

Yadkinville United Methodist Church
Facility Use - Contract

The following is a contract between Yadkinville United Methodist Church (YUMC) and **Yadkin County Human Services Agency** (Lessee) for the use of the church facilities at 204 West Main Street, Yadkinville, NC. (Mailing address: PO Box 25, Yadkinville, NC 27055)

The Lessee agrees to hold YUMC harmless from any and all damages that may occur to the premises and to any persons during their event.

The Guidelines, Fee Schedule, and Kitchen Use forms attached hereto are incorporated into this contract by reference in this contract and by signing below the Lessee acknowledges the receipt thereof. Additional forms may be added as a part of the overall contract that are not listed herein, but are considered as binding with this contract.

A reservation fee must be paid with the signing of this contract.

The Lessee shall be liable for any and all damages in excess of the security deposit.

The rental and facilitator fee must be paid in full prior to the Lessee's event.

Yadkin County Human Services Agency

Lessee Name - Please PRINT (If for a wedding, please include both the bride and groom names.)

PO Box 548 Yadkinville, NC 27055

Address

336-679-4210

Home phone

Mobile phone

nwilliams@yadkincountync.gov

Email address

Family Life Center and Kitchen

May 6, 2016 (8:00AM-5:00PM)

Facility Requested

Date and Time of Event

Poverty Awareness Training

Type of Event

\$150.00

Deposit amount

Deposit paid today

Outstanding balance

Lisa L. Hughes

Lessee, Print Name

Lessee, Signature

Date

Lessee, Print Name

Lessee, Signature

Date

Bobbi Reavis
YUMC Representative, Print Name

Bobbi Reavis
YUMC Representative, Signature

04-19-16
Date

FOR OFFICE USE ONLY

☒ Add to church calendar

☒ Notify Pastoral Staff

☒ Notify custodian staff

Revised 10/2013

this instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

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Digitally signed by Gary
DN: cn=Gary, o=Finance,
ou=Yadkin Co,
email=ggroce@yadkincountync.gov,
c=US
Date: 2016.04.29 16:58:59 -04'00'

Yadkinville United Methodist Church
Facility Usage - Guidelines

- Reservations for all events must be made at the Church Office with the Administrative Assistant and/or Pastor
- All requests to use the facilities for activities NOT a part of the church's programs shall be reviewed by the Pastor and/or the Trustees
- Any non-member event must be sponsored by a church member
- All events must have a trained facilitator and the sponsor present for the entire event (The sponsor and the facilitator may be the same person)
- Only adults are allowed to make a reservation at the facility
- Reservations for members and non-members can be made (3) months in advance. Weddings may be booked one (1) year in advance. Any variation from this must be approved by the pastor
- Reserving for more than a 24 hour period must be approved by the Pastor
- All equipment must be properly cleaned and stored after each use
- Set up and take down of tables and chairs are the responsibility of the reserving group
- All rules and instructions posted in the facility must be obeyed
- A reservation fee and signed contract is required at time of reservation
- No alcohol will be allowed on church property
- No tobacco use will be allowed inside any of our church buildings
- There are several areas at the church that are available for use: kitchen, commons area, Family Life Center, Fellowship Hall, and Sanctuary. Usage of each area or a combination of several areas will determine charges
- Above all remember that this is a Worship facility and should be treated with the respect because it is a House of the Lord

By signing below, you acknowledge that you have read and been given a copy of these guidelines.

Lisa L. Hughes

Lessee, Print Name

Bobby Reavin

YUMC Representative, Print Name

Lisa L. Hughes
Lessee, Signature

Bobby Reavin
YUMC Representative, Signature

5-2-16
Date

04-19-16
Date

Yadkinville United Methodist Church

Facility Use -- Kitchen Guidelines

These guidelines apply to EVERYONE using the Kitchen. Members please help us set a good example for others.

- Stoves and Ovens: If you are using the stoves or the ovens, you **MUST** turn on the exhaust fan! **NO EXCEPTIONS!** The on-off buttons for the exhaust and lights are above the stoves. A step stool is in the pantry.
- If you plan to use the dishwasher, you will need to ask the office for instructions.
- Wash and dry all dishes, silverware, glasses, cups, pots and pans
- Put all items back in place (labeled cabinets, drawers, etc.)
- Do not leave dirty dishes, silverware, glasses, cups, pots or pans in sink or drain
- Put used cloth dishtowels (if dry) in the hamper below the sink. They will be washed and returned to the kitchen. If wet, spread out on sink to dry.
- Members should take dirty dish towels, wash them and return to the kitchen
- Empty garbage cans and take garbage bags to container located at the back of church facing Cherry St. or take off premises. Do not leave garbage bags outside of the container; the trash truck will not pick up these bags. If the container is full, take trash off premises.
- Put new garbage bags in garbage cans
- Sweep and clean floor
- Clean microwave, if used
- If coffee is made, empty coffee grounds, wash coffee pots and put back in place.
- Take your own dishes, pans, etc. with you. If dishes are left in kitchen for over 30 days, they will become property of the kitchen or donated to a local charity.
- Take all leftovers or they will be thrown away or given away unless labeled.
- If you wish to leave drinks or food after your event for church use please label (labels and markers on are top of the refrigerator).

Contact our Church office if anything needs repair or attention. Leave suggestions for improvement on bulletin board.

By signing below, you acknowledge that you have read and been given a copy of these guidelines.

Lisa L. Hughes

Lessee, Print Name

Lisa L. Hughes
Lessee, Signature

5-2-16
Date

Bobbi Beavis
YUMC Representative, Print Name

Bobbi Beavis
YUMC Representative, Signature

04-19-16
Date

Yadkinville United Methodist Church
Facility Use - Fee Schedule Non-members

Reservation fee <i>required at scheduling the event and contract signing</i>	\$100.00
Whole Facility (Sanctuary, Kitchen, and Family Life Center)	\$600.00
Family Life Center and Kitchen	\$400.00
Family Life Center (without Kitchen)	\$300.00
Sanctuary Only	\$250.00
Commons area and Kitchen	\$200.00
Commons area	\$100.00
Classroom(s)	\$75.00
A security deposit	\$200.00
<i>The security deposit will be returned based on final inspection. Refer to contract for liabilities and limitations.</i>	

Facility Use Coordinator

Facility only	\$125.00
Facility with sound	\$150.00
Facility with sound and stage	\$175.00

The Facility Coordinator fee is paid by cash or check to the Facility Coordinator, at the time that all fees are paid. The Church Office will ensure that the Facility Coordinator is paid.

Church related functions are free of charge.

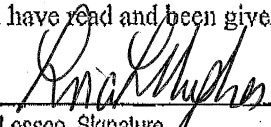
Fees for non-profit organizations will be determined by the Pastor.

(It is recommended that non-profit fund raisers be no less than member fees.)

By signing below, you acknowledge that you have read and been given a copy of this fee schedule.

Lisa L. Hughes

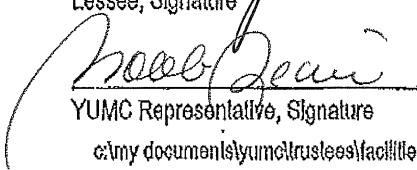
Lessee, Print Name


Lessee, Signature

5-2-16
Date

Bobbie Beavis

YUMC Representative, Print Name


YUMC Representative, Signature

04-19-16
Date

Revised 02/2016

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