

USE OF MIDDLESETTLEMENTS UNITED METHODIST CHURCH FACILITIES

We welcome you to Middlesettlements United Methodist Church/facilities. We hope you have an enjoyable, safe experience. We ask that you treat the facilities with respect as the House of God (or extension thereof). Church facilities are available for use, free of charge, to Church members/regular attendees. Requests from others will be considered on a case-by-case basis by the Church Trustees/Church Council, as appropriate.

CHURCH MEMBERS/REGULAR ATTENDEES: All reservations for the use of facilities will be scheduled, in advance, with the Church secretary, Joyce Overton, by leaving a message on the Church answering machine at 865-982-4799 or emailing at umc.middlesettlement@gmail.com. Reservations made by a Church member/regular attendee for the use of individuals or groups outside the Church fall under the criteria below, with the Church member/regular attendee assuming responsibility for monitoring the use of the facilities and returning them to pre-use condition.

NON-MEMBERS/NON-ATTENDEES: Reservations are not confirmed until the completed form (see page 2) and fee (as applicable) are received. Return the completed form and fee to **Joyce Overton/Secretary, 2729 Middlesettlements Rd., Maryville, TN 37801 (865-982-4799)**. Proof of insurance **is required** before the use of facilities by nonmembers/non-attendees. **A fee of \$300.00 is required of nonmembers/non-attendees** for the use of any church facilities to maintain facilities for future use and compensate the Event Coordinator. If the facilities are returned to pre-use condition to the satisfaction of the Chair of the Trustees and Event Coordinator, a refund of \$100.00 will be made. **An additional fee is required to pay a sound technician from our Church** to run the sound system. No outside individual will be allowed to run the sound system. We do not have a sound system for FOD.

The following rules/criteria apply:

- The Church reserves the right to refuse any individual or group the use of Church facilities. The Church reserves the right to cancel a reservation for any reason deemed appropriate. In case of a conflict, the Church reserves the right to make a final decision regarding usage.
- The Event Coordinator will oversee the use of the facility, arrange for a sound technician, unlock, and lock the doors, and ensure that users have replaced furniture and accomplished clean-up correctly. Church members/regular attendees will be required to do some or all of these items themselves.
- Facilities will not be made available for "for-profit" ventures except those approved by the Church Council for funding Middlesettlements United Methodist Church programs.
- The individual arranging the use of Church facilities is liable for all activities associated with the use of the facilities. We expect you to have sufficient insurance (paragraph 3, above) in place to cover all occurrences. The Church is not responsible for personal safety/injuries or loss or damage to personal property/belongings. Any expenses incurred as a result of the Fire Department, Rescue Squad, Ambulance, or similar service is the responsibility of the injured party or the individual arranging the use of the facilities.
- Children must be continually supervised, especially around heat sources/fires/kitchens.
- Return utilized areas to the same condition they are found. Please turn off lights and lock doors.
- Restrict food and drinks to the normal dining areas.
- No guns, alcoholic beverages, or drugs on or in the vicinity of the premises.
- Vehicles are restricted to graveled/paved parking areas.
- No soliciting is allowed on the premises.
- No smoking inside any of the buildings. If you smoke outside the Church or at the pavilion/picnic/camping areas, dispose of butts in a safe, appropriate manner.
- Fires are permitted only in fire pits at the pavilion/picnic/camping areas. Completely extinguish all fires when not being attended. Cutting of live trees for firewood is not permitted.
- Garbage should be removed and disposed of. Garbage cans are in a fenced area behind the Church. Bag and remove garbage from pavilion/picnic/camping areas.
- Special permission is required for the use of the barbeque/smoker, tables/chairs. See appropriate contact on reverse.
- Noise and traffic will be kept at a level that will not disturb others. Activities will cease no later than 10:00 pm on weekdays or 11:00 pm on Friday or Saturday nights.

CONTACTS:

In case of emergency, call 911.

BLOUNT COUNTY FIRE DEPARTMENT: 911 (or 983-1431; 983-2133)

BLOUNT COUNTY SHERIFF'S DEPARTMENT: 911 (or 983-3620; 273-5000)

For non-emergencies, contact any of the following:

Will be provided.

**APPLICATION FOR USE OF
MIDDLESETTLEMENTS UNITED METHODIST CHURCH
FACILITIES
(NON-MEMBERS)**

RESPONSIBLE INDIVIDUAL: _____
(Please print)

FACILITIES TO BE USED: _____
(Sanctuary, Fellowship Hall, Field of Dreams, Pavilion, Other [specify])

DATE(S) REQUESTED: _____

TYPE ACTIVITY: _____

IS ACTIVITY FOR PROFIT? ____ YES ____ NO

I have read and understand the criteria/rules for the use of the requested facilities and agree to be responsible for all activities and individuals. I will reimburse Middlesettlements United Methodist Church for any and all damages, fines, costs, etc., resulting from the use of the facilities.

SIGNATURE: _____ DATE: _____

PHONE NUMBERS: (HOME) _____ (WORK) _____

ADDRESS: _____

SPONSORED BY: (If not a member/attende of MUMC) _____

USAGE FEE (see page 1 of this form) (Must be received with application):
____ \$300.00 Use of Facility Fee

CERTIFICATE OF INSURANCE ATTACHED? ____ **YES** ____ NO