

Trinity United Methodist Church

Building Use Document Parts A, B and C for All Persons, Groups, Members and Nonmembers
By initialing in the provided space on the Room Request Form, you are stating you have read and agree to all the terms listed below.

Part A: GENERAL BUILDING USE RULES

- 1) All users must request in writing: dates, times and location in building requesting to use, giving the name of the organization and person to contact, and reason for use of building, what type of meeting. (using request form). It is at the churches discretion to approve or not approve.
- 2) I hereby understand that in cases of conflict of scheduling, the church programming takes precedence over any non-church programming.
- 3) I agree that the person requesting organization or personal use will be responsible for the closing and securing of the building at the end of each meeting, unless otherwise agreed. We further agree that our group will be responsible for the \$25 cost of any false alarms due to our negligence. If there are any problems securing the building, contact Lyn Barton (831-0262).
- 4) I agree to contact the church upon cancellation, or approval for any changes in time or schedule of any pre-scheduled event at least 24 hours in advance of scheduling.
- 5) I agree to use the building with care and proper respect. If damage is done, we agree to repair or replace the same to the church's satisfaction.
- 6) Scheduling of weddings or use of the facility must be scheduled through the secretary.
- 7) The use of Fellowship Hall and or the kitchen: There is a \$25.00 cost for members and \$50.00 for non-members.
- 8) We do not schedule use of the building for wedding receptions.

General Rules of Conduct

- 1) Smoking is prohibited at any time in any part of the building.
Alcohol beverages are prohibited at any time in any part of the property inside or outside.
- 2) Groups/persons should confine themselves to the areas of the building scheduled in, respecting other groups and individuals in the building.
- 3) Recreation is to be supervised and suitable to the area. Rough conduct has no place in the church building and running in the building is dangerous. Children must be supervised properly.
- 4) When using paints, drop cloths shall be used at all times. Refer to Procedure #5.
- 5) Any spills on the carpet should be cleaned up.
- 6) Failure to comply with the rules will result in: (members/groups and non-members)
1st. One phone call, 2nd. Two written warning, 3rd. Loss of facility usage

I have read the all the above and understand the procedures & general rules.

Part B: Emergency Information for Groups/Persons Meeting in the Evenings

When your group is meeting at Trinity in the evening and have an emergency, we are providing information to help you address any issue. Listed is a Trustee to call in an event. Please call in the order they are listed. If you have Lyn Sutter's cell number, feel free to call her.

1. Butch Kellum, 513-739-9176
2. Nancy Carter, 513-575-9051
3. Russ Batterson, 513-575-1607

An emergency would be a water leak in the building, a medical issue, a fire, a break-in or robbery, anything involving the police, fire dept. or an ambulance. Anyone of these should be reported immediately to a Trustee listed.

In addition to calling a Trustee in the copy machine office is a form to fill out for any issues of something broken or not working and all emergency events or for any issue that resulted in calling a Trustee. Please place in the lock box above the copy machine. Loss of heat in the building, please call to let us know.

- At every main entrance is an alarm key pad. On each key pad are emergency buttons to summon police, ambulance or fire dept. These key pads are located at the entrance doors of: Fellowship Hall, Christian Center, The Education Wing and the porch door by the Sanctuary
- We have an AED (Automated External Defibrillator). It is located on the wall in Fellowship Hall.
- All persons/groups meeting at the church in the evening should lock the entrance door once all your attendees have arrived. Do not leave doors unlocked during your meeting.
- Do not give money, food or rides to persons who come looking for help. Instruct them to come back during office hours. If needed, call the police.
- We have first aid kits located on the walls: in the kitchen, the Education Wing, Fellowship Hall, Christian Center and the porch door by the Sanctuary.

Part C: USAGE AND HOLD HARMLESS AGREEMENT

I, the undersigned authorized representative of (Name of Organization on request form)
of (address on request form)

shall be using the building and/or grounds of MILFORD TRINITY UNITED METHODIST CHURCH (date and time listed on request form) for the purpose of (listed on the request form) herein referred to as "the Activity".

I understand and agree that neither (MILFORD) TRINITY UNITED METHODIST CHURCH, nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, building, and grounds in the Activity, I hereby assume all risk in connection with participation in the Activity. I further release MILFORD TRINITY UNITED METHODIST CHURCH, its trustees, employees, agents or representatives for any damage which may occur while participating in the Activity. I further agree to save and hold harmless (MILFORD) TRINITY UNITED METHODIST CHURCH, its trustees, employees, agents, or representatives from any claim by the undersigned member of the Organization, their estate, heirs, or assigns arising out of participation in any form or fashion in the Activity. I also authorize MILFORD TRINITY UNITED METHODIST CHURCH, its employees, or agents to render or obtain such emergency medical care or treatment as may necessary should any injury, harm, or accident occur while participating in the Activity.

It is agreed that (MILFORD) TRINITY UNITED METHODIST CHURCH'S insurance is excess, not primary for this Activity.

I further state that I am authorized to sign this agreement: that I understand the terms herein and are contractual and not mere recital: and that I have signed this document of my own free act and volition.

I further state and acknowledge that I have fully informed myself of the content of this affirmation and release by reading it before I initial the room request form.