

Heart of Longmont, a United Methodist Congregation
350 11th Avenue, Longmont, Colorado 80501, 303-776-3523, heartoflongmont.org
Emergency/After-Hours Phone Number: 575-650-7502

PLEASE FULLY COMPLETE FORM. FAILURE TO FULLY COMPLETE MAY DELAY APPROVAL.

Steps to Facility Use Scheduling

1. Fill out a Building Use Request Form, and appropriate accompanying forms (Kitchen Use Agreement) and/or contracts. Such forms are included in this Facility Use packet, or you may obtain them from the church office, or at our website: heartoflongmont.org.
2. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
3. Return the Building Use Request Form, and other appropriate accompanying forms and/or contracts to the church office. Once your request is reviewed, you will be notified if the request has been approved and to arrange payment, if applicable.

Fees are detailed below. Events of an extended nature will be negotiated on an individual basis.

Facility Use Fees and Deposits (Fees and deposits are subject to review)

FEES

- | | |
|--|-----------|
| 1. Classroom use – per day / per event / per classroom | \$ 40.00 |
| 2. Wesley Hall use – per day / per event | \$ 150.00 |
| 3. Kitchen use – full kitchen use | \$ 150.00 |
| 4. Kitchen use – light use | \$ 75.00 |
| 5. Sanctuary use – per day/per event | \$ 200.00 |
| 6. Chapel or Parlor | \$ 75.00 |
| 7. Sound technician | \$ 75.00 |
| 8. Custodial set-up and/or cleaning - per hour | \$ 50.00 |

DEPOSITS

- | | |
|--------------------------------|-----------|
| 1. Building security deposit | \$ 100.00 |
| 2. Kitchen security deposit | \$ 150.00 |
| 3. Electronic key card deposit | \$ 20.00 |

All groups/individuals may reserve one or more rooms. The fees listed above are for one-time use of the facilities. Fees for on-going use, such as weekly meetings, may be negotiated with Leadership Council.

Refundable Security Deposits

A per-use security deposit(s) of \$ _____ is payable upon building use request approval. If the room(s) is/are returned to an acceptable condition, then the entire amount of the security deposit(s) will be refunded. If additional cleaning is necessary, damage, or any unauthorized use is found, then all or a portion of the deposit will be retained at the discretion of Leadership Council.

Facility Use Policies of the Heart of Longmont

1. Payment of Fees and Deposits

To reserve your event on the church, calendar a deposit of 10 percent of Building Use Fee or \$50.00, whichever is greater is required. This fee must be paid at the time of building use request approval.

The remainder of fees is due no later than one week before the event. If remaining fees are not paid by this date, the event will be canceled, and the deposit shall be retained. Deposits must be paid separately from building use fees. If conditions of the refundable deposit are met, then the deposit will be returned via mail within one week from the date of your event, or you may make arrangements to pick up your deposit at the church office.

2. Special Equipment

The Sanctuary sound system is available for use by request (at least two weeks' notice is required). The system can be operated only by a Heart of Longmont sound technician, at the cost of \$75.00 per hour. User/group-provided sound, recording or video equipment may not be attached to this sound system through cables or connectors without prior approval and instruction by a Heart of Longmont sound technician. Additionally, sound and video equipment is available for use in Wesley Hall (at least two weeks' notice is required).

3. Set-up or Take Down

Use of any part of the facility shall not include set-up or removal of tables, chairs or other equipment. All tables, chairs and other equipment shall be returned to its place of origin within the facility. If you require custodial set-up and/or take down and cleaning of the facility, the fee is **\$50.00 per hour**.

4. Kitchen Use

Scheduled building use may include permission for light use of the kitchen, such as preparation and serving of coffee, tea and dessert. Except for coffee makers, each group must provide its own supplies. For events needing full use of the kitchen, including use of dishes, appliances, etc., fees are required as listed in "Facility Use Fees and Deposits". Full use of the kitchen shall include the right to use all dishes, appliances, cookware, refrigerator and freezer, dishwasher, etc. Completion of a Kitchen Use Agreement shall be completed at the time of submitting a Building Use Request form. **A kitchen orientation tour is required at least two weeks before the event. Supervision by a kitchen-trained member of Heart of Longmont is sufficient in lieu of orientation tour.** Kitchen orientation is to be arranged by the United Women in Faith Kitchen Coordinator or other UWF representative.

5. Children

Children must be adequately supervised at all functions. Children must remain in the same room as adults associated with the function.

6. Tobacco and Vaping Product Use

Tobacco and vaping product use is strictly prohibited within the church building, courtyard, and lawn.

7. No Alcohol or Weapons

The serving, consumption or use of alcohol, marijuana, or illegal drugs is strictly prohibited within the church building, property, grounds, or parking lot. Weapons are strictly prohibited within the church building, property, grounds, or parking lot.

8. No Games of Chance

Heart of Longmont/United Methodist Church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.

9. Decorations.

No adhesives, tape, pins, nails, tacks, etc., may be used to secure decorations, announcements, etc. to the walls or windows. Only blue painters' tape, suction cups and appropriate hangers are permitted on ceiling tile grids.

10. Emergency Scheduling Conflicts

The Heart of Longmont reserves the right to cancel/reschedule events for its use in case of unforeseen events, such as funerals. Notice will be given as early as possible.

11. Trash Removal and General Clean-up

Users shall remove all trash. Users will find trash dumpsters in the parking lot on the east side of the building. Tables and chairs are to be cleaned, spots cleaned from tile floors, and tile floors are to be swept. Any supplies brought in by user, must be removed when leaving facility. **For kitchen use trash and cleaning instructions, please refer to the *Kitchen Use Agreement* for details.**

12. Pets or other Animals

Except for service animals, no animals are allowed within the facility at any time.

13. Facility Access and Security

All groups are responsible for providing exterior door access to attendees. An access card may be obtained from the Church office to facilitate access before and after the event. The card must be returned to the office when no longer required. In no event should groups prop open exterior doors as this represents a health and security risk for the group and Church. For any scheduled 'access', groups must ensure there is a line of sight observation while the door is unlocked to prohibit unauthorized access.

14. Other Conditions

- a. No food or drink (except water) is permitted in the Sanctuary.
- b. Any supplies (coffee, sugar, tea, etc.) must be furnished by group using the facility or the church must be reimbursed if church supplies are used.
- c. Facilities and equipment must be restored to the original condition in which they were found.
- d. The church building or grounds may not be used for any other purpose than that approved.
- e. All groups will confine themselves to their assigned area of the church (i.e. classrooms, Parlor, Wesley Hall, etc.) All areas are separately assigned facilities.

15. Safe Sanctuaries Policy

Heart of Longmont has adopted a Safe Sanctuaries Policy to assure the safety and spiritual growth of all individuals in our church community as well as all of those who work (paid or volunteer) in the church community. As a user of the facility you agree to adhere to this policy or adopt and adhere to equivalent policies. A copy of Heart of Longmont's Safe Sanctuaries Policy is available on the church website.

16. Indemnification

The undersigned organization/representative agrees to release, protect, defend, indemnify, and hold harmless Heart of Longmont and its officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs, and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly associated with their use of any Heart of Longmont facilities. Either party has the right to terminate this agreement with 30-days written notice. Heart of Longmont has the right to immediately terminate this contract for user's failure to abide by the terms of this contract.

17. Failure of Compliance

Failure to comply with Facility Policies and accompanying forms and/or contracts are grounds for cancellation of future use of the facilities and/or forfeiture of security deposit.

TOTAL FEES: \$_____

Date_____

Name of Organization, Group or Individual

Signature of Individual or Representative

Leadership Council Chairperson/Vice-Chairperson

Leadership Council Signature (Chair/Vice-Chair)

Contact Information:

Responsible Party/Leader's Name: _____

Phone: _____ Email: _____