

<p align="center"><b>Burkhead United Methodist Church</b></p> <p align="center"><b>Application for Facilities Use</b></p>	<p align="center">5250 Silas Creek Parkway  Winston-Salem, NC 27106  Phone Number 336-765-6590  Email: burkheadumc@gmail.com  Website: burkheadumc.org</p>
---	--

Organization Name \_\_\_\_\_

Organization Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact's Phone Number \_\_\_\_\_ email \_\_\_\_\_

Burkhead Room(s) Requested \_\_\_\_\_

Date and time requested \_\_\_\_/\_\_\_\_/\_\_\_\_ : \_\_\_\_ am/pm to \_\_\_\_ : \_\_\_\_ am/pm

Number Attending \_\_\_\_\_ Is this a Fundraiser? Yes \_\_\_\_ No \_\_\_\_

Reason for Meeting \_\_\_\_\_

On-site Contact persons and phone numbers (see **No.1b** on reverse side)

\_\_\_\_\_

\_\_\_\_\_

Have you previously used our facility? If so, when? \_\_\_\_\_

**Does your group have Insurance for this function? Yes \_\_\_\_ No \_\_\_\_**

**Please attach the group's Certificate of Insurance to this application.**

**Insurance Company's Name \_\_\_\_\_**

*The undersigned acknowledges that Burkhead United Methodist Church (Burkhead UMC) is a charitable religious organization, immune from any liability resulting from the use of its facilities by an individual or group. Further, the undersigned individual and organization agree to be solely responsible for Applicant and its invited group's use of the Burkhead United Methodist Church facilities and hold Burkhead UMC harmless from any damages.*

Name of Organization: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ on behalf of said organization.

Approved by: \_\_\_\_\_ on behalf of Burkhead UMC

## Facilities Request Contract

Burkhead welcomes you and your group to our church and asks for your cooperation in complying with the following guidelines:

### General Facilities

1. Burkhead's Safe Sanctuaries Policy requires:
  - a. Adults must arrive BEFORE any children/youth arrive and may not leave until all children have left to ensure no child is left unattended. No child may leave without a known adult.
  - b. Two (2) adults (*defined: 21+ years old*) MUST ALWAYS be present when working with children/youth. Names & phone numbers must be listed on page 1 as On-site Contact Persons.
2. The phone is in the hall outside the kitchen. Press line 1 or line 2 to make a call.
3. Be aware of the location of fire extinguishers.
4. Turn off all lights (except those on automatic timers) before you leave.
5. All entrance door(s) MUST be securely locked before leaving the building. No doors are to be left standing open at any time.
6. No alcohol is allowed in the facility. "Horseplay" is not allowed in the facility.
7. Applicant is responsible for damages or accidents caused at the event.
8. Problems or broken items should be reported to the office staff as soon as possible, especially where the physical facilities or child safety is concerned: **336-765-6590, x3.**
9. Storage is allowed only in designated areas and should be discussed with the Trustees PRIOR to use.

### Kitchen

1. Leftover food items should **NOT** be left in the freezer and/or refrigerator.
2. **ALL trash cans must be emptied. Trash must be taken to the dumpster located in the back parking lot.**
3. Training on kitchen equipment (dishwasher, ovens and range) to be used is **REQUIRED BEFORE USING**. Make arrangements through the office (336-765-6590, x3). All equipment must be left clean and turned off.

### Suggested Use Donations

Burkhead UMC requests a donation from users of the facility to offset expenses. ***Suggested donation for one-time use: \$150 for the Fellowship Hall; \$300 for the Fellowship Hall & kitchen; \$50 for each classroom; \$300 for the sanctuary.*** A facility fee for **Multiple-day use** will be decided by the Trustees to help defray the cost of utilities. The payment is requested prior to the event. Boy & Girl Scout troops are not charged a fee for facility use.

### Cleaning Deposit

Groups and individuals using the facilities will pay a cleaning deposit which will be refunded if the facility is left in the condition it was found. ***BUMC members: \$100 and non-members \$150. The cleaning deposit is due with the application.***

### Securing Key

The facility keys may be picked up from the church secretary. A cleaning checklist, information on how to lock and unlock the doors and instructions on returning the church keys will be emailed when the application is approved.

### In Case of Emergency

**Contact the Trustee Representative - Betty Bewley (336-403-0501), Trustee Chair - Daryl Dixon (336-650-6849) or Pastor - Rev. Julie O'Neal (cell 336-929-6001 or work 336-765-6590 extn 2).**

*I have read this Facilities Request Contract and agree to comply with the above guidelines for using the facilities of Burkhead United Methodist Church.*

Name of Applicant's Organization: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ on behalf of organization.

Approved by: \_\_\_\_\_ on behalf of Burkhead UMC