



:

Mission Resource Center Facility Use Application

Date of Application:	Date of Event :
<p>If the Applicant is an Individual(s) state: Applicant's Name: Email: Phone Number:</p> <hr/> <p>If the Applicant is an Organization or Group ("Organization") , state: Organization's Name: Organization's Representative's Name : Email of the Representative : Phone Number of the Representative: Whether the Organization is: (circle one) (a) For Profit U.M. Church or Agency (b) Non Profit (c) Related to the United Methodist Church: _____</p>	
<p>Requested Date of the Event: Requested Time of the Event: Purpose of the Event: Proposed Number of Attendees:</p>	
<p>Requests for Meals/Drinks (circle all which are relevant)</p> <p style="margin-left: 40px;"> Breakfast Lunch Dinner Snack Coffee/Tea Soda Water </p>	

Requested Room Layout (circle)

Theater
Boardroom
Classroom
Banquet

Audio / Visual Needs :

I, the undersigned Applicant, (individually where applicable, or on behalf of the Organization, as an authorized representative) , agree to abide by the Facility Use Rules which are attached to this Application and which shall become a part of a written agreement upon acceptance of the requests in the Application.

By: _____
Organization Representative (Print Name)

Date

Organization Representative (Signature)

Date

By: _____
Individual (Print Name)

Date

Individual (Signature)

Date

FACILITY USE RULES

MISSION & RESOURCE CENTER

General Conditions

1. Applicants may file applications for use of the Missions & Resource Center (“Facility”) located at 205 Jumping Brook Road, Neptune, N.J (the “ Property”) which is owned and operated by the Greater New Jersey Annual Conference of the United Methodist Church (“ GNJ”). If the Application is accepted by GNJ then the Applicant and GNJ will enter into an Agreement (“Use Agreement”) which shall identify the Applicant as a user of the Facility (“User”) and which shall obligate the User to all terms and conditions of the Agreement and compliance with all of the within Facility Use Rules.
2. At the time of the execution of the Use Agreement by a User, the User must make a deposit of 50% of the total Room and Equipment Charges (collectively, “Charges”).
3. The User may cancel the Event up to one month before the event for a full refund but there shall be no rights to refunds after that date.
4. The User shall pay all remaining Charges in full prior to the start of the Event. If all Charges have not been received by GNJ in advance, then User will be denied access to the Facility and Equipment.
5. GNJ Staff, reserves the right to deny use of the Facility at its discretion before or during User’s Event for failure to abide by these Facility Use Rules.
6. The User must agree to indemnify and save GNJ harmless from all losses, damages, expenses, and penalties arising from, related to, or connected with any action, on account of any injury to person, or property of any character, occasioned by User’s action or inaction under the Use Agreement. User must further agree to abide by all local, state, and federal laws pertaining to the use of the Facility.

Restrictions on Facility Usage at the Facility and on the GNJ Property:

1. The following behaviors are strictly prohibited in the Facility and on the Property:
 - Drinking alcoholic beverages
 - Use of illegal drugs
 - Smoking
 - Gambling
 - Use of profanity
2. All minors in User’s Group (“Group”) must be supervised by an adult that is from the Group. Groups with minor children shall have at least one adult chaperone for every seven minors.
3. The Group shall limit its activities to the room or rooms which have been approved for use under the Use Agreement. No fixtures or furnishings shall be removed from any other room of the Facility without prior written approval from GNJ Staff.
4. The Group shall act courteously towards other groups which may be using the Facility

Parking

1. Vehicles shall be parked only in designated areas on the Property. No parking on the grass or in fire lanes of the Property shall be permitted.
2. No vehicles shall be left on the Property overnight without prior written approval by the GNJ Staff.
3. No unauthorized trucks allowed on the Property.

Clean-up

1. The User shall be responsible for any damage, beyond normal wear and tear, to the Facility. All fixtures and furnishings in the Facility shall be returned to the location they were found.
2. Any damage (whether the fault of the User or a general maintenance problem) shall be reported to the GNJ Communications Staff immediately.

Advertisements and Signage

1. No advertisement by the User shall suggest sponsorship or endorsement by GNJ. The use of the GNJ or "United Methodist Church" ("UMC") name (except for directional purposes), symbols of the UMC, or images of the Facility or the Property are strictly prohibited in any advertisement of the User's Event.
2. The User is not permitted to place outdoor advertisement signs on the Property. Any interior signage for use in the Facility shall be approved in writing and in advance by the GNJ Staff. Any permitted interior signage shall be temporary in nature, installed in such a manner that causes no damage to interior walls and finishes and shall be removed at the conclusion of the Event.