

Asbury United Methodist Church - Application for Facilities Use

Jan. 2019

4743 East Avenue, Livermore, CA 94550

Phone 925-447-1950

FacilitiesMgr@AsburyLive.org

Name of organization _____ Date _____

Responsible party's name _____ Email _____

Asbury Member? yes _____ no _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Preferred Method of contact: _____ phone _____ email

Type of Event _____ Ongoing? _____

Facility/Space requested _____ Number of people _____

Date(s) of event _____ Times: Set Up ___ ; Event ___ to ___ ; Clean Up Ends _____

Policies on Facilities Use

1. **A \$200.00 Damage Deposit will be required of ALL users at time of booking.** The Damage Deposit cannot be deducted from Fees Due; it will be refunded within 14 days, if all conditions are met.
2. **The term "Fees"** is understood to be reimbursement to Asbury for the facilities' utilities, insurance and staff costs.
3. **Asbury Members:**
 - a. **Members will receive a 50% discount** of the facilities fees for **personal rentals** (i.e. showers/family reunion/ etc)
 - b. **Organizations that include an Asbury member will receive a 25% discount** on the facilities fees.
 - c. Full labor fees will be charged for all users.
 - d. **All fees are due 14 days before event(s).**
 - e. There is no facility use fee for Asbury member memorial services.
4. The fee for ongoing users is negotiable.
5. Asbury facilities may not be used for any profit-making activities.
6. For wedding fees please see the Wedding Facilities Use Application and brochure.

Office Use Only

___ Deposit Rec'd ___ On Calendar


___ Reimb. Rec'd ___ Ins. Rec'd

___ Refund req. to Treas.

Via: _____

Facilities Use Fees

Space [Only spaces checked may be used]	Half Day [<4 hours] [includes set up & clean up times]	Full Day [4+ hours] [includes set up & clean up times]	Reimbursement to Asbury
Sanctuary (seats 250)	\$300	\$500	\$
Chapel/Fireside Rm (seats 100)	\$150	\$250	
Fireside Room Only (seats 25)	\$80	\$120	
Fellowship Hall (200 dining)	\$500	\$750	
Kitchen (If Caterer used, provide food handler permit)	\$100 (light use of our equipment/dishes; incl. caterer or potluck) \$250 (full meal prep; use of stove and ovens)		
Conference Room	\$50	\$75	
Youth Bldg (3 rooms)	\$80	\$120	
One Youth Room	\$40	\$60	
Large Classroom (11-12)	\$50	\$75	
Single Classroom (8-10)	\$35	\$50	
Courtyard /Patio Furniture	\$60	\$90	
A. TOTAL FACILITIES FEES/ NON-MEMBERS			\$
<i>Less Discount for Asbury Members</i>	Circle from above: 2a/50% or 2b/25%		\$ --

OR B. TOTAL FACILITIES FEES/ MEMBERS			\$
Sound/Media Attendant Fee	\$50 per hour	\$50 per hour	
Video Technician Fee Includes charges for post-production	\$125/hr first 2 hours \$100/hr subsequent	\$125/hr first 2 hours \$100/hr subsequent	
Relocation of equipment or furnishings by Asbury staff	\$75 / hr for setup/tear down	\$75 / hr for setup/tear down	[I moved this to the 'labor' section']
Additional Custodial Services	\$50 per hour	\$50 per hour	
Additional Fees Not Mentioned Above	Describe:		
C. Total Labor Fees			\$
A or B + C = TOTAL ALL FEES 			\$

ALL FEES DUE 14 DAYS BEFORE EVENT ON (DATE):

CONDITIONS AND GUIDELINES FOR FACILITIES USE - Read & Initial Each Line

- A security, damage and cleaning deposit of \$200 is due with submission of the application form. The deposit will be refunded within two weeks following the event, when all conditions have been met. _____
Refund method (please circle): a. By Check (14 days) **or** b. ___ Electronic Transfer (2-5 days)
- All applicants are responsible for clean-up (removing the trash, returning all furniture to its original locations unless otherwise agreed in advance), turning off lights, heating/cooling system and locking up. Failure to comply with this condition will result in forfeiture of the deposit. _____
- NO alcohol or controlled substances are permitted on Asbury property. Failure to comply with this condition will result in the forfeiture of the deposit. _____
- NO smoking is permitted anywhere on the campus _____
- ALL applicants are required to provide proof of liability insurance with Asbury named as additional insured for the date(s) of use in the amount of \$1,000,000. _____
- Ongoing users are required to submit proof of tax-exempt status (IRS code #501(c)(3)) and California Revenue and Taxation Code 23701(d). _____
- Applicant agrees that Asbury may monitor applicant's use of facilities. Applicant agrees to comply promptly with any reasonable request made by Asbury to take action or to refrain from action, which in Asbury's discretion is necessary for its welfare. _____
- 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 patio side of the office. A lost key will result in a \$100 fee. _____
- 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 any remaining costs. _____
- Evening activities except for cleanup, must conclude by 10 pm, cleanup to conclude by 11 pm. _____
- (Ongoing Users):** I have received a copy of the Asbury Campus Client Usage Guidelines, read it and shared it with my full group; and I will assure that all people participating in this/these event(s) will comply with all guidelines; or **we will escort them off campus, or contact proper authorities, & inform Asbury.** _____
- (Ongoing Users):** Violation Policy - If any violation of the above occurs: First Violation – Letter sent stating the violation and reminding group of proper facility use. Second Violation - \$50 fine. Third Violation – No further facility use allowed until the next January (banned for rest of calendar year). _____

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 _____