



Dove Facility Request and Use Agreement

Short & Long Term Request Form

Today's Date:

(All requests are subject to approval from the Board of Trustees)

Dove of the Desert United Methodist Church
7201 W. Beardsley Rd.
Glendale, AZ 85308

623-572-7334
www.doveofthedesert.com
info@doveofthedesert.com

Day(s) of Week Room is Requested & Time:

| |
|---|
| Day(s) of the Week: |
| Time Requested: From: Until: |

Purpose of Room Use: _____
 Organization Name: _____
 Number of Participants: _____
 Will Children be present? Yes/No If yes, how many _____
(Please refer to Terms of Use – page 2, item #5)
 Dove of the Desert UMC operates under Safe Sanctuary Guidelines
 Church Member: Yes / No 501c3 Non-Profit: Yes / No

Term of Room Use:

We Request Permission to Occupy the Rooms
 From (date) _____ until (date) _____

Rooms Requested: Please circle designated room(s) on the Fee Schedule (page 2).

Contact Information:

| | | | |
|---------------------------|--------|--------|-----|
| Name of Responsible Party | | | |
| Address | City | State | Zip |
| Phone Numbers | Cell # | Home # | |
| E-Mail Address: | | | |

Set Up Needs:

of chairs _____ # 60" Round Tables _____ #8' Tables _____
 Will the kitchen be used? Yes / No Will outside restrooms need to be unlocked? Yes / No

Equipment Requested in the Worship Center:

Sound Equipment Yes / No AV Equipment Yes / No Piano Yes / No
 Other Equipment:

Total of all Fees:

| | |
|-----------------------------|----------|
| Room Use Fee | \$ |
| Sound System | \$ |
| AV Equipment | \$ |
| Key Deposit (refundable) | \$ 20.00 |
| Other: | \$ |
| TOTAL | \$ |

Notes:

Fee Schedule:

| Room Requested | Bldg | Room Fee for first 2 hours | Room Fee for each additional hour | Room Fee per day for extended use ¹ | Other Fees (Specify) |
|---------------------------|------|----------------------------|-----------------------------------|--|----------------------|
| Sanctuary | A | \$800.00 | \$200.00 | \$1000.00 | \$ |
| Kitchen/Narthex | A | \$150.00 | \$50.00 | \$200.00 | \$ |
| Parlor | A | \$150.00 | \$50.00 | \$200.00 | \$ |
| Rooms 5/6 | A | \$150.00 | \$50.00 | \$200.00 | \$ |
| Room 9 | B | \$100.00 | \$25.00 | \$100.00 | \$ |
| Room 10 children's set-up | B | \$100.00 | \$25.00 | \$100.00 | \$ |
| Room 11 children's set-up | B | \$100.00 | \$25.00 | \$100.00 | \$ |
| Room 12 | B | \$100.00 | \$25.00 | \$100.00 | \$ |
| Room 13 (recovery) | C | N/A | N/A | N/A | N/A |
| Room 14 (recovery) | C | N/A | N/A | N/A | N/A |
| Rooms 15/16 | D | \$150.00 | \$50.00 | \$200.00 | \$ |
| Room 17 | E | \$100.00 | \$25.00 | \$100.00 | \$ |
| Room 18 | E | \$100.00 | \$25.00 | \$100.00 | \$ |
| Room 19 | E | \$100.00 | \$25.00 | \$100.00 | \$ |
| Room 21 | E | \$125.00 | \$35.00 | \$150.00 | \$ |
| Room 22 | E | \$125.00 | \$35.00 | \$150.00 | \$ |
| Outside Courtyard | - | \$100.00 | \$25.00 | \$100.00 | \$ |
| Outside Prayer Garden | - | \$100.00 | \$25.00 | \$100.00 | \$ |
| Volleyball Court | - | \$50.00 | \$10.00 | \$100.00 | \$ |

¹Extended use is considered once/week for at least 4 weeks in a row or once/month for at least 4 months in a row.

Terms for Facility Use

- This agreement is for the specified room(s), date & time only. (Under some circumstances a formal Lease may need to be executed for the protection of both the Church and the Person/Organization.)
- Insurance:** In compliance with Church Mutual Insurance Company, an outside organization using these premises will be required to furnish a certificate of insurance as proof that they have adequate liability and medical expense coverage. We request that Dove of the Desert UMC be named as an "additional insured" on their policy.
- Liability:** You agree that Dove of the Desert UMC will not be held liable in the event of an accident or injury to any attendee resulting from participation in your event. You are responsible for breakage and damage of the facilities or property during the time the facilities are entrusted to your care. Any damage or breakage will be reported immediately to the church office and the first day the office is open following your event. Dove of the Desert UMC shall in no way be responsible for the loss, theft, damage or destruction of any materials, equipment, and property etc., brought onto the premises or parking lot.
- General Policies:** Based on faith beliefs, there is to be no smoking, alcohol use, or illegal drug use allowed anywhere on the premises at any time. Pets (except service dog) are not allowed on the premises at any time.
- Children:** If this event includes attendance by children the following applies:
 - Children are not to be separated from the main groups unless supervised by a minimum of 2 adults
 - A minimum of 2 adults must be provided if childcare is offered as part of the event. (It is preferred that these adults have undergone a background check, which is the responsibility of the organization using the facility to obtain.)
- Room Clean Up:** Each room is furnished in a standard format. Rooms should be left tidy and in order in which it was found at the beginning of the event. Should additional cleanup be required an additional custodial fee of \$ 50 will be charged.
- Condition of Facility Upon Termination:** At the termination of the Agreement a member of the Board of Trustees will inspect the facilities used. Any damages or cleaning beyond the scope of normal use will require damage repair and/or cleaning expenses to be charged to the Person/Organization responsible for the Agreement.
- AV Equipment, Sound System, & Piano:** Some equipment is available for a fee. The sound system may only be operated by a church sound technician. If any of this equipment is used additional fees will be applied. Prior arrangements must be made with the Church.
- Conditional Equipment Availability:** We will strive to provide basic seating and tables for your room use but if an unexpected event occurs (e.g. Funeral), Dove has the right to prioritize chair and table needs.
- Campus Availability:** The Dove campus is available to outside groups from 8am to 10pm.
- Day Definition:** A day of use in the Fee Schedule is defined as no more than 10hrs.
- Payment:** A down payment at the time of the room request will ensure room availability. Final payment needs to be received by Dove no later than two weeks prior to room use.
- Termination of Agreement:** This Agreement may be terminated with a 30 day written notice by either party.

Your signature below indicates your agreement to abide by the policies established by Dove of the Desert UMC Board of Trustees.

Signature of Group Representative

Date Reviewed by Board of Trustees

Printed Name

Status (approved as is, conditional approval, denied)

Date

Signature of Representative of Board of Trustees

