

**FACILITIES USE REQUEST – For ALL Grounds, Buildings & Rooms**

<i>&lt; For office use only &gt;</i>	
<input type="checkbox"/> Dexter UMC Ministry _____	
<input type="checkbox"/> Scouts	<input type="checkbox"/> Community
<input type="checkbox"/> RENTAL:	
<input type="checkbox"/> Member	<input type="checkbox"/> Non-Member

1. **NAME:** \_\_\_\_\_
2. **PHONE:** \_\_\_\_\_ **MOBILE:** \_\_\_\_\_
3. **EMAIL:** \_\_\_\_\_
4. **EVENT DATE:** \_\_\_\_\_ **TIME (begin & end):** \_\_\_\_\_
5. **GROUP:** \_\_\_\_\_ **Dexter UMC Ministry:** \_\_\_\_\_
6. **Purpose of Request:** \_\_\_\_\_

7. **Number of Adults:** \_\_\_\_\_ **Number of Youth/Children:** \_\_\_\_\_
8. **Location:**  Ed. Bldg.  Newkirk Hall  Atrium  Grounds/Fire Circle  Sanctuary  The Edge (youth)

9. **Room(s) Requested:** \_\_\_\_\_  
**Refer to page 3 for Ed. Bldg. room numbers. (Note: Newkirk Hall fireplace no longer safe to use)**

**THE KITCHEN IS NOT AVAILABLE FOR USE EXCEPT:** 1) In support of Dexter UMC ministry events, 2) In conjunction with rental of Newkirk Hall or the Atrium by a church member. A church representative will provide specific instruction for use of the kitchen stoves/ovens, dishwasher, pots, pans, food preparation and other electrical equipment. **Non-ministry use of the kitchen** is an additional \$30/hr **plus** a cleaning deposit of \$100 (a separate check please). Your deposit check will be returned if no additional work is required by our cleaning service.

**Any ministry using the kitchen should expect to:** 1) clean the counter tops and stoves, 2) put away all dishes/utensils, 3) take out trash, 4) shake kitchen mats outside, and 5) generally leave the kitchen in the condition in which it was found.

10. **Other:**  Microphone  AV Equipment  Coffee Pot  Piano  \_\_\_\_\_  
**Some items require authorized personnel. If authorized, you will be charged for their time & expertise.**

**TERMS FOR FACILITIES USE:** (checking each box indicates **you have read & agree to these terms**)

- YOU will be responsible** for set up prior to and clean up following your event (both ministry & non-ministry). The space will be returned to the condition it was in upon your arrival. All rubbish will be removed to bin outside Newkirk Hall/Kitchen. *Additional charges may be assessed for non-compliance.*
- YOU will use only room(s) assigned** to your group, AND be respectful of others using the facility while in the halls and within the assigned space.
- YOU will supply your own** disposable plates, napkins, cutlery, etc. If using Dexter UMC coffee makers, agree to additional charge for the convenience. (Details can be explained by office staff.)

**PLEASE NOTE: The FEE STRUCTURE for members** (personal/family functions) is different than the fee structure for non-members, community groups and organizations. Our member rate recognizes the support they provide to the church and its ministries. It is not transferable to non-members/community groups/organizations rental requests. In some instances, an additional fee will be required to pay for personnel who must be available (e.g., custodian, sound and/or video tech team, kitchen expert).

**Note: Members are defined as anyone who appears on the Dexter UM Church membership roll.**

**Indemnity Agreement**

In consideration of the Dexter United Methodist Church (“DUMC”) allowing the undersigned Indemnitor to use DUMC facilities or equipment, Indemnitor agrees to defend, indemnify and save harmless DUMC and its members, agents, Pastors, employees, agents, successors and assigns (collectively “Indemnitees”) from any claim, action, liability, loss, damage, suit or judgment of any type arising from Indemnitor’s use of DUMC facilities and equipment.

Indemnitor will pay all expenses, costs and attorney fees necessary to fulfill Indemnitor’s obligations herein and all expenses, costs and attorney fees of Indemnitees incurred to enforce this agreement

In the event of any asserted claim or suit filed, DUMC shall provide Indemnitor reasonably timely written notice of it at Indemnitees address below. Thereafter Indemnitor shall at its own expense defend, protect and save harmless Indemnitees against said claim or any loss or liability thereunder.

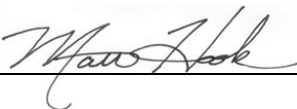
If Indemnitor fails to defend, indemnify and save harmless Indemnitees, then Indemnitees shall have the right to defend pay or settle said claim or suit without notice to Indemnitees who will be liable to Indemnitor for all attorney fees, costs expenses and payments paid or agreed to be paid to discharge said claim or suit.

This agreement shall be binding on and inure to the benefit of the parties hereto and their successor, assigns and personal representatives.

Dated \_\_\_\_\_

Dexter United Methodist Church

Indemnitor

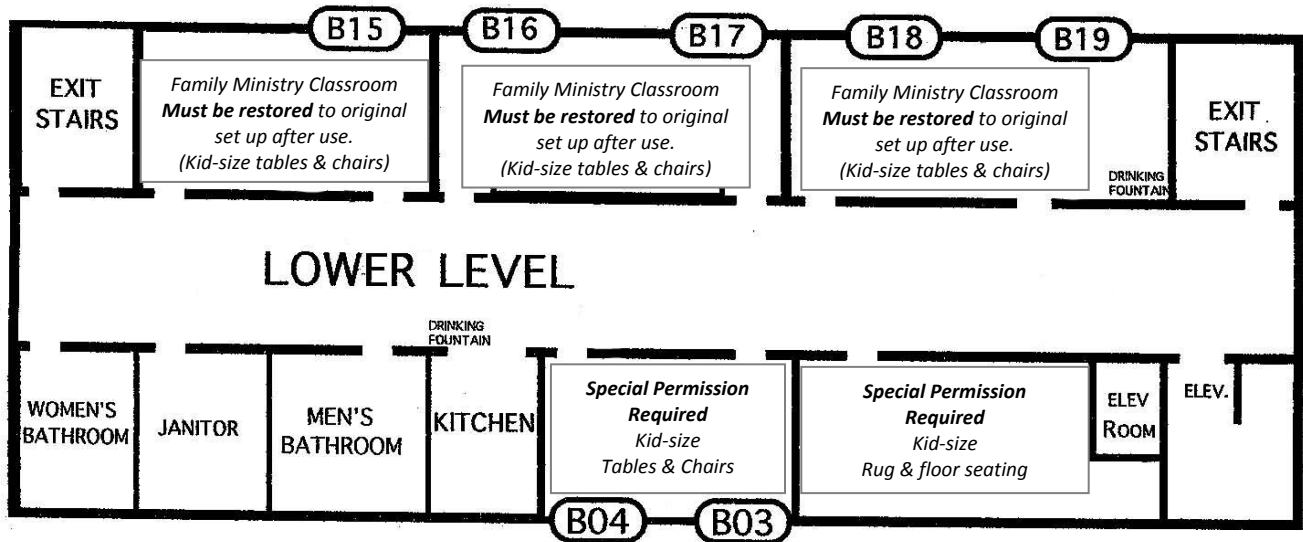
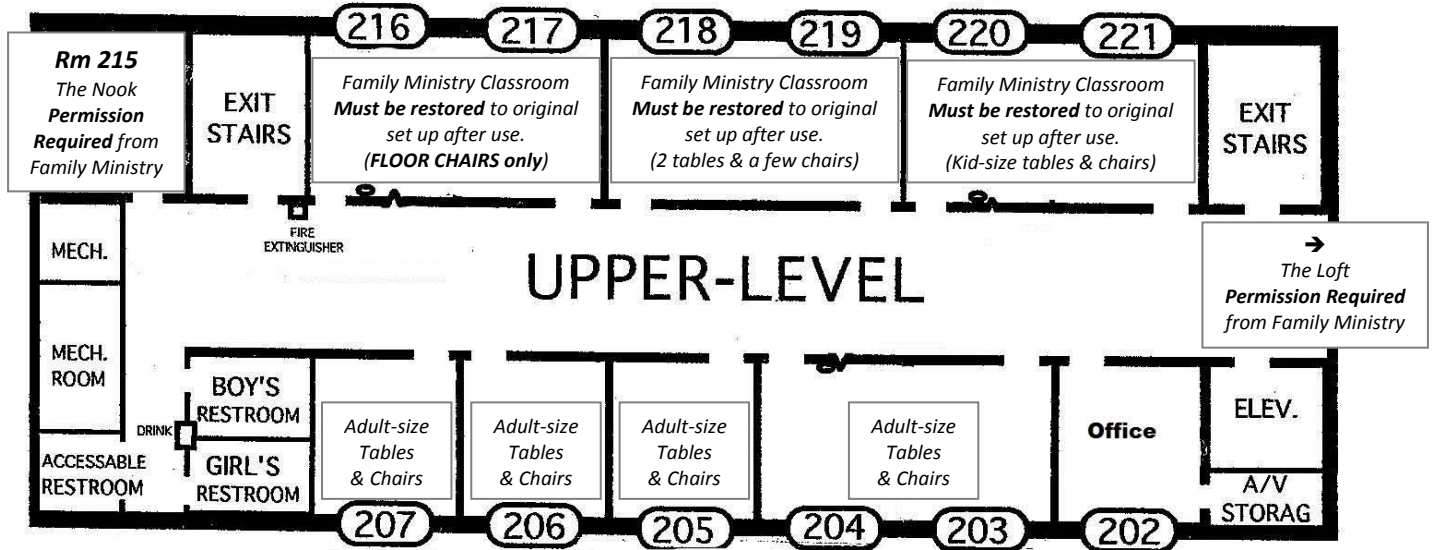
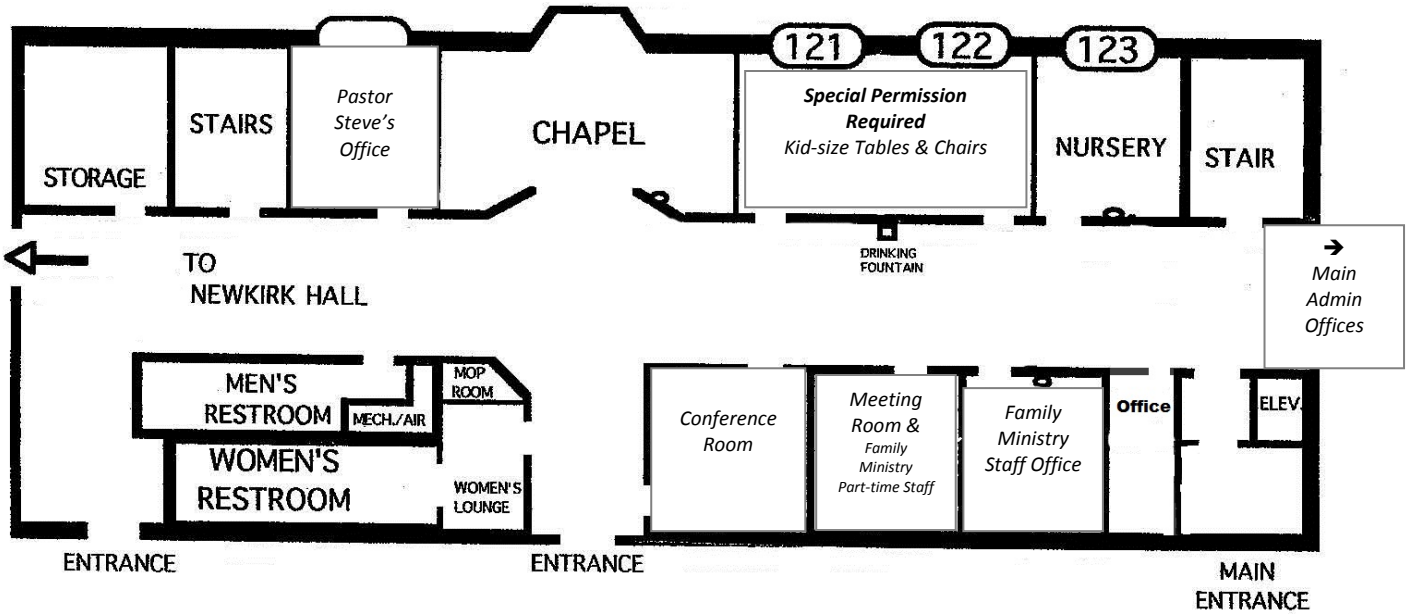
By 

By \_\_\_\_\_

**Once you have saved your completed form,  
email it to the office (admin@dexterumc.org)  
OR print it and mail/deliver it to the office.**

**Note: Members are defined as anyone who appears on the Dexter UM Church membership roll.**

# Dexter UMC Education Building – Room Listing



## Dexter United Methodist Church Building Use Fees *(updated March 2016)*

*Non-Ministry requests are not added to the church calendar more than 60 days in advance. Early requests (no more than 120 days in advance) will be held in the office. Multiple requests for same date will cooperate or be subject to a casting of lots.*

### NEWKIRK HALL (Maximum capacity 225) – *no more than 60 days in advance*

Events – Receptions, Dinners, Showers, Reunions, Anniversaries, Parties, Teas, etc...

LENGTH OF TIME	# of people	Member	Non-Member	Group Meetings & Seminars
<b>Half-day Rental (4-hr)</b> <i>[with use of kitchen]</i>	< 100	\$75 [plus \$30/hr]	\$175 [plus \$30/hr]	
	> 100	\$125 [plus \$30/hr]	\$250 [plus \$30/hr]	
<b>Full-day Rental (8-hr)</b> <i>[with use of kitchen]</i>	< 100	\$150 [plus \$30/hr]	\$275 [plus \$30/hr]	\$250 [plus \$30/hr]
	> 100	\$250 [plus \$30/hr]	\$400 [plus \$30/hr]	\$350 [plus \$30/hr]
<b>With set-up night prior to event</b>		\$25 additional	\$35 additional	\$35 additional

### ATRIUM/Large Events (Maximum capacity 285) – *no more than 60 days in advance*

LENGTH OF TIME	# of people	Member	Non-Member	Group Meetings & Seminars
<b>Half-day Rental (4-hr)</b>	< 50	\$100	\$200	
	51 – 100	\$150	\$250	
	> 100	\$250	\$375	
<b>Full-day Rental (8-hr)</b>	< 50	\$250	\$400	
	51 – 100	\$300	\$425	\$400
	> 100	\$450	\$650	\$600
<b>With use of Newkirk Hall kitchen</b>		\$30/hr additional	\$30/hr additional	\$30/hr additional
<b>With set-up night prior to event</b>		\$25 additional	\$35 additional	\$35 additional

### EDUCATION BUILDING

LENGTH OF TIME	# of people	Member	Non-Member Group Meetings	Sponsored Scout & Community Meetings
<b>Classroom (1 – 4-hrs)</b>	< 40	\$25	\$40	<i>No Charge</i>
<b>Classroom (&gt; 4-hrs)</b>	< 40	\$50	\$75	<i>No Charge</i>

All events in the Education Building **must meet in assigned area** and end by 10 PM. ALL TABLES & CHAIRS MUST be returned to the posted configuration (*if rearranged*). **NURSERY USE:** please clean up snack debris, empty & clean potty chair, remove all soiled diapers & trash.

### SANCTUARY (Capacity 350 - 400)

DESCRIPTION	WEDDINGS	FUNERALS	Group Meetings & Seminars
<b>Member</b>	\$150	<i>No Charge</i>	<i>By special arrangement</i>
<b>Non-Member</b>	\$250	\$50	<i>By special arrangement</i>

### CHAPEL, Grounds or Newkirk Hall

Wedding Ceremony (*Must have approval of Lead Pastor*)

Grounds only (campfires, picnics)

Dexter UMC Sponsored Scout Troop Meetings

United Methodist Church District Events

Supporting Member

\$50

by special arrangement

*No Charge*

*Donation*

Non-Member

\$100