

JANES UNITED METHODIST CHURCH
660 Monroe Street @ Malcolm X Blvd.
Brooklyn, New York 11221

SPACE USAGE AGREEMENT

NAME OF PERSON/GROUP BOOKING EVENT: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE: _____

EMAIL: _____ FAX: _____

TYPE OF FUNCTION: _____

DATE REQUIRED: _____ Sun Mon Tue Wed Thu Fri Sat

TIME REQUIRED: *(set up and clean-up times must be included in the hours)*

FROM: _____ AM/PM TO: _____ AM/PM

EVENT START TIME: _____ AM/PM END TIME: _____ AM/PM

REHEARSAL TIME REQUIRED? NO ___ Yes ___ (If yes, DATE & TIME _____)

USAGE FEES

MEMBERS

The Sanctuary and Chapel are available at no charge for weddings and funerals. However, a **\$500** fee is required for use of Simpson Hall for repasts following a funeral service.

MEMBERS & NON MEMBERS:

- A **\$200 deposit** is required at the time the reservation is made.
- 90 day Cancellation notification is required prior to the date of the event.
- Deposits will not be refunded on bookings made within 90 days of the event.
- Final payment of event is due 15 calendar days prior to the event.

SPACE REQUESTED	MEMBER FEE	NON MEMBER FEE
Sanctuary	None	\$500.00 (4 hrs)
Simpson Hall	\$800.00 (4 hrs)	\$1,000.00 (4 hrs.)
Chapel	None	\$200.00 (4 hrs)
Atrium	None	\$275.00 (4 hrs.)
Yard	\$200.00	\$275.00

SPACE USAGE POLICIES

1. The entire building is smoke-free.
2. All bookings and arrangements must be made through the Church Office.
3. Check-in and check-out times are strictly enforced in order to prepare for other scheduled events. All items brought in by the renter(s) must be removed by renter prior to check-out time. No property belonging to Janes U. M. C. shall be moved or taken outside by renter(s) or their guests. No facilities, equipment, furniture or kitchen items shall be added, modified, loaned out, moved, or removed without prior approval from the Pastor or his designee.
4. Building use hours are from **8:00 a.m. to 12 midnight** unless special arrangements have been made prior to the event date.
5. The Altar furniture may not be used for any purpose other than its primary symbolic function.
6. All persons and or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or otherwise refurbishing any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.
7. Nothing shall be affixed to the walls, ceiling, fixtures, curtains, doors or vertical surfaces in any room.
8. Each group or individual must designate a point person who will be responsible on the day of the event for arrangements and conduct of the group. The point person must be on-site the day of the event.

ACKNOWLEDGMENT:

I have read and understand the above, and agree to adhere by the same.

NAME _____ **DATE** _____