



**RESOURCE REQUEST FORM**  
 12401 Alder Woods Dr., Fairfax, VA 22033  
 Phone: (703) 278-8023 Fax: (703) 352-3375

| FOR OFFICE USE ONLY        |       |
|----------------------------|-------|
| Date Posted:               | _____ |
| Insurance Cert Rec'd:      | _____ |
| Building Use Group (# 1-6) | _____ |
| Fees:                      | _____ |
|                            | _____ |
| Date Paid:                 | _____ |

**Three Page Form:**  
**Page 1 - All Use Groups Fill Out & Turn in to Church Office**  
**Page 2 - Save for your information**  
**Page 3 - Use Groups 2 - 6 Fill In & Turn in to Church Office**

Page 4 - Fee Schedule for non-Pender groups. The Fee Schedule includes definition for Building Use Groups.

|                 |                  |   |
|-----------------|------------------|---|
| <b>I. EVENT</b> | Requestor: _____ | Building Use Group: _____<br><small>(Group 1 - 6)</small> |
|-----------------|------------------|---|

Name of Event: \_\_\_\_\_  
(This is what will appear on the church calendar)

Resources Requested: \_\_\_\_\_  
(Include all rooms, kitchen, grounds, etc. Attach sheets if more room is needed.)

Where will event take place? \_\_\_\_\_  
(Pender or another location)

Date of Event: \_\_\_\_\_ Number of people: \_\_\_\_\_  
(If recurring, put beginning date here and end date below)

Event Time: From: \_\_\_\_\_ To: \_\_\_\_\_ Reserve Time: From: \_\_\_\_\_ To: \_\_\_\_\_  
(Time that will appear on the church calendar.) (Include set up to break down time)

Recurring Event - End Date: (Required) \_\_\_\_\_

PLEASE NOTE: Recurring events can be scheduled for up to one year from the starting date. If an email address is included, a reminder email will be sent one month before end date so that a new form can be submitted.

Circle Frequency: Monthly Weekly Other \_\_\_\_\_

If monthly, Circle Week in Month: First Second Third Fourth Fifth Circle day: Sun Mon Tues Wed Thurs Fri Sat Sun

Exceptions: \_\_\_\_\_  
(During this time, when will event not occur? Ex: Holidays, school days off, etc.)

|                      |                  |   |
|----------------------|------------------|---|
| <b>II. EQUIPMENT</b> | Requestor: _____ | Building Use Group: _____<br><small>(Group 1 - 6)</small> |
|----------------------|------------------|---|

Equipment Request: \_\_\_\_\_  
(Include all equipment - owned and rented recreational equipment. Attach sheets if more room is needed.)

Pick Up Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Where and how will equipment be used? \_\_\_\_\_

**III. NAME & ADDRESS OF EVENT COORDINATOR**

I have read and agree to abide by the Building Use Policy - including the liability & security measures contained therein & the Child Protection Policy (CPP). Both of these documents can be found on the Pender website [www.penderumc.org](http://www.penderumc.org). By including my email address here, I understand that an event confirmation will be emailed to me. I agree to pay any fees that are required based on the policy and understand that the event will not be confirmed until payment is received.

If this request is to borrow equipment, I agree to return all borrowed items on agreed date and in the same condition as borrowed. If item(s) are damaged or destroyed, I and/or my organization will pay for repair or replacement at present replacement value.

Name \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Fee Submitted: \_\_\_\_\_ (Make all checks payable to Pender UMC)

Completed forms can be sent as an attachment to [church.calendar@penderumc.org](mailto:church.calendar@penderumc.org); faxed to (703) 352-3375; or dropped off in the church office.

## IMPORTANT INFORMATION ABOUT EVENT COMMUNICATION

### Who Else Do You Need To Contact? \*\*

*(As the event organizer, it's your responsibility to send requests directly to the contact(s) listed below)*

- Nursery or Childcare needed? - Send request directly to [nursery@penderumc.org](mailto:nursery@penderumc.org). Such requests are required 2 weeks prior to the event.
- Special requests for room set up or clean up? - Send special request details directly to Liliana Rivera at [custodian@penderumc.org](mailto:custodian@penderumc.org) or call her at **571-278-4585**.  
*(These requests are beyond the courtesy self set up and clean up responsibilities of the User Organization as specified on page 8 of Building Use Policy)*
- Will AV equipment be used? - Send request directly to [AVteam@penderumc.org](mailto:AVteam@penderumc.org)
- Will the music equipment or stage in the Fellowship Hall need to be moved? - Send requests directly to [cgaudio@penderumc.org](mailto:cgaudio@penderumc.org). Note: A charge of \$350 will be incurred for each move.
- Will special recreational equipment be used? - Contact [church.office@penderumc.org](mailto:church.office@penderumc.org) with requests for equipment such as a moonbounce. Such requests must be submitted 60 days in advance to ensure that adequate insurance coverage is procured. The cost of the related insurance will be paid in advance by the using organization
- How will this event be communicated? - Website - contact program lead or webmaster - [webmaster@penderumc.org](mailto:webmaster@penderumc.org)
- For all other venues, send written announcement to [church.office@penderumc.org](mailto:church.office@penderumc.org). Unless otherwise directed, events will be published on the church calendar, bulletins, overhead announcements, weekly email, and digital screens. Include special instructions in your email to the church office. NOTE: For Bulletin & Weekly Email - event will be included for a maximum of 3 weeks.
- How do I submit the Certificate of Insurance? - Send request directly to [church.calendar@penderumc.org](mailto:church.calendar@penderumc.org)  
*(All groups 4 - 6 shall provide one no later than 5 days prior to initial use & whenever insurance changes.)*

\*\* Please note - if your event changes from the original request, all parties must be notified in order to ensure that there is no resource conflict & the event is correctly communicated on all publications.

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**Pender United Methodist Church**  
**Child Protection Policy and Building Use Liability**  
**Acknowledgment By Outside Organizations (Groups 2 - 6)**

This document is to be completed by non-Pender UMC organizations.

**PLEASE NOTE:** This form must be filled out annually. If you have already completed it one time in the current calendar year, you do not need to complete it again until your first request for next year.

**By signing the Resource Request Form, Non Pender Users/Organizations agree to all of the following:**

- \* Assume legal liability for injury or damage to persons or property caused by their members, or the equipment they own and use.
- \* To hold PUMC harmless in the event of any injury or damage.
- \* Take full responsible for the care and protection of minors attending or participating in the User Organization's activity. The User Organization shall ensure compliance with the PUMC Child Protection Policy & Procedures by all members of the User Organization. They acknowledge that Pender is not responsible for the care and safety of minors attending the User Organization's event.
- \* Agree to provide a of Certificate of Insurance to Pender prior to the event

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Please fill out the following; sign, date, detach and return this form to indicate that you have read, understand, accept, and will comply with the Child Protection Policy and Procedures & the Building Use Policy of Pender United Methodist Church.

Organization: \_\_\_\_\_  
Name: \_\_\_\_\_  
Leadership Role: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Other Phone: \_\_\_\_\_

The undersigned represents and warrants the he/she is an authorized agent of the organization set forth above (hereinafter "Organization") with full power and authority to execute this agreement on behalf of the Organization. The Organization and the undersigned individually acknowledge receipt and distribution of the Child Protection Policy to all adult attendees who work with children or youth on the premises of PUMC. In consideration of Pender furnishing or making available property (real and personal), facilities, services, resources, supplies, programs and/or equipment (hereinafter "Church Property") to the Organization, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned, individually and on behalf of the Organization, assumes all risk, responsibility and liability for any and all injuries, dangers, loss or damage of any nature whatsoever, which occur, arise from or are related to the use of Church Property by the Organization and/or failure of any attendee to fully comply with all terms and provisions of the Policy.

The undersigned, individually and on behalf of the Organization, acknowledges that he/she and all adult attendees who work with youth or children, have read and understand the Policy and agree at all times to abide by all terms and provisions of the Policy. In addition, neither the undersigned nor any adult (who works with youth or children) of any function held at Pender have been accused of, charged with, or participated in any activity in violation of law related to child abuse or neglect or any activity in violation of any term or provision of the Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BUILDING GROUPS AND FEE SCHEDULE \***

| RESOURCE                                  | <u>GROUPS 1,2 &amp; 3</u>                                | <u>GROUP 4</u>              | <u>GROUP 5</u>                     | <u>GROUP 6</u>                        |
|---|--|-----------------------------|------------------------------------|---------------------------------------|
|   | Group 1 - PUMC<br>Grp 2 - District/Conf<br>Group 3 - UMC | PUMC<br>Sponsored<br>Groups | Community<br>Support &<br>Outreach | Outside<br>Organizations<br>& Members |
| Security Deposit                          |  | \$250                       | \$250                              | \$250                                 |
| Single Classroom                          | No Charge  | \$125                       | \$150                              | \$175                                 |
| Double Classroom                          |  | \$175                       | \$200                              | \$225                                 |
| Parlor                                    |  | \$100                       | \$125                              | \$150                                 |
| Fellowship Hall                           |  | \$300                       | \$400                              | \$500                                 |
| Move Common Grnd Stage & Equip - In & Out | \$350  | \$350                       | \$350                              | \$350                                 |
| Kitchen                                   |  | \$350                       | \$400                              | \$500                                 |
| Sanctuary                                 | No Charge  | \$350                       | \$450                              | \$550                                 |
| Chapel                                    |  | \$100                       | \$150                              | \$200                                 |
| Grounds/Parking Lot                       |  | \$150                       | \$250                              | \$350                                 |

*Building Group Types are further explained in the Building Use Policy, page 8 & Appendix B.*

**NOTES:**

- (1) Other fees may apply for additional insurance coverage costs associated with certain activities such as a moon bounce applies to all groups
- (2) Groups 2 - 6. Users for weddings shall pay wedding fees found in the the Pender Wedding Policy which are not included in this fee schedule
- (3) On an annual basis Group 4 organizations shall specify the rooms needed for regular meetings on the Building Use Request Form. Fees listed for Group 4 above shall be treated as annual fees for regular meetings. However, for special events (ex: Pinewood Derby) a separate per use fee shall be charged using the Group 4 fees listed above. In addition, Sanctuary, Chapel, Grounds/Parking Lot Events & Moving Common Ground Equipment and Stage are per use fees (not annual fees). Groups may provide "in-kind" services for the Church in lieu of fees stated via written request to the Trustees specifying the services and proposed approximate dates on an annual basis. The Trustees may approve some or all of the requested in-kind services on an annual basis.
- (4) For small events, the PUMC Church Administrator or Senior Pastor may waive the security deposit.
- (5) Common Ground equipment and stage will only be moved by members of the Common Ground staff.
- (8) Only spiritual activities such as weddings will be approved for the sanctuary and/or chapel for Use Groups 4 - 6
- (9) Only non-penetrating stakes shall be used in the parking lot. Request of recreational equipment must be specifically outlined and approved prior to use. In addition, see Footnote 1 for additional insurance requirements.