

First United Methodist
Uptown Ministry Center
Rental Agreement

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

Effective September 30, 2024

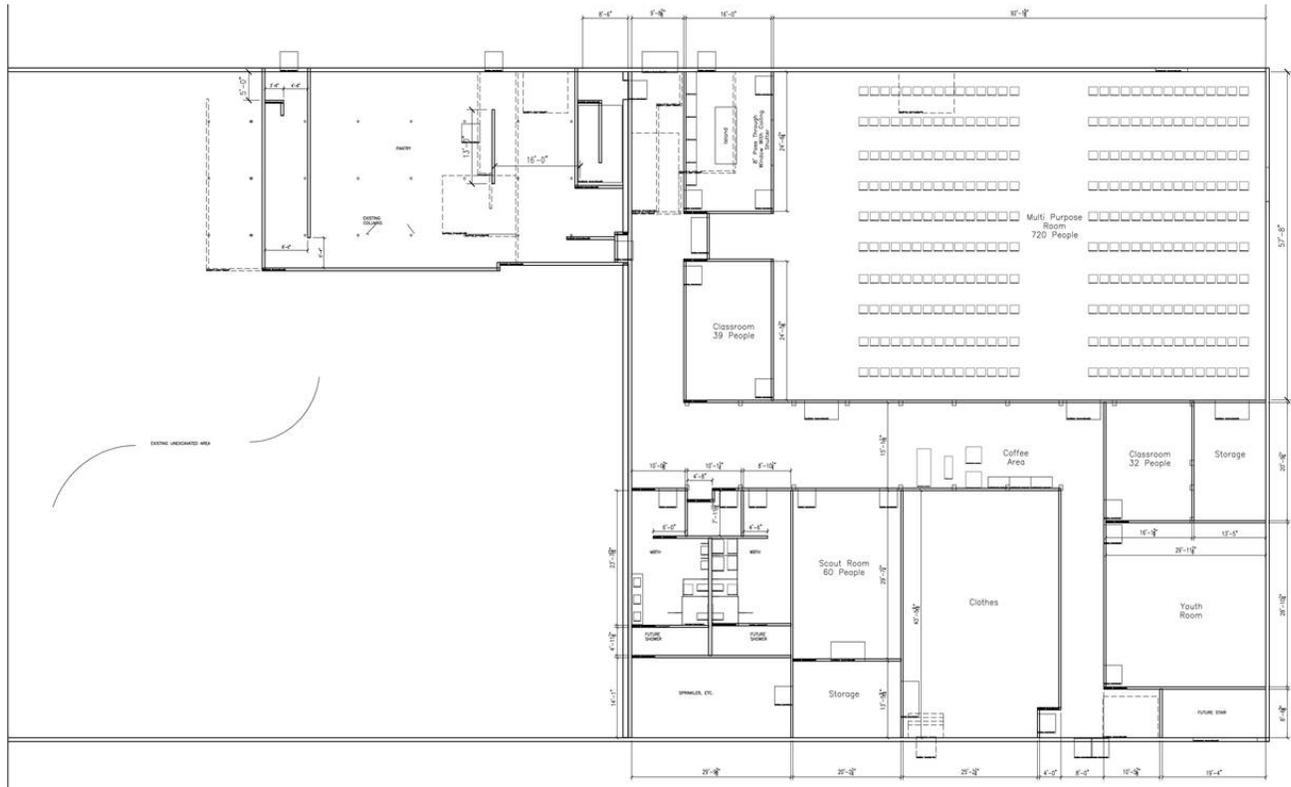
**First United Methodist Church
Uptown Ministry Center**

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First United Methodist Church Uptown Ministry Center

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|---------------------|--|
| Gathering Hall | Seating for 700 or 350 for dining; basketball, volleyball, etc. (92' x 57' 8") |
| Warming kitchen | To support catered events |
| Classrooms | Doubling as "breakout rooms" for training |
| Restroom facilities | Modern and efficient |



**First United Methodist Church
Uptown Ministry Center**

Rental Rates Effective September 30, 2024

Standard Rate

All Day: \$1000/Deposit \$500 (includes setup night before)

Half Day: \$500/Deposit \$250 – 4 hours total.

\$100 cleaning fee – non-refundable ; \$200 for groups over 150 in attendance.

A certificate of insurance is required one month prior to event.

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.

Cancellation Policy: If the event is not cancelled within one week of event, the deposit will not be refunded.

We have 20 72” round tables, 10 30x96 tables, and 300 chairs.

A 100 x 160 electric screen and Epson projector are available for use.

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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. **A certificate of insurance is required one month prior to event.**
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
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**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: \$ _____ Down Payment \$ _____

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. \$100 Cleaning fee in addition to rental fee required.**

Certificate of Insurance Required.

List any special equipment needed (sound equipment, 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 Needs

Purpose to which facility will be used:

Date of event? _____

Number attending? _____

Beginning Time? _____ Ending Time? _____

Number of tables needed _____ Number of chairs needed _____

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? _____

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 all room set-up and breakdown will be done by the group using the facilities. The room should be left in the following format: 6 round tables with 8 chairs per table in area near kitchen, 2 long tables for serving, and at opposite end.

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 _____

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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

- Tables and chairs put back in place. **The room should be left in the following format: 6 round tables with 8 chairs per table in area near kitchen, 2 long tables for serving, and at opposite end.**
- 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 (1st dumpster on left).
- Any spills must be cleaned up.

Kitchen

- Any spills must be cleaned up.
- Wipe down 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

Cleaning supplies 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. **In addition, there is a \$100 cleaning fee.**