

## OVERNIGHT FACILITY USAGE AGREEMENT

### GROUP REQUESTING OVERNIGHT HOUSING IN CHURCH FACILITIES:

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Group Name

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Address / City / State / Zip

Phone

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Contact of Person Making Arrangements

Best Phone Number to Use (include area code)

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Contact's Email address

Pastor's Name / Phone

### OVERNIGHT VISITOR'S APPLICATION

#### Arrival / Departure

Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
Depart Date: \_\_\_\_\_ Depart Time: \_\_\_\_\_

#### Group Demographics

# ADULT Males: \_\_\_\_\_ # MINOR Males: \_\_\_\_\_ TOTAL # Males: \_\_\_\_\_  
# ADULT Females: \_\_\_\_\_ # MINOR Females: \_\_\_\_\_ TOTAL # Females: \_\_\_\_\_  
  
Total ADULTS: \_\_\_\_\_ Total MINORS: \_\_\_\_\_ GRAND TOTAL: \_\_\_\_\_  
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### AGREEMENT:

The following are required before reservation is confirmed. Send all information to the First UMC Contact Person listed on the reverse of this agreement:

- **Signed Agreement** - This USAGE AGREEMENT must be signed by a duly authorized representative of this group and/or organization and returned to the **church contact person**.
- **Insurance** - A CERTIFICATE OF LIABILITY Insurance naming First UMC, Lakeland, FL as the "additional insured." Florida UM Conference group, you should refer to this link for info: <http://www.flumc2.org/page.asp?PKValue=1331>
- **Deposit** - There is a charge of \$ 75 per night to cover the cost of an overnight First UMC staff host/hostess. A DEPOSIT of \$ 75 (one night's stay) is required and will be applied to total housing charge. Checks are to be made payable to First UMC, Lakeland

### TERMS OF AGREEMENT:

- **Child Protection** - A minimum of two screened and trained adults present are required at all times. IMPORTANT: **Ratios of adults to students must not exceed 1:15 nor less than 2:2.** If both male and female minors are a part of the group, there must be both male and female chaperones. You must abide by the Child & Youth Protection Policy of the Florida United Methodist Conference (link: <http://www.flumc2.org/pages/detail/253>), or that of First UMC, Lakeland (link: <http://alturl.com/9s2h2>) while on our campus.
- **Dress Code** - Your group is to be respectful of First UMC members and staff by ensuring that all members of your group are properly attired in suitable clothing, including going to and from the showers/bathrooms.

- **Respect of Church Property** - Your group is to be respectful of all campus properties, facilities, equipment, kitchen and bathroom facilities, supplies and materials. You are to notify the staff host/hostess if any member of your party damages any First UMC property.
- **Cleaning** - If your group utilizes the F-1 kitchen, you agree to clean it before leaving. The members of your party will refrain from consuming any food or beverage belonging to First UMC, Lakeland or any food not purchased and provided by your group.
- **Use of Electronic Equipment** - Your group is to refrain from handling any and all electrical and technical equipment without the pre-arranged expressed permission and assistance of First UMC staff liaison. This equipment includes, but is not limited to, AV equipment, computers, projectors, microphones, musical instruments, stereos, televisions, DVD players, and any and all other equipment that is property of First UMC.
- **Assignment of rooms** - First UMC reserves the right to ask you to move your personal belongings to another area if there is an emergency need for the rooms you are staying in.

**FIRST UMC CONTACT PERSON:**

Direct ALL Pre-trip correspondence, required information, payment, and questions to be directed to the following First UMC contact:

Name / Title / Best Phone Number / Email Address & Best Time to Call

**SIGNATURE:**

As a duly authorized representative of my group and/or organization, I have read, understand and agree to all said terms specified in this contract, and agree to indemnify and hold harmless First United Methodist Church of Lakeland, FL from any and all claims arising from any claim of negligence. Signing this agreement releases First UMC, Lakeland from any attorney fees pursuant to any settlement negotiations or litigations.

GROUP REPRESENTATIVE: \_\_\_\_\_  
Please Print

SIGNATURE OF REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

REPRESENTATIVE'S CELL: CELL: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

GROUP CONTACT WHILE ON SITE: \_\_\_\_\_ CELL: (\_\_\_\_) \_\_\_\_\_

**FIRST UMC OFFICE USE ONLY**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**CHECK OFF LIST**

From Group:

- Signed Agreement
- Certificate of Liability
- Deposit

Internal:

- Placed on Master Calendar
- Approval Received
- Rooms Assigned: \_\_\_\_\_

Ratio \_\_\_\_\_ adults to \_\_\_\_\_ minors

Staff Liaison Assigned: \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

**Additional Comments and/or instructions:** \_\_\_\_\_

**Feedback from Overnight Staff Liaison:** \_\_\_\_\_