

Hanscom Park United Methodist Church Room and Equipment Use Request

4444 Frances Street Omaha NE 68105

402-553-3312 or Fax 402-553-3313

INTRODUCTION

Hanscom Park believes that those planning to use the Church and the purpose of the Church use should follow the guidelines set by the United Methodist discipline(s). The use of our Church should reflect God's spirit in that our time is a valuable gift from God. We believe that the activities carried out within the sanctuary building should honor and respect God as well as the members of Hanscom Park Church.

We welcome groups whose purpose for being is within the UMC book of discipline (e.g., non-political groups). Such groups may or may not have a supporting member who is a Hanscom Park Church member, although the specific use of the Church may require specific members of the Church be present for reasons outlined below.

MAKING RESERVATIONS

You are encouraged to schedule your use of the Church as soon as possible, preferably two weeks in advance of first use. Building use requests are made through the church office and can be initially made by calling 553-3312, Monday through Thursday, 9am to 5pm. Though tentative user dates may be checked by phone, the use of church will not be placed on the church calendar until information on the Reservation Form is completed and returned to the church office and any required deposits are paid as described and agreed to on the Reservation Fee Schedule.

Note: Generally, since the Church is closed on Fridays and Saturdays, church room and equipment use will not be permitted unless special arrangements can be made in advance to accommodate the security alarm system, janitorial services and/or technical help (e.g., audio-visual equipment).

RESERVATION NOTES FOR USER(S)

- ☀ Please consider the following items – as applicable - when discussing facility use with our staff: lighting, heating/cooling, non-wedding audio/video, trash collection (and efforts to recycle items), use of restrooms, handicapped accommodations.
- ☀ Guidelines for decorations, food/beverages, sound systems in our Fellowship Hall are provided in our Wedding Instruction document (that may be viewed on-line at hanscomparkchurch.org)
- ☀ Any person(s) using the Church will make arrangements for access prior to the event as well as training on alarming and locking the building after the event (should it be necessary). If the building is not armed and locked correctly, resulting in a call to the police from our security alarm company, the responsible party will be expected to pay for the false alarm response charge. If your use of the building extends beyond the period when church staff is present, you may be requested to provide an up-front deposit of \$100 which would be used by the church to compensate persons who are required to come to the church to re-arm the alarm system if it was not set when a user left the building. An unused deposit would be refunded to the user when the building use is completed.
- ☀ Any person(s) reserving the Church will assume responsibility for maintaining a safe, smoke/drug-free environment within the church building. Smoking is allowed only outside the building, preferably near the provided ashtray receptacles.

Hanscom Park Church and Equipment Reservation Fee Schedule

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All reservations are subject to availability. A \$100 deposit is required to hold the time and date of your reservation. An additional \$100 fee may also be required if the using party has to program the churches alarm system.

Room:	Hourly Fee	Daily Fee
Sanctuary – Pastor or church member must be present for use of the sanctuary	\$100	\$400
St. Andrew's Hall – (Social Hall) Occupancy: 350	\$50	\$200
Meeting Room – Occupancy: 50	\$35	\$140
Lounge – Occupancy: 20	\$20	\$50
Kitchen – Fee dependent upon use of equipment (See note below)	\$50-100	\$200-300
Custodial Service	Out of building by 4:30 PM: \$50 Sunday set-up required (except funeral) \$75	After 4:30 PM: \$75 Sunday set-up required (except funeral) \$75
Technical Services – Use of audio-visual equipment must be specified and church staff may be required.	\$25	\$75

Please Note:

- ✿ **For groups sponsored by a church member or non-profit organizations, the fees above are suggested amounts (and can be negotiated if special circumstances are present).**
- ✿ Recognized ministry teams of Hanscom Park Church are exempt from fees.
- ✿ No food or drink is allowed in the Sanctuary except for water.
- ✿ No animals are allowed in our building (except those required to assist the disabled).
- ✿ The kitchen is available only as a serving/warming area. Meals must be catered in and disposable dishes and utensils (preferably recyclable) must be used.
- ✿ Any person(s) using the Church will be responsible for putting all trash from the event into proper receptacles, cleaning areas of all property belonging to user persons and closing windows, shutting off lights and equipment used for the event.

A request form must be filled out and the deposit paid to reserve your room/equipment.

Hanscom Park Church Room and Equipment Reservation Form

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Please fill out the Applicable Sections. Section 1 Must Be Filled Out For All Requests.

1	Required Information			
	Today's Date	Name of Event/Fundraiser		
	Contact Person Name	Contact Person Position in Organization		
	Contact Phone No.—Daytime	Contact Phone No.—Evening		
2	Event Information			
	Event Description	Number of People Expected		
	Church Event Yes No	Event Begin Date	End Date	
	Community Event Yes No	Event Start Time	End Time	
	Repetitive Event Yes No	Rehearsal Date(s)		
3	Room Information			
	Number of Rooms Needed	Room Preference (if any)		
	Furniture Needed	Kitchen Equipment Needed		
	Please use this section to explain any details			
4	Sound/Multi Media Equipment Information			
	Microphones	Stands	Handheld	Remote
	Soundboard Operator Needed Yes No			
	Media Equipment	TV Screen	VCR/DVD	Large
	Multi Media Operator Needed Yes No	<i>NOTE OUR OPERATORS ARE REQUIRED FOR USAGE OF LG. SCREENS OR ANY SPECIAL LIGHTING/ SOUND NEEDS.</i>		

Please describe in detail sound, lighting, staging, musical, audiovisual and any other services which will require assistance by our Technical Services staff. A Technical Services staff fee may be added.

- Do Not Write in this Space -	
Staff Review	
Approved _____ Denied _____	Conditions _____ Date Contact Person
Notified _____	
Charges:	
Room: Per Room _____	Number of Rooms _____ Custodial: Set up _____
Take Down _____	
Technical Services: Equipment _____ Labor _____	Total cost of Event Deposit \$ _____
Other Expenses (Describe) _____	