



# 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 for Facility 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:	\$
<b>TOTAL</b>	\$

**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 <sup>1</sup>	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	\$

<sup>1</sup>Extended 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.

The User hereby agrees and does release from liability and does indemnify and hold harmless Dove of the Desert United Methodist Church, and any of its employees or agents. This release is for any and all liability for personal injuries (including death) and property losses or damage occasioned by, or in connection with any activity or use of the church facilities. The undersigned further agrees to abide by all the Rules and Regulations provided to User by Dove of the Desert.

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User Initials

- 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.

8. **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.
9. **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.
10. **Campus Availability:** The Dove campus is available to outside groups from 8am to 10pm.
11. **Day Definition:** A day of use in the Fee Schedule is defined as no more than 10hrs.
12. **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.
13. **Termination of Agreement:** This Agreement may be terminated with a 30 day written notice by either party.

To facilitate compliance with the Terms for Facility Use, the following Rules have been instituted.

**Basic Rules:**

- Provide your own refreshments; clean up completely
- Irrational or disruptive behavior will result in room cancelation
- If there is more than one activity using the same building or other Church common area, be a good neighbor and respect other users.

**Pastor or Trustee approval is required for any of the following:**

- The church building unlocked without a responsible church member present
- Food or beverage in the sanctuary (other than enclosed water bottle)
- Storage of material in the church building
- Use of any musical instrument or Sanctuary electronic equipment
- Use of any kitchen appliances

**Following each use of the room:**

- If you unlock a door with a key, you must relock it with a key
- Clean up all debris, bag all trash, and put in parking-lot dumpster
- Replace furniture and fixtures as you found them
- Remove all of your materials since it is a multi-use room
- Turn off lights and fans to conserve energy
- Turn off and unplug coffee makers
- Take all perishable food with you
- Return borrowed key to the Dove Office
- Report any breakage or equipment damage

**Nursery:**

- If you use the nursery or any of the toys, please make sure everything is put back and cleaned up when you're done. A complete listing of Nursery Rules is posted on the nursery wall.
- The cry room is a designated space for toddlers, infants and parents. Any food items will be solely for their care during Church Services. This room is not an extension of the kitchen. No food or drink is allowed in this room for other purposes at other times.

**Damages:**

- If you discover a problem with the room, furniture, or equipment during your stay, please try to remedy the situation if possible, then notify the Dove Office via email or phone call. They will in turn contact the Trustees. Let us know the room number, the issue, and any remedies you have attempted.
- If there is a spill on the tile please wipe up immediately.

- If there is a spill on carpet please clean as best you can then notify the Dove Office via email or phone call. The Trustees will determine if further cleaning is needed.

**Furniture:**

- Room usage is scheduled to best match your needs with the available furniture and space. If you require additional furniture make a request to the Dove Office who will in turn contact the Trustees.
- If you bring in more chairs or tables, please return them to their original location and configuration once your meeting is over.
- If you're moving furniture within your room, please return it to the original configuration before you depart. The next user of that room will appreciate it.

**Maintenance:**

- If any room maintenance is needed, please contact the Dove Office who will in turn contact the Trustees.

**Air Conditioners:**

- The Trustees program the church thermostats each week based on the website's calendar to ensure cooling/heating is only operated when the room is scheduled. This activity saves energy and saves the church money, especially in the summer. If your room is too hot or cold, please let the Dove Office know. If you need to make minor adjustments, adjust the temperature on the thermostat using the up/down arrows (do not press the HOLD button).
- Please turn off the lights and ceiling fans when you leave. If your schedule changes please notify the Dove office so that the Church online calendar can be updated.

**Security:**

- There shall be no cash stored on the premises. There are no exceptions.
- Keys to the room shall not be duplicated. If you need a second key please contact the Dove Office.
- If you are using a room in the main building and are the last to leave, please ensure the external door you exit locks behind you.

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