



This form should be completed and submitted, along with a signed copy of the Rules & Regulations, to the Activities Office *at least* two weeks prior to the requested date. Event is not scheduled until you receive a confirmation. This form is not for birthday parties. All requests are subject to rental rates. Thank you for your cooperation.

Today's Date _____ Date & Time of Event _____

Event Name/Description _____

Contact Person _____ Phone Number _____

Email address _____

Set-Up Time: _____ Clean-Up Time: _____ Guests Expected: _____

Check Space Requested:

- _____ Main Upper Room
- _____ Upper Room back right
- _____ Upper Room back left
- _____ Back Lower Room
- _____ Gym

Check Equipment Needed:

- _____ Sound System in Gym
- _____ Sports Equipment (Specify Below)
- _____ Tables (include #)
- _____ Chairs (include #)
- _____ AV Equipment (Specify Below)

Special Instructions/Requests:

St. James Activities Building Rules and Regulations

Thank you for partnering with St. James UMC Activities Ministry! In order to accommodate all types of groups and to maintain our facility we have a few rules and regulations that we require each group to review and abide by.

Alcoholic Beverages, Illegal Substances, Firearms, Fireworks, Smoking, Tobacco (in any form): The use of any of these as well as any other illegal substances are strictly prohibited on the church grounds.

Check-in, Check-out: The group leader should check in and out with the activities staff person on-duty.

Clean-up: It is the responsibility of the user group to leave facilities used in the same (or better) condition that they were presented in. This includes resetting tables and chairs, checking the restrooms and clearing the lobby of trash and lost-and-found items.

Damages: Group leaders will be responsible for any damages to church property. Damage costs will be assessed in terms of material replacement value and cost of labor. Damages include writing on buildings, discharging fire extinguishers, loss or abuse of equipment.

Drop off/Pick up: No person under the age of 18 will be left without supervision of the group leaders. St. James staff is not responsible for any member of a group.

Emergency Procedures: All user groups are advised to have an adult on duty for emergency care that is CPR and First Aid Certified. All user groups are required to provide their own first aid supplies.

In the event of a life-threatening medical emergency, the group leader should immediately call 911. Whenever 911 is called, the activities staff on-duty should be notified IMMEDIATELY. Several members of St. James Church and Preschool staff are CPR/First Aid Certified and may be of immediate assistance.

User groups are required to have the following information on hand for minor participants each time they use our facilities: the contact information of a parent or guardian, a listing of known allergies or health concerns, and a signed parental permission for emergency treatment. It is strongly suggested that a copy of this information be turned over to St. James to be kept on-site.

Equipment Usage: Use of any St. James equipment (including, but not limited to basketball, soccer and volleyball nets, balls, floor tarp, etc.) should be specifically requested ahead of time. No parties other than Activities Staff should operate or set-up recreational equipment. There are no exceptions to this rule. Set-up's not requested 48 hours in advance can not be guaranteed

Food and Beverage: No food or drinks are allowed in the gymnasium with the exception of bottled drinks. Food and drinks are allowed in all other rooms and can be stored in the refrigerator in the Upper Room during your group time. Anything left in the refrigerator or freezer after your event will be discarded. Under no circumstances should other food be stored in the building.

Littering: Littering the parking lot or grounds is prohibited. Please dispose of all trash and recycling in the appropriate garbage cans. If littering does occur, an appropriate clean-up fee will be assessed to the group.

Maintenance Repairs: All maintenance problems are to be reported by the group leader to the activities staff on duty so that repairs can be made promptly. Groups should not to attempt their own repairs.

Pets & Animals: Groups must receive special permission to bring pets or animals into the building. Seeing eye dogs are permitted.

Supervision: All groups will be supervised at all times and will remain in the agreed upon areas designated for use. St. James staff is not responsible for the supervision of group participants; they are here to oversee the use of the facilities and in case of emergency.

Two Adult Rule: There should be two adults, or an adult and a teenage assistant, at all times with any child 18 years or younger.

*These adults should be present in the building **and** aware of and accountable for the actions of all persons with their group.*

Background Checks: The renting group is responsible for conducting background checks on any volunteer or employee acting on behalf of the renting group that will be working with or overseeing children under the age of 18. Groups that are unable to provide background checks for their employees and volunteers can not operate in partnership with St. James UMC.

St. James can conduct a background check on behalf of rental groups at the expense of that group.

This certifies that I have received, read and agree to uphold the above Rules and Regulations for use of the facilities at St. James United Methodist Church. I understand that failure to comply with the above Rules and Regulations may result in the immediate termination of the contract for use of St. James UMC facilities.

Group Representative (SIGNATURE)

Title

Date

rvsd Sept 2012