

## DUMC FACILITY USE REQUEST FORM

If you are interested in renting space from us, please complete this form and return via email to [Facility\\_use@davisumc.org](mailto:Facility_use@davisumc.org)

A copy of current Facilities Use Policy and Fee Schedule is attached to this form. Please review carefully and ensure that the following questions are answered:

### **Name of organization and/or individual requesting space**

Is this a church-sponsored event?

Is the main contact for the event a church member?

Is this a one-time event or is it recurring (please indicate all dates you would like to use)?

Which space(s) you would like to use? Provide the room name(s) if known.

Do you require any special equipment from the church?

Will you be bringing any equipment of your own? (please indicate)

Will food and/or drink be involved in your event? (please describe)

### **Contact name, phone, and email address**

### **Purpose and brief description of the event**

How many people will be attending?

Adults

Children

**Date(s) and time(s) you are requesting. (NOTE: you can check the church calendar at our website to see if other events are already scheduled for the dates and spaces you are interested in)**

**INSURANCE REQUIREMENT:** Please note that unless this is a UMC-sponsored event (3<sup>rd</sup> party event) the individual or organization requesting space must provide a certificate of liability insurance prior to the event. Full payment and proof of insurance. is required at the time the event is placed on the church calendar. DUMC is not responsible for any injury or damage resulting from the event. The 3<sup>rd</sup> party organization or individual is responsible for providing adequate supervision of all children attending the event

**SAFE GATHERINGS:** If this is a church-sponsored event where both adults and children will be attending, Safe Gatherings certification is required.

**REQUESTER'S SIGNATURE:** \_\_\_\_\_

## **DUMC Facilities Use Policy**

The UMC Book of Discipline governs the use of church buildings. The Board of Trustees “shall have the supervision, oversight, and care of all real property owned by the local church”. It is our desire to optimize the use of our facilities, to increase the visibility of the church and its missions in the wider community, and to provide income to support our ministries. Appropriate uses of our facilities are governed by UMC’s Social Principles. This policy was approved by the Church Council on June 21, 2024.

1. All individuals and organizations interested in reserving space must complete a Request Form in advance of reserving space and placing an event or activity on the church calendar. All requests will be evaluated and approved or declined in an expeditious manner.
2. A request to use church facilities may be declined if there is insufficient time to evaluate and approve it, or if the use would conflict with other uses already scheduled.
3. A use fee and refundable security deposit will be assessed for all activities by outside groups or individuals, unless a waiver of the posted fees is granted by the Pastor and/or the Board of Trustees. The amount of the security deposit will depend on such factors as the type of event, the number of attendees, and the potential risk to church property.
4. Any individual or group who is not covered by the church’s insurance policy must provide proof of an adequate insurance policy naming the individual or organization requesting the use.
5. Once a request is approved, users must complete a signed contract, which will be countersigned by the appropriate church official. The contract will be provided once the Facilities Use Request Form is received, reviewed, and approved.
6. Use priority will be given to worship and ministry activities of DUMC and other UMC churches (for example, services, weddings, memorials, and meetings of church groups and committees).
7. Preference will be given to uses by non-profit organizations and community-based organizations, especially those that align with our mission. Prospective renters are encouraged to familiarize themselves with the church's Website and Facebook pages along with Ministry statements and overall church mission prior to requesting space.
8. Individual church members may reserve space for personal use, paying the member fees and security deposit. All such uses will be approved by Trustees, in consultation with the Pastor and Church Council as appropriate.
9. A for-profit business (such as a music teacher or arts instructor) may be approved for facility use. All such for-profit uses will be approved by Trustees, in consultation with the Pastor and Church Council. Any income the church receives from for-profits must be reported to the county.
10. The use of facilities may not be offered free to anyone in lieu of, partially or fully, payment for services rendered to DUMC. Any exception to this policy must be approved by Trustees, Church Council, and the Pastor.
11. Events and activities with a partisan political agenda are prohibited in church spaces.
12. Church facilities may not be used for fundraising activities by outside groups unless 100% of the funds collected go directly to a non-profit organization approved by the church.
13. Users may charge admission or request a donation for events held on church property, provided that they have paid for the use.

14. If time before or after an event is required for set up or clean up, that additional time shall be included in the fee paid by users. Users are restricted to the specific spaces and times for which they have reserved and paid.
15. Set-up and clean-up are the responsibility of the users who contract to use the space. Any arrangements for assistance in configuring the space to meet the needs of an event or activity should be made well in advance. Each reserved space must be returned to its original configuration by the users.
16. Kitchen facilities are not designed for food preparation on-site. The kitchen may be used by individual users or their catering services for storing, re-heating, plating, and serving food that has been prepared off-site.
17. Alcohol, cigarettes, weapons, and inappropriate language are not allowed on church property. Individuals who violate this policy may be escorted from the property by local law enforcement.
18. Users must not remove any religious elements or other decorative elements from any church spaces.
19. Users must not use any church equipment or property without prior permission.
20. Any damage to church property will be deducted from the user's security deposit and/or billed to the contact person for the event or activities.
21. Food and drink of any kind, with the exception of water, may not be served, consumed, or offered in the Sanctuary building. This includes the narthex (front entryway) and Nursery in addition to the Worship space.

**Facility Use Fee Schedule  
Davis United Methodist Church**

**1620 Anderson Road  
www.davisumc.org  
Davis CA 95616  
530 756-2170**

SPACE	HOURLY RATE <sup>1</sup>	ALL DAY <sup>2</sup>
Sanctuary <sup>3</sup>	\$125	\$550
Fellowship Hall	\$90	\$450
Walker Room	\$30	\$150
Education Wing (per room)	\$30	\$150
Grace Cafe	\$30	\$150
Large Kitchen	\$55	\$250
Rothe Room	\$30	\$75
REFUNDABLE DEPOSIT <sup>4</sup>	\$150	\$150

<sup>1</sup>Facilities availability must be scheduled; use is generally not permitted between 10 pm and 8 am

<sup>2</sup>All Day pricing applies to events that are 5 hours or longer

<sup>3</sup>No food or beverages except water are permitted in Sanctuary or New Narthex  
Use of piano and/or organ is \$50 per event. A request for tuning must be submitted to the administrative assistant at least one month before event. Charges for audio/visual system will be an additional \$50 for personnel to run or supervise equipment. Use of nursery is \$25 per event.

<sup>4</sup>Refundable deposit is to cover damage, additional cleaning, and key loss.

**Church members are entitled to a 25% discount on all facilities fees. The refundable deposit for church members is \$150.**

Payment in full, including refundable deposit, is required with a signed facility use contract prior to use.