



# Guidelines:

## *Facility Use Agreement*

Effective Date: 12/03/10

Contact: [trustees@jonesumc.com](mailto:trustees@jonesumc.com)

Reverend Staci Current, Senior Pastor  
Jones Memorial United Methodist Church  
1975 Post Street  
San Francisco, CA 94070-4157  
Web: [www.jonesumc.com](http://www.jonesumc.com) / Email: [office@jonesumc.com](mailto:office@jonesumc.com)  
Tel: (415) 921-7653 / Fax: (415) 921-7683

## **Table of Contents**

---

I.	Overview	3
II.	Submission Process	3
III.	Approval Process	3
IV.	Terms and Conditions	4
V.	Appendix A	5

## Facility Use Agreements

---

### Overview

---

*A **Facility Use Agreement** shall be executed between Jones Memorial United Methodist Church (the “Church”) and any organization using Church property. Terms and conditions of the “Facility Use Agreement” may be modified or waived at the discretion of the **Trustee Board** and/or **Pastor**.*

Please be aware that a use agreement **MUST** be completed to use any space at Jones Memorial United Methodist Church (the “Church”). There are many activities scheduled at the Church. We must respect room assignments so that every request may be accommodated.

Once a use agreement has been received, it will be reviewed. If approved, a copy of the use agreement will be returned to the contact person or event coordinator. If there are any questions or concerns with the use agreement you will be contacted for clarification.

### Submission Process

---

- Use Agreements can be found on the church website at Jonesumc.com (under Useful Info – Forms and Documents). *See Appendix A.*
- Use Agreements must be submitted timely and approved before you plan your event and publish the date and use of the facility.
- Please complete every space outlined on the use agreement.
- Please note N/A (not applicable), if appropriate, in unused spaces.
- Staff will review and approved the use agreement.
- Please sign the back of the use agreement.
- Incomplete use agreements will be returned without further consideration.
- Keep a copy of the Use Agreement that you submit for your records, follow up with church administration if you have not been notified of the approval/denial of your request.

### Approval Process

---

- The time, date and space requested on the use agreement will be reviewed for availability.
- The use agreement will be review to insure that it is complete.
- Staff will review all policies and procedures with the event coordinator directly.
- The use agreement will be copied and mailed to the contact person.
- If you cancel your event you must contact the church office immediately. It is the user’s responsibility to notify the church so that other may have the opportunity to use the space.

- Keep in mind that you are required to provide your own set-up and breakdown for your event. Arrangements can be made with advanced notice for assistance for a service fee of \$25 per hour (4 hour minimum).

## **Terms and Conditions**

---

- There will be no of alcoholic beverages, smoking or gambling of any kind permitted on church property.
- External doors are not to be propped open, nor shall facilities or rooms be occupied that are not included in the Use Agreement.
- Nothing shall be affixed to the walls, ceiling, fixtures, curtains, doors or vertical surfaces in any room or building. The church may, at its discretion, require that a church custodian be present at all times during a non-church activity, at the expense of the group.
- Each non-church group using the church facilities shall have an event Coordinator. The Coordinator is a specific individual who is a representative of an applying group who shall be responsible for arrangements, for the conduct of the group, for the payment of fees and for any damages to church property.
- In addition to all other requirements, use of the Sanctuary must have the permission of the Senior Pastor.
- At the end of an event, equipment, chairs and tables and all furnishings shall be returned to the condition and location as before.

## **Appendix A**

---

