

Bethel United Methodist Church, Lewes, DE

Fellowship Hall Usage

Policy as discussed, voted on, and agreed to by the Board of Trustees
February 2018

Thank you for your interest in using our facilities for your meeting, concert, or event. The following priorities will be followed when scheduling events at Bethel Church.

1. Priority for Fellowship Hall use will always be given to Church related functions.
2. The second priority for Fellowship Hall usage will go to outreach ministries sponsored by Bethel United Methodist Church (BUMC), such as, but not limited to, Boy Scout Troops, Attack Addiction, etc. These organizations may use the Church facilities without charge; however, the name and phone number of a responsible person must be on file in the Church office prior to the event date. A separate checklist will be supplied to that person for BUMC requirements as to how Fellowship Hall should be left following the event.

If no Church related, or outreach ministry activities are scheduled, Fellowship Hall may be used by outside parties as follows:

1. All parties wishing to use Fellowship Hall must have insurance for the event and supply the church with a certificate of liability insurance with Bethel U.M. Church listed as additional insured.
2. An Indemnity Agreement must be on file with the church office. (pages 7 and 8)
3. All parties wishing to use Fellowship Hall MUST agree to have a BUMC designated and trained coordinator.
4. Set up for a function may be done the night before the function provided that the hall is not being used in any other capacity.
5. Clean up needs to occur immediately following the function, and is the responsibility of the renters.
6. The coordinator will give guidance to the Fellowship Hall users with set up and appropriate clean up procedures.
7. BUMC members scheduling usage in Fellowship Hall on behalf of other than BUMC organizations must pay the higher fees.
8. Fellowship Hall may be used with or without the kitchen facilities and/or stage.
9. Additional fees will apply for kitchen and stage use.
10. Removal, covering, or displacement of BUMC property such as decor, pictures, religious symbols, etc will not be tolerated, and if these items are tampered with by parties renting our facilities, then the party will be asked to leave immediately with no refunds.
11. Alcohol, tobacco use, and gambling (of any description) are not allowed.
12. Activities of attendees should be restricted to area(s) assigned to minimize disturbing other meetings/functions and to insure proper supervision and good order of attendees.
13. Person(s) in charge should insure a responsible person is present before function begins to insure attendees are directed to their proper area.
14. Equipment should be used as intended. For instance, folding tables should not be used as risers, etc. Equipment/Supplies belonging to other groups should not be used or disturbed.
15. During your event, please make sure all double doors in Fellowship Hall remain closed; escaping heat or cooled air significantly increases our utility bills.
16. When closing please remember to sweep/damp mop floor (only use water, no cleaners, on hardwood floor in Fellowship Hall) if necessary. Wipe all counters, remove left over food, see that all dishes get washed, dried, and put back in place, and wipe up any spills on stove if the kitchen is used. Please turn off all lights including all bathrooms, and make sure all external doors are locked.
17. Audio/lighting/video equipment are not to be used by the renter. If the event requires sound, video or special lighting, there is an audio coordinator fee* to have a trained technician available during your event to operate this equipment. Due to the high cost of our performance sound system, we do not allow person(s) not trained in its use to operate this equipment.
18. The rate schedule listed on page 3 will prevail without exception on a per day and per event basis:

Bethel United Methodist Church

Fellowship Hall Usage Form

Event Name: _____

Description of Event: _____

Date of the Event _____ Today's Date _____

Event Time _____ to _____

Beginning of Set Up Time: _____

End of Clean Up Time: _____

Number of people attending: _____

It is the policy of Bethel United Methodist Church that you provide casualty and liability insurance for this event.

Name of the Insurance Company _____ Policy # _____

Contact information of the person making this request:

Name _____

Address _____

Phone: _____ email: _____

Contact information of the person/organization for whom facilities are being requested:

Name _____

Address _____

Phone: _____ email: _____

Contact information of the person in charge during the function:

Name _____

Address _____

Phone: _____ email: _____

Fee Schedule:

The Fellowship Hall of Bethel United Methodist Church is recently renovated with state of the art sound, lighting, and projection equipment. To make your event memorable, trained operators are available according to the following fee schedule.

Fellowship Hall Reservation Fee (required): \$400

- Includes use of the Fellowship Hall for up to 4 hours. \$100 per each additional hour

Bethel Event Coordinator (required) – Bethel Church will inform renters of coordinator level and provide their name as payment will be made directly to the coordinator at the conclusion of the event.

Bethel Event Coordinator Level 1 Fee: \$100

- Covers up to 3 hours per event. 30 minutes prior – 2 hours for event – 30 minutes after.
- \$25 for each additional hour or any part of.
- Coordinator will be on site to assist during the event.
- Coordinator will oversee setup and reset of the Fellowship Hall by the renters
- Includes basic hall lighting and audio (one or two microphones)

Bethel Event Coordinator Level 2 Fee: \$150

- Covers up to 3 hours per event. 30 minutes prior – 2 hours for event – 30 minutes after.
- \$50 for each additional hour or any part of.
- Coordinator will be on site to assist during the event.
- Coordinator will oversee setup and reset of the Fellowship Hall by the renters
- Includes theatrical lighting, hall lighting, projection system and additional audio (multiple mics and/or instruments, CD/Mp3 player, etc)

Custodial Fee (required): \$50

- Covers Fellowship Hall/restroom preparation prior to and clean-up after the event.
- Bethel Church will provide the custodians name as payment will be made directly to the custodian at the conclusion of the event

Stage Fee (if used): \$50

- Covers clearing and resetting audio equipment and instruments on the stage by a Bethel representative.
- Bethel Church will provide the name as payment will be made directly to the Bethel rep. at the conclusion of the event

Kitchen Use Fee (if used): \$100

- Covers use of the kitchen for the period of the event.
- Bethel – State Certified Kitchen Attendant will be required.
- Set-up and clean-up of the kitchen will be the renter’s responsibility with the assistance of the Bethel attendant

Kitchen Attendant Fee (if used): \$75

- Bethel State-Certified Kitchen Attendant required if warming, cooking and/or serving food
- Bethel Church will provide the attendants name as payment will be made directly to the attendant at the conclusion of the event.

Event Details:

Fellowship Hall Use:

Room setup: _____ tables and chairs OR _____ theater-style seating

Number of Tables _____ Number of Chairs _____

** If the room will be used with tables and chairs, the renter will reset the hall per the attached diagram with the assistance of the Bethel Event Coordinator

Stage Use:

Will you need use of the stage? yes no

** The stage fee will apply for all events using the stage.

Kitchen Use:

Will you need use of the kitchen? yes no

Please check all uses for this event:

Serving Snacks/prepacked food Beverages Warming Cooking

**If you need any of the above services, we will call you for additional information so as to determine whether or not a State of Delaware Certified Kitchen Attendant is required.

Lobby Use:

Will you need a place for registration or displays in the Lobby? yes no

If yes, will you need tables? yes no # of tables: _____

Please describe lobby use _____

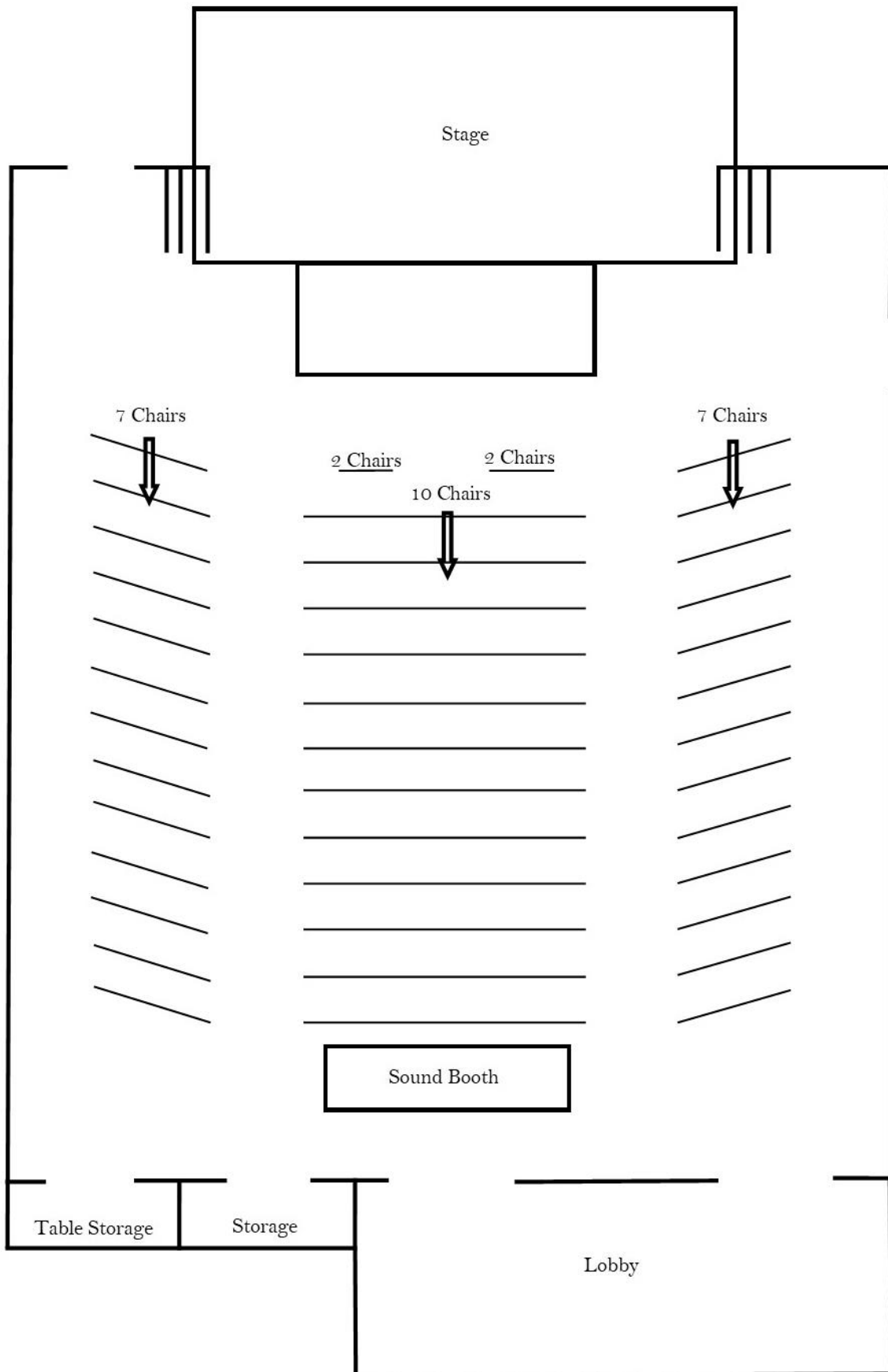
Please list any other requests or helpful information _____

Date cleared by the Church Office _____ Insurance information on file _____

Approved by the Board of Trustees _____ Date _____

The Board of Trustees meet on the 3rd Tuesday of each month.

Fellowship Hall Floor Plan



INDEMNIFICATION AGREEMENT

THIS INDEMNIFICATION AGREEMENT dated the _____ day of _____, 20 __, is made by and between _____, a _____, with an address of _____ (hereinafter "the Organization" or "Indemnitor"), and _____, a United Methodist Church within the Peninsula-Delaware Conference of the United Methodist Church, with an address of _____ (hereinafter "the Church" or "Indemnitee").

In consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. The Organization and the Church have entered into a separate Agreement whereby the Organization shall be permitted to use the Church property located at _____ on the dates and times agreed to by the Organization and the Church from time to time for the following purpose(s): _____

2. The Organization hereby fully and forever releases, indemnifies and holds harmless, waives and agrees not to cause or to be brought any and all claims, demands, actions, causes of action, and liabilities of every possible kind and nature whatsoever the Organization might assert, including without limitation, claims for personal injury, wrongful death or property damage, whether or not absolute, now or unknown, or otherwise. This release, indemnity and waiver specifically includes, but is not limited to, physically injury or harm caused by one member or leader of the Organization to another, property damage caused by The Organization shall reimburse the Church for any and all of the foregoing expenses; provided,

however, that the Church shall not be indemnified against, or be reimbursed for any expense incurred in connection with any claim or liability arising out of its own willful misconduct or gross negligence.

4. The Organization, and/or its parent group, expressly acknowledges that it carries liability insurance which shall apply to and cover any such losses the Organization may suffer in conjunction with its use of the Church's facilities as set forth herein and, specifically, does not exclude sexual misconduct on the part of the Organization or any of its members, volunteers, representatives, agents, employees, etc. The Organization's liability insurance carrier is

_____ and its policy number is _____

The Organization shall provide the Church with written evidence that the Church is named as a loss payee or additional insured on the policy for any and all acts arising out of the activities of the Organization within the church building or related activities due to church affiliation.

5. The Organization further agrees that this Agreement (1) is binding upon the Organization's successors, assigns and legal representatives; (2) releases all successors, assigns and legal representatives of the Church as aforesaid; and (3) is to be governed by the laws of the State of Delaware.

6. The right of indemnification hereinabove provided for shall not be exclusive of any rights to which the Church may otherwise be entitled by law.