



White Bear Lake
**UNITED
 METHODIST
 CHURCH**
Nourishing the Hungers of Life

CHURCH USAGE AND HOLD HARMLESS AGREEMENT:

I/We the undersigned authorized representatives of _____ (Name of Organization or Individual) request the use of the building and/or grounds of White Bear Lake United Methodist Church, from _____ to _____, 20____, for the purpose of _____ herein referred to as “the activity.”

I/We understand and agree that neither White Bear Lake United Methodist Church , nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use this facility, building, and grounds as well as all appliances and fixtures for the Activity, I/We hereby assume all risk in connection with participation in this Activity. I/We further release White Bear Lake United Methodist Church, its trustees, employees, agents, or representatives for any damage which may occur while participating in the Activity. I/We further agree to save and hold harmless White Bear Lake United Methodist Church, its trustees, employees, agents or representatives from any claim by the undersigned member of the Organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the Activity. I/We also authorize White Bear Lake United Methodist Church, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the activity.

I/We further state that I/We are authorized to sign this agreement: that I/We understand the terms herein are contractual and not mere recital: and that I/We have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/We have fully informed ourselves of the content of this affirmation and release by reading it before I/We signed it.

We have executed this affirmation and release on the _____ day of _____, 20_____.

Signature _____

Signature _____

White Bear Lake United Methodist Church

(WBLUMC)

Building and Ground Use Policy

Scheduled Space

- ❖ The identified contact person in the rental agreement is responsible for the conduct of the group and their visitors in accordance with this Building and Ground Use Policy. For supervision purposes, an adult leader must be present prior to and during the time when children/minors will occupy the space that has been approved for use. Lack of adequate adult supervision may result in denial of future rentals.
- ❖ The contact person should familiarize themselves with the emergency exits. Outside doors may not be propped open or blocked due to security and fire codes.
- ❖ Only the room(s) and equipment specified on the rental agreement may be used. It is the group's responsibility to see that the room(s) or area that has been used is left in the same condition it was found. Trash should be put in appropriate containers and lights turned off. If extra clean-up is required by our custodial staff after the event, additional fees will be charged to the renting party.
- ❖ All furniture and equipment must stay on the church premises. Individual items may not be rented or borrowed for off-site use.
- ❖ Groups are not permitted to affix anything to walls or windows without prior written permission.
- ❖ Time of occupancy and complete cleanup must be finished by the end of the usage time as stated in the rental agreement.
- ❖ There may be several groups using the facilities simultaneously. Your cooperation and courtesy is expected. All persons are expected to use appropriate language and behavior throughout the church and grounds.
- ❖ Groups using the church will not be allowed to store materials or equipment at WBLUMC.
- ❖ Helium balloons and candles are not allowed in our facility without prior written permission.

Food and Beverages

- ❖ Food and beverages are only allowed in the kitchen and fellowship hall. (Exceptions may be allowed if prior permission is received from WBLUMC staff.)

Tobacco, Alcohol, Firearms

- ❖ The use of alcohol, tobacco, illegal drugs and controlled substances is prohibited in the building and on the grounds of WBLUMC.
- ❖ No firearms or other hazardous weapons shall be brought on church property for any reason other than by an authorized safety officer.

Publicity

- ❖ Individuals/groups agree to provide WBLUMC copies of any print or text of any oral advertisements intended to promote the event for approval prior to publication.

Deposits & Fees

- ❖ A non-refundable deposit of 50% of the building rental cost is required at time of signing the rental agreement. The deposit will be applied towards the total cost of the rental. Final payment must be made to WBLUMC no later than seven days prior to the scheduled event. (Weddings and Funerals before services occur.)
- ❖ WBLUMC may require advance payment of a damage deposit in addition to the room deposit. This deposit will be returned after inspection by church personnel. Damage observed, or costs incurred from failure to abide by the above rules, may result in loss of damage deposit. Damage deposit refund may take up to two weeks to return.
- ❖ WBLUMC reserves the right to assess a garbage disposal fee.
- ❖ If event is held during the winter, WBLUMC reserves the right to assess a snow removal fee, if event is held on days normally not plowed for church usage.
- ❖ Total Fees – The total fee charges will be the sum of facility, personnel, equipment fees, and any other costs associated with the use of the facilities or grounds.

Disclaimers

- ❖ The individuals/groups agree to assume all responsibility for damage or liability of any kind and further agrees to hold the church harmless from any liability and/or expense in connection with the use of the church under this agreement. WBLUMC requires that the renting individuals/groups sign a “Church Usage and Hold Harmless Agreement.”
- ❖ Insurance – It is understood that facility user groups will be liable for insurance on the facility, participants and members of their staff. Additionally, some groups may be required to provide an insurance binder prior to use of the building based on group size, activities involved and/or frequency of events.
- ❖ Individuals/groups may not sublet or transfer their rights or privileges to any other individual, group or organization.
- ❖ WBLUMC is not responsible for loss of personal items.
- ❖ Any individual/group whose mission or purpose conflicts with the vision of WBLUMC may be denied space.
- ❖ To meet ministry needs (i.e. funeral, emergency), WBLUMC reserves the right to change room(s) to a comparable space or cancel the rental agreement, if necessary. Should a ministry need arise, WBLUMC will contact the renter as soon as possible to reach an agreeable arrangement.
- ❖ We are a designated Red Cross Emergency Shelter. If a national, state or county emergency arises that requires the use of our facilities all other contracts with WBLUMC for that time period will be cancelled automatically. All monies to the renter will be refunded, where possible.

Use of White Bear Lake United Methodist Church facility will be cancelled if any of this policy is violated and deposit funds will be retained by WBLUMC.