

CONTRACT FOR ROOM(S) RESERVATION

Organization or Group Name \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Building Use \_\_\_\_\_ Time of Use \_\_\_\_\_

Size of group \_\_\_\_\_

Person in charge \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Home or cell phone \_\_\_\_\_ Work phone \_\_\_\_\_

We, the undersigned, agree to all the policies regarding the use of the building of the First United Methodist Church, McAllen, Texas. We also understand the building use fees, custodial charges, and deposit which must be sent to hold our reservation of the Center. We accept responsibility for set-up, pick-up, clean-up, and lock-up. The custodial fee is for the extra time for the custodians to clean and re-set rooms and facilities for church use. We understand this deposit is refundable if there are no excessive damages or cleaning.

We agree to indemnify and hold First United Methodist Church harmless including attorney's fees from any and all liability arising out of our use of the above described premises or the building of which the facilities are a part or the parking facilities on or adjacent thereto.

Authorized Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Address \_\_\_\_\_

Deposit \$100.00 due upon receipt/returned after determination of no damage and/or after two weeks.

Check # \_\_\_\_\_ Date sent \_\_\_\_\_

*Please return this form filled out with your check and we will acknowledge it below and return a copy to you. Thank You*

Church calendar checked \_\_\_\_\_ Date received \_\_\_\_\_

Authorized by \_\_\_\_\_

## First United Methodist Church McAllen, TX

### I. GENERAL POLICIES

First United Methodist Church desires to carry its share of community services and looks upon the use of its facilities as part of the church's ministry and outreach. However, certain limitations and regulations of usage must be observed in order to administer and maintain these facilities for the continuing benefit of members and non-members alike.

Priority will be given to church-sponsored activities, but requests will be considered from non-church sponsored groups who are engaged in community-wide, non-political, non-profit activities and whose objectives and purposes are not inconsistent with those of the church. Other than for public elections and precinct meetings, partisan political gatherings shall not be allowed use of the sanctuary or other church facilities. **No persons shall be allowed to use the building for profit-making purposes unless such activities contribute to the church's program and ministry.**

Regularly meeting non-church organizations may be required to re-schedule programs and activities according to the church's needs. The church will seek to give adequate notification to non-church groups before schedule changes. The pastor and the Trustees maintain the right to determine facility use at any time.

#### *The Priority of Use Shall Be as Follows:*

##### 1. Recognized Groups within the Church

- Church Services - (i.e. worship services, Sunday school, adult, youth and children's education, mission events)
- Regularly scheduled church activities - (Emmaus reunion groups, committee meetings, and small group meetings related to church ministries)
- Connectional ministries within the greater United Methodist Church

## 2. Church Members

- Weddings, Funerals, Memorial Services and Receptions which follow these services.
- Anniversary Receptions for at least 50 years of marriage
- Music staff may use the building for recitals if there is not a conflict with church programming.
- Music staff may use the facilities for private teaching if cleared with church office for calendaring.

## 3. Service Organizations or other Groups outside the Church

- Non-profit organizations
- Agree to abide by this Building Use Policy
- Use will be considered at the weekly staff meeting as space limitations and custodial services allow.

**On-going Meeting Space:** In order for outside non-profit groups to be considered for on-going meeting space, a church member must be an active participant in the group and be present for the meetings being requested.

*One-Time Special Events:* In order for outside non-profit groups to be considered for one-time special events, a church member must be present at the event being requested.

On-going support groups that we host will be allowed to request space without a church member present in the group.

The schedule of fees listed on the attached chart for all types of usage has been arrived at in order to defray extra costs of maintenance and service rather than derive profit for First Church. Amounts are based upon hourly usage. Groups that use the facilities on an on-going basis may be charged at a different rate than one-time users.

All non-church groups will be held responsible for damages to buildings and equipment during their use of the facility. The person who signs the reservation sheet will be held responsible for damages should the group or organization refuse to pay and shall be responsible for locking all doors and turning off interior lights when leaving the facility.

Only non-alcoholic beverages may be served or consumed on the premises; and no smoking is permitted in the buildings or on church grounds.

The pastor or the Trustees may, at their discretion, require evidence of insurance for groups and organizations using the facilities.

### Use of Church Property/Equipment

Church property and equipment will not be loaned out or used off premises unless the function is a church related activity.

## II. PROCEDURES

A. Requests for reservations should be made during regular office hours of the church office (956-686-3784), where an official calendar of church-wide events will be maintained.

Early requests will prevent disappointments.

B. Appropriate application forms must be filled out and approved by the church office. The application form will include a hold harmless agreement that must be signed before premises can be used. Dates will not be held without prepayment of fees and deposits.

C. *Temporary or long-term storage by non-church groups is not available.*

D. No equipment, furnishings, or utensils shall leave the church premises.

E. Curfew for building use is 11:00 p.m.

F. At the time contracts for reservations are signed, checks given for the use of the church facilities should be made payable to McAllen First United Methodist Church.

## III. CHART OF FEES

(1) Deposit (Payable at time reservations are made, and refundable following event, provided there are no excessive clean up or damage charges).

Any Room or Building \$100.00

(2) Room Use Fees – excluding weddings (Payable Upon receipt of invoice)

Gym (Fellowship Center)                      \$ 55.00/hour

Social Room                                        \$ 45.00/hour

Other classrooms	\$ 25.00/hour
Kitchen	\$55.00/hour

**(3) Other Specialized Services that may be required:**

Sound, music, special cleanup, etc.....fees will be assessed. Use of the facilities that requires custodians to work on Saturday will require additional charges.

**Fees:**

- Audio/visual: \$100 (includes livestream on YouTube in the Sanctuary only)
- Custodial Help: \$50/hour during event, \$35/hr for set up or clean up
- Church vocalist: \$50
- Church organist/pianist: \$50
- Minister/ Lay Minister: \$150
- Slide show: \$100 (additional \$50 to scan up to 30 pictures)

\*Slide shows are limited to 50 pictures.

McAllen FIRST UNITED METHODIST CHURCH  
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