

PURPOSE - The Paragould First United Methodist Church facilities serves as a place of worship and a center for church-related programs. The physical facilities may also serve to facilitate a wider ministry to the community to the extent that the space and time are available. For questions regarding weddings, see specific **Wedding Policies**.

BASIC RULES

1. All First United Methodist Church properties are to be considered holy spaces. Those participating in and enjoying the activities at FUMC should conduct themselves according to Christian standards.
2. No improper conduct allowed, as determined by FUMC Staff. Improper conduct shall include, but not limited to, presence of alcohol, apparent intoxication, abusive or threatening language, physical violence, lewd behavior, and disrespect of buildings and furnishings. No loud or inappropriate language will be tolerated. No tobacco, alcohol, or illegal drugs is to be used in or near the church buildings.
3. No use of any tape, push pins, sticky tack, staples, etc. on walls, doors, or ceilings. No decorations can be attached to any part of the facility (includes walls, doors ceilings, etc.). No jump houses allowed. Confetti, sparklers, and burning candles are not permitted. In addition, there should be no rice, bird seed, glitter, etc. used.
4. Entertainment is subject to approval.
5. Premises must be vacated at designated time.
6. Facility and furnishings are to be left in a clean condition. All clean-up is the responsibility of the renter.
7. No organization or persons can use the FUMC facilities or properties for profit.
8. Activities are restricted to agreed upon areas/rooms. Other spaces, even if they are empty, are not to be used. If additional space is needed, the building use contract should be amended.
9. Groups bringing food into the facility must supply their own table service, plates, cups, utensils, napkins, etc.
10. Paragould First United Methodist Church reserves the right to relocate activities in the facility to accommodate other activities.
11. **No reservation is complete until Rental Fees are Paid AND Rental Agreement is signed and returned AND Indemnity Agreement is signed and returned (if applicable).**

RENTAL & CANCELLATION - 100% of rental fee is required at the time of booking. Renter must notify PFUMC in writing no less than 14 days prior to reservation date in order to receive a 100% refund. Any cancellations after 14 days will not be refunded.

CHILDREN/YOUTH - Safety of youth (under age 18) and children is a high priority. Parents and/or adult sponsors must be present at all times to supervise youth/children's activities. Individuals who have been convicted of physical or sexual abuse or neglect may not serve as an adult sponsor. Two adults must be present at all times with children/youth. Doors should remain open during children/youth activities to allow for transparency and safety. Concerns around the safety of children/youth should be reported to the church immediately.

SUPERVISION - FUMC Staff have authority over the facility, all equipment, participants and activities, including the authority to request changes in activities or cessation of activities. The renter must be present during entire rental period and must be available to meet with staff if necessary. There shall be at least one adult for every 5 minors in attendance, who shall remain for the duration of the event.

FOOD - There should be no food or drinks anywhere except in the Welcome Center, kitchen, gymnasium, or two community rooms. Groups bringing food into the facility must supply their own plates, cups, utensils, napkins, etc.

ALCOHOL & TOBACCO USE ARE PROHIBITED - No person is permitted to bring, use, or serve alcoholic beverages in the building or on the property. PFUMC is a tobacco-free/smoke-free campus. No person is permitted to come

to any activities at the church under the influence of alcohol or illegal drugs.

SOUND/MUSICAL INSTRUMENTS - FUMC staff or designated volunteers will be responsible for operating the sound system. No one other than church assigned personnel will operate the sound system or be in the sound room. In addition, facility fees do not include the use of any musical instruments.

GYMNASIUM - Throwing/kicking balls or equipment against the walls/ceiling will not be permitted. Dunking or hanging on the rims of the basketball goals will not be permitted. Running will be confined to the gym area.

FLEMING WORSHIP CENTER - The contemporary worship center allows for flexibility of worship services and designs as well as other presentations and meetings. While the worship center is a contemporary room, it is still a holy space set apart for the sake of worship. There should be no excessive decorating or displays near the stage area that might interfere with a sense of worship. Other meetings or presentations may be held in the worship center at the Senior Pastor's discretion.

KITCHEN - An additional cleaning/damage deposit of \$100 will also be required for all functions using the kitchen. This deposit will be returned only if the kitchen is left clean and all items have been put away. Non-members, and members using the kitchen for non-church activities (receptions, showers, parties, etc.), will be required to pay this fee.

LIABILITY - Individuals or groups will be required to pay for replacement of damaged, lost or destroyed equipment. The church is not responsible for personal items. The use of the facility and all equipment will be at the risk of the participant. FUMC Paragould does not assume liability or responsibility for any injury to a user of the facility. See attached **Indemnity Agreement** for more details.

SCHEDULE - The scheduled programs of FUMC Paragould have priority use of the facilities. Rental dates must be verified relative to the church calendar in the office. In the event that a funeral and/or funeral meal arises conflicting the date of your event, the funeral functions will take precedence.

CLEAN UP - Any group using an area will be responsible for returning the area to its original configuration, cleaning up trash, sealing all full trash bags and placing them in the trash bins which are located at the Northwest Corner of the building.

CHECKLIST OF RESPONSIBILITIES AFTER BUILDING USE

- Return all tables, chairs, and furnishings to the original positions after your function.
- Report damage, breakage, or accidents of any kind to a member of the church office staff immediately. Damage or cleaning fees may be assessed at the Trustees discretion.
- Report any physical injuries to a member of the church office staff after attending to the injury.
- Turn off all lights and lock all doors before leaving the building.
- All activities must be completed and cleaned up by 10:30pm.
- External doors are not to be propped open.
- Trash must be removed from the building and placed in the dumpster.

***Guidelines may be altered or amended including exceptions to these building use policies and fees with approval from the Pastor and/or FUMC Trustees.**

RENTAL AGREEMENT - MUST BE COMPLETED AND RETURNED TO FUMC OFFICES WITH PAYMENT

BUILDING USAGE FEES

Welcome Center	\$100
Community Room	\$100
Gym / Fellowship Hall	\$125
Kitchen	\$125 + refundable \$100 deposit
Kitchen & Gym	\$175 + refundable \$100 deposit
Fleming Worship Center	\$300

Requested Space/Room: _____

Rental Date: _____

Event Type: _____

Approximate Number of Guests: _____

Applicant: _____

Address: _____ City _____ State _____ Zip _____

Phone # _____

I agree to all policies and guidelines in the Paragould First United Methodist Church Rental Usage Policies document.

Applicant Signature: _____

For office use only

Cash _____ Check _____ Date: _____

Receipt # _____ Staff Signature _____

IF Kitchen use, please check here if additional cleaning/damage deposit was made (\$100) _____

INDEMNITY AGREEMENT - MUST BE COMPLETED AND RETURNED TO FUMC OFFICES

On _____ (date), **Paragould First United Methodist Church** (“the Church”) agreed to grant _____ (“the Group”) permission to use certain areas of the Church’s facilities or vehicles in accordance with the terms set forth in this Acknowledgment and Indemnity Agreement. In consideration for the Church’s agreement, the Group acknowledges and agrees:

- The Group understands and acknowledges that there are risks associated with its use of the Church’s facilities or vehicles. The Group acknowledges and agrees that it has inspected the Church’s facilities (and vehicles, if to be used) and accepts them for use in their present condition, with all faults, if any, and agrees that the Church makes no representation or warranty with respect to any premises or vehicles, including their condition or their suitability and fitness for the Group’s intended use. Due to the nature of the facility and vehicles, they may not accommodate persons with certain disabilities. The Group agrees that it is responsible for providing all disability accommodations necessary for guests and invitees. The Group agrees that its use of the facilities and vehicles will comply with all applicable local, state and federal laws and regulations.
- The Group acknowledges that it is responsible for providing all personnel, equipment, and supervision. The Church is not obligated to provide any personnel, programming, supervision or other services.
- The Group also recognizes that there is a risk of personal injury to the Group’s members, participants and others while on the premises or using Church vehicles, and the Group agrees to accept all risks associated with the use of the Church’s facilities or vehicles, including but not limited to personal injury, child or adult maltreatment, negligent entrustment, hiring, supervision or retention of any person, property damage or loss, bodily injury, and death to themselves or others.
- The Group acknowledges that use of the Church’s facilities or vehicles also involves risks incidental to activities on the Church’s premises or travel while using Church vehicles, including but not limited to those associated with conduct or other events and mishaps occurring before or after start and end times for the activities or travel, and the Group therefore agrees to accept all such risks, including but not limited to possible negligent, reckless or intentional behavior of participants or others incidental to activities or travel that occur before, during or after Group events.
- The Group agrees to take reasonable care of the facilities and vehicles and to abide by all rules and policies applicable to the facilities and vehicles and their use. The Group agrees to pay all costs associated with the repair, replacement or special cleaning of any part of the facilities (including but not limited to plumbing, glass, doors, windows, fixtures, appliances, thermostats, heating and air conditioning equipment, lighting, appliances, ice machines, dishwashers, disposals, furniture, accessories and the like) and vehicles damaged by the Group, reasonable wear and tear excepted. The Group will place all trash in the appropriate receptacles, will replace all furniture to its original location, and will leave the facilities and vehicles in good order upon the conclusion of the Group’s use.
- In further consideration of the Group being permitted to use the Church’s facilities or vehicles, the Group agrees to indemnify, release, defend and hold harmless the Church and all of its related organizations, clergy, leaders, committees, councils, agents, servants, employees, members, and volunteers from and against all claims and suits, both present and future, seen or unforeseen, arising out or in any way related to the Group’s use of the Church’s facilities or vehicles, which includes but is not limited to personal injury, child or adult maltreatment, negligent entrustment, hiring, supervision or retention of any person, property damage or loss, bodily injury, and death, to themselves or others, whether intentional, reckless or negligent, that may occur in any way related to the Group’s use of the facility or vehicles.
- The Group understands and acknowledges that the Church is immune from suit under Arkansas law and that it has not agreed to provide any type of insurance to cover the Group, its participants, or anyone else who may be harmed in any way in association with, or incidental to, the Group’s use of the Church’s facilities or vehicles. The Group therefore acknowledges and agrees that it is completely responsible for providing appropriate insurance, including but not limited to vehicle and driver insurance required by Arkansas law, to cover any injury of any sort to Group activity participants and third parties. Further, the Group will procure and maintain throughout the term of this agreement, general liability insurance with coverage limits of no less than a combined single limit of \$1,000,000, including coverage for bodily injury, property damage liability and contractual liability that lists the Church and all of its agents, servants and employees as additional insureds under such policy and will provide the Church a certificate of insurance prior to the start date of this agreement.
- The Group further acknowledges and agrees that this agreement is intended to be as broad and inclusive as permitted by the laws of the State of Arkansas and that if any portion hereof is held invalid, the Group agrees that the balance shall, notwithstanding, continue in full legal force and effect.

Printed Name of Group’s Authorized Representative

Signature of Group’s Authorized Representative

Printed Name of Church’s Authorized Representative

Signature of Church’s Authorized Representative

Note: For BSA Units, this agreement may only be signed by Scout Executive, Director of Field Service or Director of Support Services. Volunteers may **not** sign this agreement.