## Please be sure to fill out form completely to ensure your request is handled efficiently. Communicating your needs early is important.

1. All events request must go through the Church Office and approved before being placed on the calendar.
2. Facility Fee should be included with this form (made payable to Carlisle UMC). Outside Groups must include (or email copies) of liability and insurance coverage naming Carlisle UMC.
3. Upon approval and fees received the event will be placed on the calendar. The Church Office will notify the POC and Facilities Manager confirming the details and approval.
4. The Facilities Manager will be in touch with POC if more information is needed and to provide building access.

**Basic Information**

 Name of Event:

Point of Contact: Phone:

Email of POC:

Date: Time of Event (start & end):

Approximate # attending:

Description of Event:

**Room/ Space Request**

Set up Date & Time: Clean up time:

**Room/s:** *(check all rooms desired)*

Worship Center Chapel Pavilion

Chapel Café Pavilion + Water Play

Gathering Kitchen Athletic Fields

Gymnasium Student Room Amphitheatre

Kids Room

Classroom Any A1 A2 A3 A4 A5 A6 A7 A8

*This only reserves the room/space NOT items in the room or with the space.
Specialized Agreements necessary for Kitchen, Pavilion/Water Play, & Athletic Fields (pgs 8-10)*

***For Office Use Only:*** \_\_\_\_\_ Pastor Approval \_\_\_\_ Calendar \_\_\_ Facility Mang/POC

**Equipment Request** *(List quantity for each)* **\_\_\_ N/A**

4-foot table 6-foot table 8-foot table 8ft round table

Chairs Podium Whiteboard Lg Trash Can

TV/DVD/PC \_\_\_\_\_

Classroom Set-Up Format (See diagrams on last page) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***\*\*Include location of equipment and additional information next page.***

**Café/Kitchen Usage \_\_\_ N/A**

Serving food prepared \_\_ at CUMC \_\_ at homes \_\_\_ ordered food \_\_ catering co.

Type of food/beverages (note alcohol is prohibited at CUMC)

Need access to (check all that apply)

Refrigeration Freezer Prep Space Stone, Oven, Steam, Etc

Coffee Makers Dishwasher

I have read and agree to the Kitchen Use Policy (see page 6). \_\_\_\_\_ (Initials)

*CUMC Kitchen Coordinator will be in touch to discuss details and for training.*

**Security/Access Request**

Does POC have FOB access? \_\_\_\_\_\_ If not, a FOB for POC will be available day prior to the event.

Doors are set to unlock 15 minutes prior to event and lock automatically 15 minutes after event begins.
Do you request additional time? Open at: \_\_\_\_\_\_\_\_\_\_\_\_\_ Remain unlocked entire event: \_\_\_\_\_\_\_\_\_\_\_
Why?

Person/s monitoring doors before event time:

Person/s completing building lockup after event:

**AV/IT Support Request** *(Please check all that apply) \_\_\_* **N/A**

Media Screens/Videos Live Streaming/Recorded Event

Soundboard Portable Sound System

Microphones: Handheld\_\_\_\_ Lapel \_\_\_\_

TV/DVD/Computer

* *AVL is provided by trained volunteers/staff. There is a cost for these services for events in Worship Center, Gathering, etc.*
* *Classrooms are equipped with TV/DVD/HDMI hookups. HDMI cords are provided if you bring a personal computer. TV carts with computers are password protected so if not reserved ahead you will not have access.*

**Promotional Request**

Do you want us to promote your event to our church audience?
Please send logo/flyer to office@carlislepaumc.org

**Special Support POCs**

Equipment, Access, Logistics: Jason Weeber jweeber@carlislepaumc.org

Advertising, Support: Church Office office@carlislepaumc.org

Events Pastor: Rev. Mira Hewlett mhewlett@carlislepaumc.org

**This space for room setup or special notes:**

**Event Fees**

Name of Event:

Date: Time of Event (start & end):

Point of Contact: Phone/Email:

|  |  |  |
| --- | --- | --- |
| **Facility Rental (per 8hr day)**  | **Usage Fee** | **Your Cost**  |
| **Worship Center**  | **$125** |  |
| **Chapel** | **$60** |  |
| **Gathering**  | **$150** |  |
| **Fun Room + ½ Gathering**  | **$100** |  |
| **Café + ½ Gathering** | **$100** |  |
| **Kitchen** | **$100** |  |
| **Gymnasium**  | **$200 or $40/hr** |  |
| **Nursery**  | **$50** |  |
| **Kids Room** | **$75** |  |
| **Student Room**  | **$75** |  |
| **Classroom/s** | **$50 each** |  |
| **Pavilion** | **$65** |  |
| **Pavilion + Water Play**  | **$100** |  |
| **Athletic Fields** | **$200 or $40/hr** |  |
| **Amphitheatre**  | **$150** |  |
| **Custodian Fee** |  |  |
| **Events over 100 people**  | **$150** |  |
| **CUMC Members Events** |  |  |
| **3 hours per event** | **$100** |  |
| **Pavilion (with Waterplay)** | **$50 ($75)** |  |
| **Over 100 people + custodian**  | **$150** |  |
| **Specialized Staff**  |  |  |
| **Media/Sound Tech** | **$50 per hour** |  |
| **Kitchen Staff**  | **$25 per hour** |  |
| **TOTAL FOR EVENT** |

 Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fee/Deposit Due with Reservation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Community Events Final Payment Due 10 days prior to event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Kitchen & Cafe Use Agreement**

*Effective September 2020; Revised June 2022*

1. A properly trained (by the Church) Responsible Person from your group must be present at all times when the Kitchen, Café, kitchen appliances and/or equipment are used for any reason. The Responsible Person from the group is responsible for food safety procedures during use.
2. Minors must be supervised by the designated Responsible Person in the Cafe, Kitchen, and/or when using kitchen appliances and equipment.
3. Any group using the kitchen or cafe for functions outside the ministries and activities of Carlisle United Methodist Church, including members using the kitchen or cafe for personal or family activities, shall provide their own dishtowels, washcloths and coffee.
4. Kitchen/cafe equipment (dishwasher, gas stove, gas grill, gas oven, convection oven, steam kettle and warmer) shall only be operated by properly trained (by the Church) Responsible Persons. This fee is $25 per hour required.
5. When equipment and/or appliances (refrigerators, freezers, dishwasher, stove, oven etc.) that are being used for the event are not operational or operating properly the responsible person shall immediately notify Church Staff.
6. All pans, utensils, dishes, etc. which are used for an event must be properly cleaned, dried and returned to their original storage areas. Dirty linens may be placed on top of the washing machine.
7. All counter tops, equipment and sinks must be cleaned and/or dried at the conclusion of any kitchen or cafe usage. Floors must be swept and mopped.
8. Additional clean-up shall be in accordance with the following guidelines to include:

(a) Any items attached to floors, walls, ceilings, furniture, windows, doors or other surfaces must be completely removed (incl. tape residue) immediately following the use of the kitchen;

* 1. Users are responsible for leaving the kitchen and facility (including adjacent rest rooms, lobbies, corridors, etc.) clean, neat, free from trash and debris (all of which shall be properly disposed of in the waste dumpster and recycling dumpster near the base of the parking lot stair tower) and restored to its pre-existing arrangement. If it becomes necessary for the Church to clean up or rearrange the facility or adjacent areas due to the user’s failure to do so, additional fees may be assessed;
1. Knives shall be used only with cutting boards. Cutting/slicing directly on countertops or tables is prohibited.
2. All food used for an event must be removed from the refrigerators and/or freezer at the conclusion of the event.
3. Use of the kitchen or cafe by caterers for wedding receptions or other events shall be subject to these same policies.
4. A ”Kitchen Use Clean-Up Checklist” shall be completed by the Responsible Person and deposited in the Church office mail slot immediately following the use of the kitchen/café.

# **Kitchen/Cafe Use Clean-Up Checklist**

\_\_\_\_\_\_ 1. All dishes, pans, and utensils cleaned, dried, and returned to proper storage areas.

\_\_\_\_\_\_ 2. All countertops cleaned and dried.

\_\_\_\_\_\_ 3. All sinks, including 3-compartment and hand washing sinks, cleaned and dried.

\_\_\_\_\_\_ 4. All items from your event removed from refrigerators and freezers.

\_\_\_\_\_\_ 5. All equipment (stoves, ovens, steamer, kettle) cleaned and turned off.

\_\_\_\_\_\_ 6. Hood fan and lights over hood turned off.

\_\_\_\_\_\_ 7. Dishwasher turned off, drained, excess water squeegeed off, filter baskets washed

 and returned to dishwasher tank. Outside of dishwasher cleaned and dried.

\_\_\_\_\_\_ 8. Dishwasher sink and countertops cleaned and dried. Racks put in proper storage

 area.

\_\_\_\_\_\_ 9. All kitchen floors swept and mopped.

\_\_\_\_\_\_10. All trash removed and taken to dumpsters located in parking lot. Clean

 trash bags put back in trash cans.

 **Event/Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Person Responsible \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pavilion/Water Play Use Agreement**

THIS AGREEMENT between Carlisle United Methodist Church and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereinafter referred to as the ‘User’ on the day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The user request the use of Carlisle United Methodist Church’s pavilion. The church is willing to allow the use of the bathrooms, kitchenette, seating area, and water play space under these specific conditions.

Event Group Responsibilities

1. Carlisle United Methodist Church reserves the right to cancel any event due to weather or other conditions that represent an increased risk to the user.
2. The User is responsible for all event supervision.
3. The User is responsible for locking the bathrooms, Utility Room, and kitchenette after use.
4. Keys must be returned to the facilities manager within 48 hours after the completion of the event.

Pavilion Maintenance

1. The User takes responsibility for keeping the pavilion and surrounding area in a clean condition. This includes picking up the trash created by the group and placing it in the provided containers.
2. It is the User’s responsibility to wipe down the kitchenette and tables after each event. The cleaning materials will be provided in the kitchenette area and must be returned to their designated area after use.
3. The church does not have a grill to provide for cooking. If a grill is brought for cooking, it must be placed at least 10 feet away from the pavilion, water play area, and trees.

Water Play Use and Safety

1. Our Water Play area is available for children to use during events. The Church will provide the required hose and equipment for use.
2. If any outside equipment is brought, it must be removed after the event and all church equipment replaced in its designated spot.
3. Water must be shut off and the hose bib locked after the event.
4. Supervision of all play is mandatory and is the responsibility of the User.

Athletic Field Use

1. If the User intends to use the Athletic Field, a separate ‘Athletic Field Use Agreement’ must be filled out by the User.

In signing below, you agree to these terms,

Group/Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group/Event Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rental Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form must be completed and returned to the Church Office

A new form must be completed annually prior to each season/event and if the Group Leader changes

**Athletic Field Use Annual Agreement**

THIS AGREEMENT between Carlisle United Methodist Church and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereinafter referred to as the ‘User’ on the day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The user requests the use of certain athletic and maintenance equipment along with the use of Carlisle United Methodist’s athletic field. The church is willing to allow the use of this equipment and space under these specific conditions.

Event/Group Responsibilities

1. Carlisle United Methodist Church reserves the right to cancel any event on the field due to weather that represents an increased risk to the field or players.
2. The Athletic Field is open from dawn until dusk.
3. The User is responsible for spectator supervision.

Athletic Field Maintenance

1. The User takes responsibility for keeping the field and surrounding area in a clean condition. This includes picking up trash created by the group and spectators.
2. The User takes responsibility for the field maintenance after each event. This includes raking the field, flattening the lip between the infield and outfield, and filling in any holes created by the teams in the batter’s and pitcher’s areas. All maintenance tools are provided and must be returned to their designated area after use.
3. The church has a field liner. All lining or coloring of the field must be approved by the church’s facilities office.

Athletic Field Equipment and User Safety

1. Any group or team that contains minors must provide its own helmets for the batters using the field.
2. All baseball bats and balls must be provided by the User.
3. All bases and soccer goals are provided by CUMC. Bases and goals must be returned to their designated spaces after each event.
4. Prior to use, the User will place the provided traffic cones to block off the parking lot by the field. The User is responsible for any damage created by foul balls.
5. All equipment provided by the User must be removed at the end of each use of the field.

Pavilion and Water Play Area

1. If the User intends to use the Pavilion or Water Play Area, a separate ‘Pavilion Use Agreement’ must be completed by the User.

In signing below, you agree to these terms.

Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use of Field Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rental Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form must be completed and returned to the Church Office

A new form must be completed annually prior to each season/event and if the Group Leader changes