

**POLICY FOR THE USE OF FACILITIES AT NEWCOMER'S CHAPEL OF PIGEON RUN UNITED METHODIST CHURCH OF  
MASSILLON, OHIO**

**ELIGIBLE USERS:**

1. Church, church-sponsored, and church-affiliated groups of Newcomer's Chapel of Pigeon Run United Methodist Church.
2. Members of Newcomer's Chapel of Pigeon Run United Methodist Church, for their private use (for example: wedding receptions, birthday / anniversary parties, etc.).
3. Church, church-sponsored, and church-affiliated groups of a church other than Newcomer's Chapel of Pigeon Run United Methodist Church.
4. Youth Groups.
5. Community Groups.
6. Community Members (for example: wedding receptions, birthday / anniversary parties, etc.).

**SUBMITTING AND APPROVING REQUESTS:**

All written requests are to be submitting to the Church Secretary. The Church Secretary will forward this information to the Trustees to determine whether requested time and space would conflict or interfere with any regularly or previously scheduled events. If there is no conflict, the Trustees will notify the person making the request. The event will then be noted on the Master Calendar by the Church Office, appropriate contracts will be executed.

**RESPONSIBILITIES OF USERS:**

All groups using the Church Facilities will be responsible for:

1. Setting up tables and chairs and other equipment to be used.
2. Confining activities to the area assigned to the group (Fellowship Hall / non-adjoining buildings).
3. Preventing damage to equipment and facilities.
4. Putting away all tables and chairs used, or returning them to previous arrangements.
5. Lights and electrical equipment are turned off before leaving the building, including restrooms.
6. All outside doors and windows are closed and locked before leaving the building.
7. Report to the Trustees all damages or malfunctions of equipment or facilities, or leave message with Church Office.
8. Paying for willfully or carelessly caused damages and breakage.
9. Restoring all space used to its original condition prior to departure. All trash must be placed in dumpsters, located outside behind the Church. Janitorial assistance / clean-up will be provided for an additional fee determined by the amount of clean-up and restoration needed.
10. Please be cleaned up by 11:00 PM.
- 11. NO SMOKING IN CHURCH FACILITY.**
- 12. NO ALCOHOL ON CHURCH PROPERTY.**
13. Occupancy: 150.

Failure to abide by the above responsibilities will result in the user being prohibited from using the Church Facilities in the future.

**AGREEMENT:**

I, the undersigned, and authorized officer or member of \_\_\_\_\_, agree to the rules and regulations established to me concerning the use of the Fellowship Hall and / or sporting equipment of Newcomer’s Chapel of Pigeon Run United Methodist Church of Massillon, Ohio. I agree to ensure proper use of the facility, personally ensure the facilities and properly cleaned and equipment put away. I agree to report all malfunctions or damage and shall reimburse the Church for any damage resulting from our use or theft resulting for carelessness by our group. I /WE agree to pay any additional costs incurred repairing the damage to the facility or property.

I / WE agree to submit a security deposit of fifty dollars (\$50) in addition to any applicable fees with this reservation. In the event of damage to the Church Facility / Property, I / WE agree to forfeit the security deposit and pay any additional costs incurred repairing the damage to the facility or property. If the Church Facility is left uncleaned and disordered and no prior arrangements have been made, I / WE agree to forfeit the security deposit. The security deposit will be refunded in full only if conditions listed under “RESPONSIBILITIES OF USERS” are met.

I / WE, the User, also agree to indemnify and hold harmless Newcomer’s Chapel of Pigeon Run United Methodist Church of Massillon, Ohio from any and all claims or losses or damages or other liabilities which may be asserted against the Church by the User or any of its members or guests or invitees who enter upon the Church property, including, but not limited to, the facility and parking lot in connection with the use contemplated by this reservation. The indemnification includes any all costs, expenses and counsel fees which may be incurred by the Church incident to such claims.

**Insurance for outside groups are not “blanket covered” by our Church Policy.** Members’ use for family-oriented events such as wedding receptions, birthday or anniversary parties, bridal showers, etc., should check with their own personal insurance agents because coverage may be extended from their Homeowners Policy.

**PLEASE CHECK:**

\_\_\_\_\_ Fellowship Hall for weddings and banquets: \$300

\_\_\_\_\_ Fellowship Hall for seminars: \$100

\_\_\_\_\_ Fellowship Hall for Community Groups: \$100

\_\_\_\_\_ Basement and Classrooms: \$50

There is no rental charge to members of Newcomer’s Chapel of Pigeon Run United Methodist Church.

In signing below, I certify that I have the authority to sign for the User and agree that I commit the User to everything agreed upon by this document.

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_

**PLEASE RETURN RESERVATION CONTRACT WITH DEPOSIT TO:**

Newcomer’s Chapel of Pigeon Run United Methodist Church

11789 Sarbaugh Street SW

Massillon, OH 44647

Attn: Church Secretary

**Contact Information: Church Secretary: Shirley Kurzen (330-833-5973)**

**Trustees: Dan Toland (330-837-2681)**

**Please make checks payable to: Newcomer’s Chapel of Pigeon Run UMC**