

Date Payment Received: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Receipt No. \_\_\_\_\_

**HARDINSBURG UNITED METHODIST CHURCH**  
**P.O. Box 3, Hardinsburg, KY 40143**  
**Phone (270) 756-5901**  
**Memorial Hall**  
**Usage Application and Contract**

DATE OF APPLICATION: \_\_\_\_\_

ACTIVE ATTENDING MEMBER \_\_\_\_\_ NON-MEMBER \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME OF EVENT: \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

TIME OF SET-UP: \_\_\_\_\_

- 1) HUMC reserves the right to change these regulations without prior notice.
- 2) Church properties cannot be used by any political organization.
- 3) Hardinsburg United Methodist Church activities have first priority. In the event of an unscheduled activity such as a funeral, the HUMC reserves the right to cancel any activity without prior notice. A refund will be given in a timely manner.
- 4) Church Property is to be used by members and the Pastor of Hardinsburg United Methodist Church. All others must have prior approval from HUMC Pastor. There will be no money making ventures by outside organizations with the exception of non-profit groups, church related organizations or non-profit fundraisers for persons in need (the need will be assessed by the Pastor and Trustees).
- 5) There is to be no use of any church-owned audio, video equipment, food, coffee, paper plates, cups, napkins, tea, and lemonade, unless approved by the Chairman of the Trustees or the Pastor.
- 6) Arrangements for usage of church property must be made with the Church Office at least one month in advance and is under the discretion of the Trustees. In order to secure the date desired, the usage agreement must be signed and all fees paid.
- 7) All active attending members of HUMC will only be charged a Usage Fee. (Please see Usage Fee Schedule Below) **The member who pays the fee must be present at the event and responsible for guidelines of this usage agreement.** The Fee Schedule for usage of Memorial Hall for Members and Non-Members is as follows:

<b>For:</b>	<b>Active Attending Members</b>	<b>Non-Members</b>
Memorial Hall	\$50.00	\$200.00 * (see below)

**\* Non-members must pay an additional \$100 Damage Deposit. An inspection of the property will be made after every use. If there are no damages and everything has been put back in place, the Damage Deposit will be refunded within 30 days.**

- 8) Parties using church property must be responsible for obtaining keys, unlocking and locking doors, and returning keys to the Church Office. Arrangements will need to be made for outside groups. Keys must be returned to the office the following day unless prior arrangements have been made.
- 9) Persons must be 21 years of age to use the facilities.
- 10) NO ALCOHOL OR FIREARMS ARE PERMITTED ON HUMC PROPERTY.
- 11) Call Mary Ann Ramsey, Custodian, at (270)617-4333 two days prior to the scheduled activity and tell her the beginning and ending time of your activity (including set-up and clean-up). If the ending time is not known, give her an estimated time and then call her when the activity is over.
- 12) All users must place trash in trash cans, clean off tables, wash dishes if used, spot vacuuming if needed and put furniture back in original positions. The building should be left in the same condition as it was before the event. A fee of \$20.00 will be assessed if not.
- 13) Nothing shall be placed on Memorial Hall walls. Do not use tape of any kind on walls or ceilings.
- 14) Any damage, soiling, or defacement to the building during use by the user shall be repaired or a damage fee will be assessed.
- 15) No graffiti on windows or doors, no confetti, rice, or birdseed is allowed in the hall.
- 16) Do not leave any trash, cans, or litter of any sort outside. Clean-up of all areas must be done the same day as the activity unless prior arrangements have been made. If the church's dish cloths or towels are used, they must be laundered and returned to the church as soon as possible.
- 17) Be sure all doors are locked and lights turned off before leaving.
- 18) Any damage to tables and chairs during use will be the user's responsibility and will be replaced at current cost.
- 19) Persons using Memorial Hall are responsible for setting the heat or air conditioning at the temperatures posted on the thermostats at the beginning and end of the activity.

I have read and agree to the above guidelines in using the Hardinsburg United Methodist Church Memorial Hall.

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Signature of User

Church Office Signature \_\_\_\_\_

Revised January 2021