

THE ROAD / Wholely Grounds
West Genesee United Methodist Church
4845 West Seneca Turnpike
Syracuse, New York 13215
315-218-6066
Mailing Address: PO Box 285, Syracuse, NY 13206
Email: erin.theroad@gmail.com

Request for Building Use

_____ Date of request

Group Name _____ Profit / Nonprofit Status _____

Address _____

Telephone _____

Primary Contact _____ Telephone _____

Type of event _____ Ongoing **Y** **One-time**

Date(s) needed _____ Times _____ # of people _____

Facilities and services required _____

Charge for admission _____ Meals or refreshments _____

Outside Food **Y** / **N** (describe) _____

Interested in Wholely Grounds Catering **Y** / **N** (describe) _____

Promotional materials to be distributed (attach & describe) _____

Applicable fees _____

Special needs _____

Pastor approval _____ Date _____

FEES SUBJECT TO CHANGE WITHOUT NOTICE
DEADLINE FOR SUBMISSION: TWO (2) WEEKS BEFORE EVENT

**Guidelines for Use of Facilities – The ROAD / Wholely Grounds
West Genesee United Methodist Church**

1. All requests for space must be made or confirmed in writing, using the form provided. All ongoing requests will be renewed annually in September of each year.
2. Users should make one visit to see space desired. This will also aid in determination of needs.
3. Each group must sign a contract for space rental and a waiver and release of liability. Each group must secure its own insurance and provide The ROAD (West Genesee United Methodist Church) with a Certificate of Insurance that provides a limit of liability of at least \$1,000,000.
4. The attached schedule of fees applies to all building use.
5. Exceptions to fees are at the discretion of the Pastor. Due to the cost of building space and heating costs in the winter months, **contributions** for the use of space most thankfully received.
6. If the space is provided at a reduced rate or donated, the user is expected to leave the space in as clean a condition as possible, with all paper and garbage properly disposed of, and lights turned off and doors secured at the end of the use.
7. Coffee, food, other refreshments, and containers, etc. are provided by Wholely Grounds at The ROAD.
8. Needs for set-up, space and services must be finally determined no later than one week prior to the event. Changes cannot be made after this time.
9. Payment for the use of The ROAD/Wholely Ground facilities and services will be made one week in advance.
10. Absolutely no outside food or drinks allowed in the building without explicit permission given ahead of time.
11. The facility is a non-smoking facility. There is absolutely no smoking in the building.
12. The facility is an alcohol-free facility. There is absolutely no alcohol in this building.

13. If clean up needs to be done after the event (and it has not been arranged in advance), a clean-up charge at the rate of \$20.00 per hour will be deducted.
14. The users shall be responsible for any security protection needed. In addition, the user shall pay all taxes, fees, or other government charges resulting for the use of the space, with The ROAD/Wholely Grounds in no way responsible.
15. The users and guests shall at all times conduct themselves in a manner keeping with the character of a house of worship building, and shall obey all laws, regulations and ordinances affecting the Church property or the use of space. This includes a no-smoking and no alcohol policy AT ALL TIMES.
16. The users and guests of property of The ROAD and Wholely Grounds are reminded of our policy that we are Relational, Open, Affirming and Diverse and that all persons are welcome without regard to age, race, gender, sexual orientation, disability, nationality, religion or creed. There are no deviations from this policy.

**FEE SCHEDULE
2015-2016**

Sanctuary

Per Hour	\$ _____
One half day or evening	\$ _____
Full day, morning and afternoon	\$ _____
Full day plus evening	\$ _____

Community Room(s)

Per Hour	\$ _____
One half day or evening	\$ _____
Full day, morning and afternoon	\$ _____
Full day plus evening	\$ _____

Maintenance fees

30 chairs and 3 or less tables	\$ 25.00
35-100 chairs and 3 or less tables	\$ 75.00
Clean-up (dinners, receptions, etc.)	\$18.00 per hour if arranged in advance; \$20.00 per hour if not arranged in advance.

SPACE RENTAL AGREEMENT
The ROAD – Wholely Grounds
West Genesee United Methodist Church

I agree to represent the following named group, _____ with which I am affiliated, with respect to all matters concerning use by the members of stated group of the facilities owned by The ROAD and Wholely Grounds (West Genesee United Methodist Church), 4845 West Seneca Turnpike, Syracuse, New York, 13215.

I further guarantee deposit and/or payment to The ROAD for use of space for the following purpose(s):

I have read the Guidelines for Use of Facilities and agree to observe these guidelines. I agree to sign a Waiver and Release of Liability.

The ROAD and Wholely Grounds reserves the right to cancel any scheduled activity with 48 hour's notice given in order to accommodate any church activity. The ROAD and Wholely Grounds also reserves the right to cancel any scheduled group for non-compliance with established guidelines and/or this agreement.

I further agree to be responsible for any damages incurred to The ROAD or Wholely Grounds' facilities and furnishings and agree that the church will not be held responsible for property, personal or otherwise, left on the premises.

Signature of group representative: _____

Name of Group: _____

Date: _____ Telephone: _____

Address: _____

WAIVER AND RELEASE OF LIABILITY

In consideration of the permission extended to me and the group I represent by The ROAD and Wholely Grounds (West Genesee United Methodist Church) to use the facilities owned by the Church, under terms as outlined in Guidelines for Use of Facilities and Space Rental Agreement, I, members of the represented group, our heirs, executor(s), administrator(s), and/or assigns waive release and forever discharge any and all claims, demands and/or causes of action for damages which we may at any time have against The ROAD, Wholely Grounds, West Genesee United Methodist Church, Onondaga Hill United Methodist Church, its members, rector, vestry, wardens, trustees, agents, employees, successors, and /or assigns as a result of any and all injuries suffered by us during, or as a result of, our use of said facilities, including, but not limited to, personal injuries and property damages.

Further, we shall defend, keep, save and hold harmless and indemnify The ROAD, Wholely Grounds, West Genesee United Methodist Church, Onondaga Hill United Methodist Church from any and all damages and liability for anything and everything whatsoever occurring from or out of the use or occupancy by or under our use, employees, customers, or other persons and from any loss or damage arising from any default or negligence by us, or any failure on our part to comply with any of the agreements, terms and conditions of the agreement, or otherwise.

Signature

Date

Name (print)

Group Name

Address and Telephone
