

APPLICATION FOR FACILITY USE  
ST. TIMOTHYS UNITED METHODIST CHURCH  
3220 TERRACE DR. CEDAR FALL, IOWA  
PH: 319-266-0464

Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Description of Activity: \_\_\_\_\_  
Room(s) Desired: \_\_\_\_\_  
Equipment Desired: \_\_\_\_\_

Date(s): \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
2nd Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mission statement or objective of organization:  
\_\_\_\_\_  
\_\_\_\_\_

Approximately how many people will attend your event? \_\_\_\_\_

Do you discriminate against any groups of people on the basis of race, religion, sexual orientation, ethnic origin, or gender? \_\_\_\_\_

Do you currently have a key? \_\_\_\_\_ Will you need a key? \_\_\_\_\_

Keys must be checked out during working hours of the church. Key Deposit: \$25

Name of person with key: \_\_\_\_\_ Phone: \_\_\_\_\_

You must be instructed/trained in properly locking and unlocking the doors to the church.

Have you read and understand our general policies for facility use? \_\_\_\_\_

Agreed upon Facilities Use Fee: \_\_\_\_\_ Payment Terms: \_\_\_\_\_

For Use By Trustees / Church Office

\_\_\_\_\_ Approved by Trustees / Church Office

\_\_\_\_\_ Not Approved by Trustees / Church Office

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ST. TIMOTHYS UNITED METHODIST CHURCH  
GENERAL POLICIES – FACILITY USE – UPDATED 2011

**1. Reservations:** Coordinate through the church office. Priority is given to church groups and affiliate organizations. Facilities may be available to groups whose values are consistent with those of the United Methodist Church at a nominal charge. Persons responsible for the group using church facilities must be 21 years of age and must be present during the use of the facility.

**2. Church Equipment and Furnishings:** Use and rental of equipment, furniture, and other furnishings is determined by the activity and should be arranged when the activity is scheduled. Equipment and furniture used are to be returned to their original location, and the facility left in the same or better condition when departing as when arriving. No equipment or furniture will be loaned or rented for use outside the church building without approval from the church office. Repairs or replacement of damaged or missing equipment or furniture will be the responsibility of the using group.

User fee for the following equipment:

TV/VCR - \$5, Overhead projector - \$5

**3. Decorating:** Decorating for various functions is permitted, but must not damage walls, floors, ceiling, furniture, or equipment.

**4. Smoking/Alcohol/Controlled Substances:** St. Timothys is a smoke-free building. No alcohol or controlled substances are allowed on church property.

**5. Nursery:** There is no nursery available for outside groups.

**6. Suggested Room Fee Schedule:** Custodial fees may be added to the room fees.

Sanctuary	\$100 / hr
Fellowship Hall	\$25 / hr (Contact UMW for reception fees)
Kitchen	\$10 / hr if used for cooking
Conference Room	\$10 / hr
w/ mini kitchen	\$15 / hr
Parlor or Youth Room	\$5 / hr

**Note:** Fees are subject to revision. If this fee schedule makes it impossible for your groups to meet, please contact the church office. Saturday meetings may be subject to an additional custodial fee.

**7. Wedding and Funeral Information:** A separate fee schedule is available. Please check with the church office for this information.

**8. Liability:** Liability insurance with a minimum occurrence limit of \$1,000,000 may be required by non-church groups or organizations using our facilities. If it is required, a certificate of insurance shall be provided to the church with St. Timothys United Methodist Church listed as an additional insured on the insurance policy for the use of our facilities. The group or organization agrees to hold harmless, indemnify, and defend our church (including its agents, employees, and representatives) from any and all liability for injury or damage which may result from any person using our facilities, regardless of whether such injury or damage results from the negligence of our church (including its agents, employees, and representatives). They agree to not use our facilities for any unlawful purposes, and obey all governmental laws, rules, and regulations, and to not use our facilities for any purpose that is contrary to the mission, purpose, or belief of our church, which is a religious institution.