

Burlingame United Methodist Church Room and Equipment Reservation Form

1443 Howard Ave. Burlingame CA 94010 650.344.6321 Fax: 650.344.0185

Please fill out the Applicable Sections: Section 1 must be filled out for all requests.

Section #1--- Required Information	
Today's Date	Name of Event/Fundraiser
Contact Person Name & Non-profit Organization	Contact Phone No. - Evening
Contact Phone No. - Daytime	BUMC Responsible Party
Section #2 Table Needs	
Date(s) tables needed _____ Number/Type: Long _____ Round _____	Location of Tables
Section #3 Event Information	
Event Description	Number of People expected
Church Event Yes No	Event Begin Date Event End Date
Community Event Yes No	Time Ch. Doors Open Event Start Time Event End Time
Repetitive Event Yes No	Rehearsal Date(s) & time Time Church Doors Open
Section #4 Room Information	
Rooms Needed (see attached list of rooms available)	
Set-up Start Time	Break-down Finish Time
Please use this section to explain any details	
Section #5 Childcare Information	
Childcare Needed Yes No	Childcare contact Name
Childcare Contact Phone No.-- Daytime	Childcare Contact Phone No.--Evening
Section #6 Sound/Multimedia Equipment Info.	
Note: OUR OPERATORS ARE REQUIRED FOR USAGE OF PROJECTORS, LIGHTING AND SOUND NEEDS.	
Microphones	Stands Handheld Remote
Soundboard Operator Needed Yes No	Piano Tuning Yes No
Media Equipment	TV VCR/DVD Screen
Multimedia Operator Needed Yes No	
<i>Please describe in detail sound, lighting, staging, musical, audiovisual and any other services which will require assistance by our technical staff. A Technical Services staff fee may be added. Please see Hold Harmless Clause.</i>	
Do Not Write in this space - Church Use Only	
Staff Review Approved _____ Denied _____ Conditions _____ Date Contact Person Notified _____	
Charges Room: Per Room _____ Number of Rooms _____ Custodial Staff: Set up _____ Take Down/Clean up _____	
Technical Services: Equipment _____ Labor _____ Hold Harmless Contract Signed _____	
Other Expenses Describe _____	
Total Cost of Event _____ Deposit Received _____ Date _____	
Balance Paid _____ Date _____	

Burlingame United Methodist Church

1443 Howard Avenue, Burlingame, CA 94010

Office 650.344.6321

Fax: 650.344.0185

Email: info@burlumc.org

Website: www.burlumc.org

AGREEMENT FOR USE OF CHURCH BUILDINGS AND GROUNDS

This is a contract agreement between the Burlingame United Methodist Church ("CHURCH") and ("USER"):

Address:

Phone:

Fax:

E-mail:

Cell Phone:

For use of the CHURCH's facilities, as follows: _____

Description of intended use: _____

1. The USER releases the CHURCH and holds the CHURCH harmless from any loss, damage, injury, or liability to persons or property arising from the use of the CHURCH facilities by the USER or his/her guests. The USER shall reimburse the CHURCH in full for any damage to CHURCH property arising from his/her use of the property. The USER must report such damage immediately to the CHURCH office. (See Hold Harmless Clause)
2. No smoking is permitted within any of the buildings. No alcoholic beverages or illegal drugs will be permitted anywhere on the property, including parking lot.
3. No electrical appliance is to be used without prior permission.
4. All decorating requires the prior approval of Burlingame UMC. All flammable materials must be fireproofed.
5. As the CHURCH exists primarily to proclaim the gospel and serve her members, the CHURCH reserves the right, with proper notification to USER, to change room assignments if necessary to accommodate CHURCH requirements. The CHURCH reserves the right to cancel for cause any reservation or agreement regarding the use of its facilities.
6. Special janitorial service beyond usual building maintenance is not provided unless specifically requested. The USER is responsible for setup, takedown, and cleanup of the room(s) used, unless arrangements for custodial services are made and **paid for in advance**.
7. Receptions for more than 30 people with use of the CHURCH kitchens requires the supervisory services of our security custodian, and such arrangements shall be made and **paid for in advance**.
8. Security/cleaning deposits may be required at CHURCH discretion. These deposits will be returned upon verification of the conditions of facilities after their use.
9. Prior to vacating the facility, the USER shall:
 - ✓Return tables and chairs to their original places in the room
 - ✓Clean all areas used
 - ✓Place all trash in proper receptacles
 - ✓Remove all leftover food

Rooms Available

Room	Capacity
Sanctuary	275
Milnes	45
Library	25
Social Hall/Kitchen	200 chairs only 175 with tables/chairs
Chapel	50
Room #108	45
Room #219 (upstairs)	20
Atkinson	20
Wesley (upstairs)	40
Other	
Other	

At least 5 Days prior to occupancy of the church premises, USER will supply to the CHURCH office a duly executed Certificate of Insurance confirming General Liability Insurance in an amount no less than \$1,000,000 per occurrence with the church being named on the Certificate Holder's insurance policy as an additional insured, with a copy of this endorsement attached to the certificate of Liability.

Hold Harmless Clause

BUMC and its officers, directors, agents, servants, employees and volunteers shall not be liable and I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents and assigns, hereby expressly waive and discharge any claim of liability, known or unknown, including claims for negligence for personal/bodily injury, including death, or damages, which occur to me or any other person, or for any loss or injury to person or property. This waiver includes, but is not limited to, loss, damage or injury to people or property and is intended to be a complete release of BUMC and its officers, directors, agents, servants, employees and volunteers from any and all liability whatsoever which may arise in any manner from using the facilities.

I acknowledge that I have carefully read this document and fully understand that it is a release of liability. I am waiving any right that I may have to bring a legal action to assert a claim against BUMC and any of its officers, directors, agents, servants, employees and volunteers for negligence or any other cause of action or claim.

We agree to be governed by these rules:

User: _____

Date: _____

FOR CHURCH USE ONLY

Signature: _____

Non-Profit Tax Exempt IRS# _____

Check # _____

Date _____

Security Deposit if applicable \$ _____