurred by the Solon United Methodist Church as a result of litigation regarding the use of the facility by the applicant. A security deposit will be required of the applicant, which will be refunded to the applicant subject to the satisfactory use of the facility.
11. No church material, supplies or equipment shall be used without the prior approval of the trustees.
12. Rental of the kitchen allows the permit holder to use only the stove, ovens, refrigerator, sinks, exhaust fan and food preparation area. This kitchen equipment shall be left in a clean and orderly condition by using group.
13. No dishes, pots, pans, utensils, silverware or other kitchenware items belonging to the church are to be used without the prior approval of the trustees.
14. No food or condiments belonging to the church shall be used.
15. The facility is to be left in reasonably the same condition as existed when the permit user began to use it.
16. At the conclusion of an event, the participants shall turn off all unnecessary lights and leave the thermostat at its original setting. Doors and windows shall be securely locked.
17. In case of emergency, the Solon Police or Fire Department shall be call by dialing "911". A phone is available for this purpose in the kitchen on the wall left of the door across from Fellowship Hall.