

Gibsonburg United Methodist Church
Facility Rental Policies

Trinity Campus
200 E. Madison Street

Faith Campus
795 W. Madison Street

The following will take effect immediately and will govern all events that take place during the COVID-19 pandemic. The coronavirus, COVID-19, has been declared a worldwide pandemic, by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal and state health agencies recommend social distancing and increased personal protection efforts, including frequent hand washing and wearing face coverings at all times outside the home.

Gibsonburg United Methodist Church (GUMC) is blessed to have two facilities and loves to host the events of our community. The following are our policies regarding the use of facilities, which we have put in place out of respect for our pastoral and custodial staff, and the health and safety of all staff, members and visitors. We are happy to answer any questions you may have. For wedding ceremonies and reception, please see our wedding policy packet.

After reading the following, parties interested in making an event reservation should fill out a request form and submit it to the administrative assistant.

I. Responsibilities

- A. The renting party is responsible for making sure that all guests follow the current CDC guidelines and recommendations and all local, state and federal laws, rules and regulations in regards to the Coronavirus Disease.
- B. The renting party is responsible for the activities and damages incurred by all event guests and related persons.
- C. Any facility damages incurred, accidental or otherwise, will be the responsibility of the renting party.
- D. The renting party is responsible for all clean-up which will be reviewed during pre-rental walk-through along with location of cleaning supplies (Clean-up expectations are detailed below.) If considerable clean-up is left undone and must be completed by custodial staff, charges will be incurred.

- E. The renting party is responsible for completing the COVID-19 disinfecting tasks as identified in subsection IV-C below.
- F. The renting party is accountable for maintaining adult supervision of minors at all times in any area, including outside, inside the nursery and classrooms.

II. Facility Specifics

- A. Both of our campuses have a large fellowship hall, kitchen, and additional classrooms. All rooms that are to be used must be included in the request. Unauthorized use of rooms may incur additional charges.
- B. Kitchen usage must be approved by a pastor or the trustees.

III. Facility Treatment

- A. The following is not permitted in our buildings or anywhere on our grounds:
 - 1. Illicit drugs
 - 2. Tobacco
 - 3. Alcoholic beverages
 - 4. Smoking or smoking e-cigarettes
 - 5. Gambling (includes raffles and 50/50)

IV. Clean-Up Expectations

- A. The following is to be completed after use of the facilities:
 - 1. Toilets flushed
 - 2. Lights turned off
 - 3. Windows and curtains closed
 - 4. Floor swept and clean in hall, bathroom and other rooms used (cleaning tools available in both locations)
 - 5. All tables, chairs, and items returned to original location and state
- B. The following is to be completed after approved use of the kitchen:
 - 1. Wash and put away any used utensils or other items
 - 2. Any used laundry items are to be left in the bucket provided and left on counter near main sink.
 - 3. Clean any spills and sweep debris
 - 4. Mark any stored food with date of event
 - 5. Take home any food or supplies

C. COVID-19 Disinfecting Checklist (bleach solution ¼ cup per gallon of water)

6. All door handles and light switches
7. All restroom sink/toilet/handrails/toilet tissue holders/hand towel dispenser and changing stations
8. All tables and chairs
9. Kitchen serving counters
10. Any other surfaces utilized in all spaces approved on request

V. Fees

Members	Non-Members
Hall - \$35	Hall - \$100
Custodial - \$50	Custodial - \$50

VI. Notes

- A. Gibsonburg United Methodist Church will respond according to the status of Sandusky County colored level in Ohio's Public Health Advisory Alert System. When Sandusky County has been placed in the "RED" level, non-regularly scheduled events will be cancelled and buildings closed to the public. Approved events will be cancelled without notice and any money collected will be refunded. "PURPLE" level will result in cancellation of all outside events and meetings.**
- B. Gibsonburg United Methodist Church has put in place precautionary measures aimed at preventing and reducing the spread of COVID-19 among members and attendees of events; however, GUMC cannot guarantee that you (or those you invite or come in close contact with) will not become infected with COVID-19.
- C. Gibsonburg United Methodist Church reserves the right to request a refundable deposit for any and all building use requests, even if not listed above.
- D. Any fees outlined above are subject to change or subject to be waived as deemed necessary by the pastor, trustees, etc.
- E. To be eligible for member rates, the renting party must have completed a membership class.
- F. Custodial Fees for fellowship hall use may be waived in the event that the responsible party arranges for proper set-up and clean-up. (To be determined by the pastor, trustees, etc.)
- G. Non-profits may be eligible for reduced or waived fees.

Event Request

Date of proposed event: _____/_____/_____ # of people invited _____

Please mark requested campus: Faith Campus Trinity Campus

What rooms do you need? Kitchen _____ Fellowship hall _____ Class room(s) _____

*Any space not listed on this request form is strictly prohibited and you are responsible for ensuring guests do not utilize those spaces. Bathrooms are included in all events.

Event name: _____
(for weddings, please see our separate Wedding Agreement and Request form)

GUMC Member Non-Member Non-Profit Organization

Set-up time: _____ Event end time: _____

Event start time: _____ Tear-down end: _____

Responsible party name: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

By signing the line below, if my rental request is approved, I understand that the event could be subject to cancellation without notice based on the Ohio's Public Health Advisory Alert System if Sandusky County is in the RED or PURPLE level. I agree to abide by the established agreement and acknowledge the contagious nature of COVID-19 and voluntarily assume all risk that I and/or others within my party may be exposed to or infected by COVID-19 and that such exposure or infection may result in personal injury, illness, permanent disability, and death to you or those who you invite or come into close contact. You further acknowledge and agree to accept sole responsibility for any injury (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, to you or those with whom you invite or come into close contact. You hereby release, covenant not to sue, discharge, and hold harmless Gibsonburg United Methodist Church, its employees, Lead Council, members and representatives, of and from any Claims, costs or expenses of any kind arising out of or relating thereto.

Signature: _____ Date: _____

*If an attendee of an event that you host subsequently tests positive, you are responsible for contacting Gibsonburg United Methodist Church to notify us within in 24 hours.

For Office Use only:

Request: Approved ___ Denied ___ Note: _____

Amount paid: _____ Cash/Check no. _____

Church Rep Name and Signature: _____ Date: _____