

PRIVATE PARTY - Request for Building Use SPARTA UNITED METHODIST CHURCH

71 Sparta Avenue, Sparta, NJ 07871
Phone: 973-729-7773 officeadmin@spartaumc.org

The church is a smoke-free and alcohol-free building. You are responsible for all cleanup and removal of trash.
Please see all guidelines pp. 2-3.

Name : _____ Mailing Address: _____

Purpose: _____ Date of Request: _____

	<u>Primary Contact</u>	<u>Alternate Contact</u>
Name:		
Home Phone:		
Work Phone:		
Cell Phone:		
Fax:		
Email:		

Please attach an Insurance Rider (from renter's or homeowner's policy).

Meeting/Function Date(s) Requested: _____

Alternate Date(s) Requested: _____

Time of Use (Start to End): _____

Room(s) Requested: _____

Number of People Attending: _____

Special Needs/Equipment: _____

Request to Store Following Items: _____

Requested donations: \$75/hr. Demarest Hall & Kitchen, \$25 per room/per use

-----Below is for use of Sparta United Methodist Church only-----

Approved by: _____ Date: _____

Suggested Donation: _____ Sexton's Fee: _____

Date Donation Received and Amount: _____

User Responsibilities for Use of Our Church Facilities

Sparta United Methodist Church
71 Sparta Ave., Sparta, NJ 07871
Phone: 973-729-7773 Fax: 973-729-8703

By signing the **User Agreement**, you and your group have agreed to the following responsibilities. The Board of Trustees reserves the right to terminate the User Agreement without notice if you or any member of your group fails to live up to these responsibilities.

1) Behavior

- a) You are required to treat all persons on Church property with dignity and respect.
- b) Inappropriate language and inappropriate behavior is not tolerated.
- c) Loitering in the parking lot before or after a scheduled event is not allowed.
- d) You are to respect our neighbors and their property.
- e) You are to arrive and leave our property in a quiet and dignified manner.
- f) Adult supervision is required at all times for youth 18 years and younger.
- g) Children/youth are not allowed to run around the building. Any damage will be your responsibility.
- h) A representative from your group must attend training on our Safe Sanctuary Policy every year, sign policy and review with your group.
- i) User agreement must be updated and signed annually along with the liability and release form.

2) Safety

- a) No drugs or alcoholic beverages or non-prescription drugs allowed on premises.
- b) No parking in fire lanes or reserved places.
- c) No burning of candles or incense of any kind, no open flames of any kind.
- d) No Smoking
- e) You must comply with our Safe Sanctuary Policy which requires two adults be present with any children. We will provide you with a copy of this policy.

3) General

- a) Only occupy the rooms you have requested for use. It is forbidden wander into any other areas of the Church or grounds.
- b) Parties will be 5 hours maximum plus a 1/2 hour for setup and a 1/2 hour for cleanup.
- c) You must use our facilities at the time on the signed contract, not earlier and not later.
- d) No outside religious articles of any kind are to be brought into the Church/Church complex without approval of the Pastor.
- e) The stove/oven, refrigerator and freezer are off limits unless specifically added to the terms of your User Agreement, and someone is trained in use of stove.
- f) Do no prop open outside doors.

4) Housekeeping

- a) Temporary decorations are permitted. You must remove all temporary decorations at the conclusion of your event. You must not take down existing decorations. Do not use staples, nails, thumbtacks, or scotch tape. Sticky tack is acceptable.
- b) All chairs and tables used must be put back in their original place.
- c) The hall and kitchen floors must be swept.

- d) Check restrooms for cleanliness. Make sure all water faucets are turned off in the bathroom and kitchen areas.
- e) Please turn off all lights and fans.
- f) Windows must be closed and locked.
- g) If the kitchen is used, it must be cleaned and put back in its original condition.
- h) User is not permitted to use utensils, dishes, or coffee making machines, unless specified in User agreement.
- i) Check to make sure all doors are locked when leaving.
- j) All garbage must be tied and bagged and put in the dumpster which is behind wooden fence behind the building. Garbage must be picked up from outside as well. It is your responsibility to provide your own garbage bags.**
- k) Window air conditioning units are to be turned off at the conclusion of your event.
- l) Church keys must be returned to the church office at the end of your organization's use for any given event, series of meetings or annual program. If no one is available to take your keys, place them in the secretary's mail box located in the hallway next to the office door.
- m) Any items/equipment stored in the Church must be clearly labeled. The Church will not assume responsibility for stored items that are missing.
- n) No gum chewing as we are finding it on floors.
- o) All cigarette butts are to be disposed of properly. Use sand container outside Demarest Hall metal door for this purpose. No cigarette butts are to be left in the parking lot, lawn, flower pots or walkways. They are to be disposed of by the group using the church.