

Request for Building Use
SPARTA UNITED METHODIST CHURCH

71 Sparta Avenue, Sparta, NJ 07871
Phone: 973-729-7773 officeadmin@spartaumc.org

PLEASE ATTACH YOUR CERTIFICATE OF INSURANCE

There may be times your meeting has to be moved to another space or cancelled.

The church is a smoke-free and alcohol-free building.

You are responsible for all cleanup and removal of trash.

The church is closed on all major holidays.

Organization: _____ Address _____

Purpose: _____ Date of Request _____

	<u>Primary Contact</u>	<u>Alternate Contact</u>	<u>Organization President</u>
Name:			
Home Phone:			
Work Phone:			
Cell Phone:			
Fax:			
Email:			

Mailing Address: _____

Meeting/Function Date(s) Requested: _____

Alternate Date(s) Requested: _____

Time of Use (Start to End): _____

Room(s) Requested: _____

Number of People Attending: _____

Special Needs/Equipment: _____

Request to Store Following Items: _____

Suggested donations: Any and all donations are appreciated and are used to offset utilities and maintenance.

-----Below is for use of Sparta United Methodist Church only-----

Approved by: _____ Date: _____

Suggested Donation: _____ Sexton's Fee: _____

Date Donation Received and Amount: _____

SPARTA UNITED METHODIST CHURCH

71 Sparta Avenue, Sparta, NJ 07871

Phone: 973-729-7773 officeadmin@spartaumc.org

Liability Release Form for Building Use

RE: Liability Release for the use of the Sparta United Methodist Church/Property for

Group Name: _____ on this/these dates: _____

_____ to the

fullest extent permitted by the law, the undersigned along with members of the

_____ shall defend, indemnify, and hold harmless the

(Group Name)

Sparta United Methodist Church and its employees and agents from all claims, demands, suits, damages, losses, and expenses (including attorney's fees and court costs) relating to or arising out of our use of the property of the Sparta United Methodist Church, whether caused in whole or part by any act or omission of the undersigned individual, group, or one of its members and regardless of whether or not it is caused by a party indemnified hereunder.

Print Name _____ Signature _____

Date _____ For (Print Group Name) _____

Guidelines for Building Usage - 2020-2021
SPARTA UNITED METHODIST CHURCH

71 Sparta Avenue
Sparta, New Jersey 07871

This user, _____, agrees to the following guidelines for the use of the Sparta United Methodist Church building. The Board of Trustees reserves the right to terminate the User Agreement without notice if you or any member of your group fails to comply with the specified guidelines.

Please read the COVID-19 Cleaning Protocol.

Please only occupy the rooms you have been assigned. If additional space is needed, submit a request for approval.

If moving furnishings or room set up, please return space to original set up unless otherwise requested by the Trustees.

All storage of items must be approved by the Trustees. Please only use designated storage spaces. The furnace room and countertops are not storage. The Church reserves the right to discard improperly stored items.

Children/youth should not be unattended. Adult supervision is required. Attendance at Safe Sanctuary training is required annually.

Office administrator should not be disturbed and equipment not used for group purposes.

Please return the keys to the church office at the end of your series. Keys can be put in the Secretary's mailbox which is located in the hallway next to the office.

No donations of goods or décor should be made to the church.

Before leaving the building:

Complete cleaning checklist

Turn off lights, fans, and air conditioners

Turn off bathroom lights and faucets

Empty trash. All garbage must be bagged, tied and put in the dumpster which is behind wooden fence behind the building.

Garbage must be picked up from outside as well.

Please sweep and/or vacuum the floors.

If the kitchen is used, it must be cleaned (kitchen use must be approved.)

All cigarette butts are to be disposed of properly.

Alcohol and drugs are not allowed on the premises.

No burning of candles or incense (no open flames of any kind.)

No parking (at any time) in the fire lanes or reserved spaces.

Please treat all persons with dignity and respect.

Our leadership has read these guidelines and is responsible for adhering to the guidelines.

Name & Group Name (Please Print): _____

Signature & Date: _____

Please remember that donations to the church are suggested and used for utilities. Assistance toward wear and tear is fair and appreciated.

Revised 6/22/2020

ATTENTION! PLEASE READ

COVID-19 CLEANING PROTOCOL

SPARTA UNITED METHODIST CHURCH

Due to the current pandemic situation, we ask that you read the following instructions carefully. A checklist is provided in each area (including the pavilion) used by outside groups. Please fill this out, initial it, and leave it on the clipboard in the space you have been meeting.

OUTSIDE GROUPS UTILIZING CHURCH SPACE

1. Outside groups utilizing church facilities will be expected to follow the protocols developed for church gatherings.
2. Each group will be required to complete a revised user agreement that will include:
 - a. Agreement to follow cleaning protocols as outlined in this document
 - b. Agreement to follow all state guidelines for social distancing, numbers permitted in a gathering, use of masks or other PPE.
 - c. Include a plan to deal with potential overflow if the numbers arriving exceed permitted numbers of people.
3. Group size will be limited to the number of persons that will be within the guidelines set by the State of New Jersey for maintaining adequate social distancing based on the size of the area/room.
4. Groups **will not be permitted** to overflow into another space within the church without prior approval and scheduling with the office. This is to guarantee adequate time for sanitizing the rooms that have been utilized between groups. Please call the office at 973-729-7773 or email officeadmin@spartaumc.org if you need to use another space.
5. The kitchen, equipment, and dishes etc., **will not be available** for use by groups until further notice as this creates a significant responsibility for cleaning and sanitizing that is difficult to accomplish. However, you may use your own coffee maker and paper goods.
6. Groups using the pavilion should use the downstairs bathrooms only. Access through the back door of the building.

CLEANING PROTOCOL

All groups utilizing church facilities (indoors or outdoors) are required to clean those facilities using the following procedures:

1. All garbage is to be placed in a provided garbage can with liner. Before leaving, the liner should be removed from the room/area and placed in the dumpster on the church property.
2. Tables, chairs, counters, and other hard surfaces used by the group are to be wiped down with a cleaner and water **only** before leaving the facility. This includes wiping down door handles and knobs, railings, etc. Spray bottles with cleaner and water as well as cloths for wiping down surfaces will be available in each room. Surfaces should be left to air dry.
3. Floors should be swept, any spills mopped up.
4. For the pavilion, all picnic tables should be returned to the pavilion itself and then wiped down with soap and water.
5. Cleaning checklist needs to be filled out after each group meets.

SPARTA UNITED METHODIST CHURCH

CLEANING CHECKLIST - (Room Name)

[illegible]