

*First United Methodist*  
*Uptown Ministry Center*  
**Rental Agreement**

*Effective December 1, 2015*

145 E. Main Street  
Martinsville, VA 24112  
PHONE: (276) 638-8733

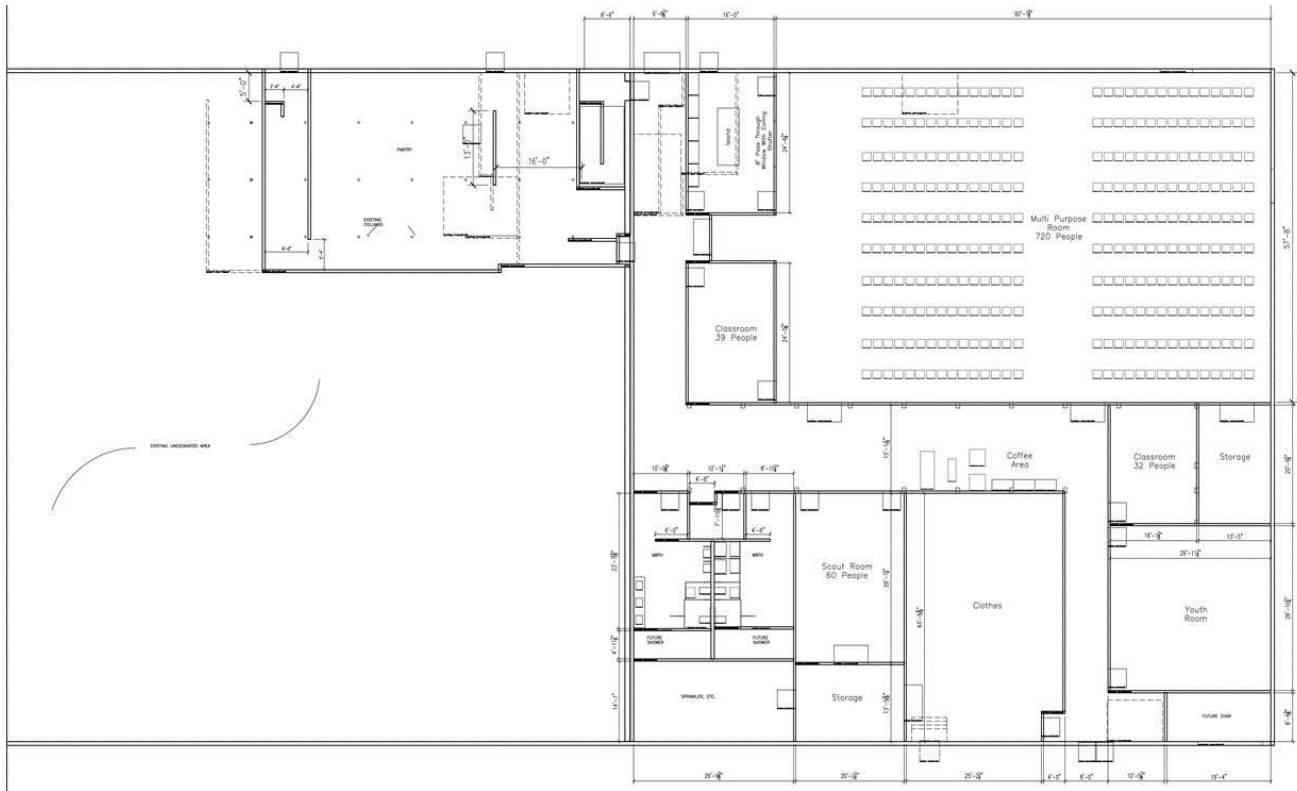
**First United Methodist Church  
Uptown Ministry Center**

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# First United Methodist Church Uptown Ministry Center

Gathering Hall	Seating for 700 or 350 for dining; basketball, volleyball, etc. (92' x57' 8")
Warming kitchen	To support catered events
Classrooms	Doubling as "breakout rooms" for training
Restroom facilities	Modern and efficient



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**Event Leader**

**Person Responsible For Scheduled Event:**

1. The person who is responsible for a scheduled event (the event leader) must be an UMC (Uptown Ministry Center) approved volunteer. Note: See page 14 for the "Volunteer Approval" form.
2. The event leader is to arrive 15 minutes before the event begins, or as needed to adjust the temperature of building before the group arrives.
3. The event leader must be sure all equipment is ready for activities.
4. He or she must be present during the entire event.
5. He or she must handle any emergencies and be familiar with the emergency policies.
6. He or she must enforce posted safety rules.
7. **He or she must insure all equipment is in its proper place when the event is completed.**
8. **The event leader is to close the facility when the event is complete. When closing the UMC, be sure all lights and appliances are off and all doors are locked. Properly adjust heating or cooling before you leave.**
9. Report any problems to Senior Pastor or Business Manager.

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**RESERVATION POLICIES: NON-MEMBERS  
GOVERNING OUTSIDE GROUPS**

1. The recreation facilities may be used by groups approved by First United Methodist Church under the following arrangements:
2. All arrangements must be made through the Senior Pastor or Business Manager. See page 12 for the request form. Times available for reservation will be determined by open calendar dates (those dates not reserved). Rule 4 under General Policies on page 8 applies.
3. First time requests by non-church groups must be approved by the Senior Pastor. That approval only sets precedence for the approved event. Following that first time approval, the Business Manager may approve the event requested by the same group without the Senior Pastor's approval. In this case, the event/activity must be the same as previously approved. ***First time reservation requests must be made in writing, a minimum of 30 days in advance.***
4. Reservation requests (other than for first time) must be made a **minimum of two weeks in advance**. The reservation request will be confirmed within one week of the date received.
5. All rules pertaining to the general use of the facilities must be observed by visiting groups. The group leader will be given a copy of the general policies (page 8 and 9 of this manual) and will be responsible for sharing them with his/her group.
6. **IN ADDITION TO ALL OTHER POLICIES, IMPORTANT POLICIES TO REMEMBER ARE:**
  - a. Groups are responsible for providing adequate supervision for children and youth.
  - b. The arrival and departure time requested must be observed rigidly by visiting group.
  - c. No weapons, firearms, alcohol, smoking, or tobacco of any kind are allowed in the building or on the grounds.
  - d. The visiting group will be responsible for any damage that occurs to the building or equipment while in use by that group.
  - e. The visiting group is responsible for the care of the UMC during its use. This includes cleaning up and returning the building to the condition in which it was found.
  - f. Disregard of policies or instructions will result in the immediate cancellation of program.
7. The person responsible for the group using the facilities will read and sign below. By so doing he/she accepts the above stipulations and agrees to carry them out.

\_\_\_\_\_

Person Responsible for the Group

\_\_\_\_\_

Date

\_\_\_\_\_

Senior Pastor/ Business Manager

\_\_\_\_\_

Date

**First United Methodist Church  
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**RESERVATION REQUEST: NON-MEMBERS**

**THIS FORM IS FOR OUTSIDE GROUPS**

Date making request: \_\_\_\_\_

Organization: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Person making reservation: \_\_\_\_\_ Estimate Number in Group: \_\_\_\_\_

In requesting the use of this facility, I acknowledge that I have read the policies for its use and promise that our group will abide by all of them. I also understand your liability policy.

Person Responsible for the Group: \_\_\_\_\_

(same person who read and signed page 5--page 5 must be attached to this form)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date and Time Desired:

Date: \_\_\_\_\_ (month/date) Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_ Deposit Paid \$ \_\_\_\_\_

Date received: \_\_\_\_\_

Person Receiving Payment: \_\_\_\_\_

**Note: The UMC is to be left in the same condition as found when the group arrived. The building must be neat, orderly, and clean, and trash should be taken from the building. DEPOSIT WILL NOT BE REFUNDED IF NOT CLEAN OR ANY DAMAGE. OTHERWISE, DEPOSIT WILL BE REFUNDED WITHIN TWO WEEKS AFTER EVENT.**

EVENT LEADER:

Print Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

List any special equipment needed (sound equipment, slide projector, etc.) : \_\_\_\_\_

Any Special Requests/Instructions: \_\_\_\_\_

Request has been granted by Senior Pastor/Business Manager:

\_\_\_\_\_ Dated \_\_\_\_\_

Request has been denied by Senior Pastor/Business Manager:

\_\_\_\_\_ Dated \_\_\_\_\_

Approval Notification (Senior Pastor/Business Manager to notify Person Making Request of approval, denial, or need to reschedule)

Notified By: \_\_\_\_\_ Date notified: \_\_\_\_\_

Event Entered on Calendar by: \_\_\_\_\_ Date entered: \_\_\_\_\_

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**Room Set-Up and Needs**

Purpose to which facility will be used:

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Date of event? \_\_\_\_\_

Number attending? \_\_\_\_\_

Beginning Time? \_\_\_\_\_ Ending Time? \_\_\_\_\_

When will the facility need to be set up for the event? Date \_\_\_\_\_ Time \_\_\_\_\_

Number of tables needed \_\_\_\_\_ Number of chairs needed \_\_\_\_\_

Room arrangement? Please be specific – diagram if possible

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Other items needed? \_\_\_\_\_

Items needed for event?

PIANO? Yes\_\_\_ No\_\_\_

LECTERN? Yes\_\_\_ No\_\_\_

PA SYSTEM/SOUND Yes\_\_\_ No\_\_\_

Smart TV/DVD/PROJECTOR Yes\_\_\_ No\_\_\_

KITCHEN FACILITIES Yes\_\_\_ No\_\_\_

COFFEE MAKER Yes\_\_\_ No\_\_\_ (Keurig and Bunn – coffee not provided)

MISCELLANEOUS ITEMS? \_\_\_\_\_

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I understand that general clean-up of kitchen and ministry center is the responsibility of the group, organization, or individual using these facilities. This includes washing dishes, properly disposing of garbage, and leaving the chairs in an orderly fashion.

I understand that unless requested in advance, all room set-up and breakdown will be done by the group using the facilities.

I understand that all technology needs will be facilitated by the group, making arrangements to have someone run the equipment and set-up the equipment as needed. All cables, etc. required for connecting your equipment to ours is not provided.

Signed: \_\_\_\_\_

Date \_\_\_\_\_

Home Number \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Number \_\_\_\_\_

**First United Methodist Church  
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INJURY AND ACCIDENT REPORT**

Date: \_\_\_\_\_ Time of Accident: \_\_\_\_\_

Name of Injured Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Person Responsible for the Scheduled Event: \_\_\_\_\_

Area of building where accident occurred: \_\_\_\_\_

Condition of area: \_\_\_\_\_

Detailed report of the nature of injury: \_\_\_\_\_

\_\_\_\_\_

Detailed report of how the accident happened: \_\_\_\_\_

\_\_\_\_\_

Specific action taken: \_\_\_\_\_

\_\_\_\_\_

Witnesses to the Accident:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Person completing this form: \_\_\_\_\_



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**Check List for Clean-up**

**It is the responsibility of every Sunday School Class, Ministry, Organization, Shower Hostess, or Group that uses any of the facilities to set up and tear down for their event. This includes putting tables, chairs and furniture back in place.**

**Multi-Purpose Room**

- Floor swept and vacuumed if needed
- Tables cleaned and wiped off
- Tables and chairs put back in place
- Return all balls and equipment back to proper storage
- Empty all trash cans and put a clean liner in each one. Carry off garbage. The garbage dumpster is across parking lot (1<sup>st</sup> dumpster on left).

**Kitchen**

- Floors cleaned—swept and mopped if needed
- Clean and disinfect all counter tops
- Wash dishes and put them away
- Dish cloths rinsed and placed on sink
- Empty all trash cans and put a clean liner in each one, Carry off garbage.
- Dispose of all left over food

**Other**

- Foyer and halls must be swept and vacuumed
- All classroom furniture must be put back in original place

Cleaning supplies in new building are in the closet beside the bathrooms.

All these areas that pertain to the reserved facilities must be cleaned at the end of the event for the deposit to be refunded

**POST CLEAN UP:**

All areas noted above have been checked and cleared by Uptown Ministry Center Committee member/Church Staff:

Today's Date: \_\_\_\_\_

Signature of Responsible Party: \_\_\_\_\_

