

BUILDING USE REQUEST - Page 1 of 4

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.

Request Date _____

Approval Date _____

Organization Name _____ Non-profit or For-profit

Contact Person's Name _____

Address _____

Email _____ Phone _____

Church member or Church Contact _____

Non-church member connection _____

Date(s) Desired:

Start date/day _____ End date _____

One time use _____ Weekly _____ Monthly _____ Other _____

Event Start time _____ Event End time _____

Arrival/set-up time _____ Clean-up/end time _____

Room/facilities requested _____

Describe intended use with number of people involved: _____

Church equipment/supplies requested: _____

Number of chairs and/or tables _____

Do you require use of any audio/visual equipment? Yes _____ No _____

Do you require a building key for after-hours entrance? Yes _____ No _____

Do you require set-up of equipment? Yes _____ No _____

Do you require take-down of equipment? Yes _____ No _____

FOR OFFICE/TRUSTEE USE ONLY

FEES	AMOUNT	DATE RECEIVED	DATE RETURNED
Room(s) use and/or Sanctuary use	\$		
Sound Technician	\$ 75.00 per hour		
Set-up and/or cleaning	\$ 50.00 per hour		
Kitchen use (Light/Full)	(\$75.00 / \$150.00)		
Kitchen security deposit	\$ 150.00		
Security deposit	\$ 100.00		
Electronic key deposit	\$ 20.00		
Total Fees	\$		

Request Approved _____

Request Denied _____

Signature: Leadership Council Chairperson, or person acting upon Chairperson's behalf

Revised 1/10/2025

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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.

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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

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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.

I/we have read, understand, and accept these policies and requirements.

Name (printed)

Signature

Date