



Application for Facilities Use

Asbury United Methodist Church
 4743 East Avenue, Livermore, CA 94550
 Phone 925-447-1950 Fax 925-447-8366

Name of organization _____ Date _____

Responsible party's name _____ Email _____

Member of Asbury yes _____ no _____

Address _____ Home phone _____ Work phone _____

Proposed Use _____

Facility requested _____ Number of people _____

Date and time _____

Sound equipment needed yes _____ no _____

Relocation of furnishings needed yes _____ no _____

Policy on Facilities Use

1. All Asbury members will be charged half of the use fee and the full deposit.
2. Refundable deposits will be required of all users.
3. Asbury facilities may not be used for any profit making activities.
4. The fee for ongoing users is negotiable.
5. For wedding fees please see the wedding brochure.
6. The fee is waived for memorial services.

Facilities Use Fees

<i>Space</i>	<i>Up to 4 hours</i>	<i>Per day</i>	<i>Additional charges</i>
Sanctuary	\$300	\$400	• Sound equipment fee is
Chapel	\$150	\$250	\$50 for up to 4 hours
Fellowship Hall	\$500	\$750	\$100 for all day
Kitchen	Light use \$100	Meal prep \$250	• Relocation of equipment
Conference Room	\$50	\$75	or furnishings is \$50
Youth Bldg (3 rooms)	\$80	\$120	• Custodial services are \$50
Two youth rooms	\$60	\$90	Per hour.
One youth room	\$40	\$60	
Classrooms 11-12	\$50	\$75	
Classroom (8-12)	\$35	\$50	
Patio Furniture	\$60	\$90	

Conditions and Guidelines for Facilities Use

1. A refundable deposit of \$100 is due with submission of the application form. The deposit will be refunded when all conditions have been met. For groups of more than 100 people the deposit is \$300.
2. All applicants are responsible for clean-up (returning all furniture to its original locations unless otherwise agreed in advance and removing the trash), turning off lights and heating/cooling system and locking up. Failure to comply with this condition will result in forfeiture of the deposit.
Applicant's initials _____
3. NO alcohol or controlled substances are permitted on Asbury property. Failure to comply with this condition will result in the forfeiture of the deposit.
Applicant's initials _____
4. NO smoking is permitted inside any building, including the restrooms.
5. ALL applicants are required to provide proof of liability insurance with Asbury named as additional insured for the date(s) of use.
6. Ongoing users are required to submit proof of "tax free exempt" status (IRS code #50(c)(3) and California Revenue and Taxation Code 23701(d)).
7. Applicant agrees that Asbury may monitor applicant's use of facilities and applicant agrees to comply promptly with any reasonable request made by Asbury to take action or to refrain from action, which in Asbury's absolute discretion is necessary for its welfare.
8. The key must be returned by the end of the calendar day of use, unless otherwise arranged in advance. The key drop is located at the door on the west side of the office. A lost key will result in the forfeiture of the deposit.
Applicant's initials _____
9. All applicants are responsible for any damages beyond normal wear. Should the use of the facilities cause additional expenses, such as cleaning or repairs and the necessary repairs are not made by applicant, the deposit will be forfeited and the applicant will be billed.
10. Use of the fire pit requires advance approval of Asbury's Board of Trustees and the City of Livermore's Fire Department.

Applicant hereby agrees to hold Asbury United Methodist Church harmless in the event of any injury or loss due to use of Asbury's facilities. Applicant has read the Conditions and Guidelines for Facilities Use above and agrees to abide by these conditions. Applicant further agrees to reimburse Asbury for all unresolved damages and costs resulting from the above stated use of Asbury's facilities.

Signature _____ Date _____