

MISSION INNS - HOSPITALITY SPOTS

Host Church Application www.ucc.org/mission-inns United Church of Christ

Return form to UCC Volunteer Ministries Office c/o Executive at blaufusm@ucc.org
or 700 Prospect Avenue E., Cleveland, OH 44115

The following church is willing to serve as a stop-over spot for travelling mission teams and groups *en route* to justice vigils or church meetings. Local facilities use agreements apply. Template available.

Date _____ Name of Person Completing Form _____

State _____

Church Name _____

Church Address _____

Website _____

Facebook _____

Contact Person Name _____

Contact Person Phone _____

Contact Person E-mail _____

Facilities:

Sleeping Space for (maximum) number _____

Open Floor _____

Cots Available _____ (number)

Cooking/Kitchen

Refrigerator space available _____

Stove/Oven available _____

Pots and Pans provided _____

Plates, Bowls and Utensils provided _____

Showers/Bathroom

Number of bathrooms _____

Number of showers _____

Showers on-site _____

Showers located at _____

Congregation provides orientation to local church ministries and highlights of local community

Yes, Expected _____ Yes, Upon Request _____ Not at this time _____

Group Size (maximum) _____

Dates available for group hosting _____

Liability Insurance for Host Church – Agent-verified _____

Suggested Donation to help church with utility and upkeep \$100/group/night

Checks written to: _____

SAMPLE USE AGREEMENT

Consult with local insurance agent on appropriate coverage

MISSION INNS

United Church of Christ

Hospitality spots for groups traveling for mission trips, justice rallies or all-church events

Facilities Use Agreements

This **USE AGREEMENT** is entered into by the _____ (Name of Host Church)
and _____ (The 'Guest')

Guest Information

Group Name _____

Group Address _____

Group Contact Name _____ Cell Phone _____

E-mail _____

The Guest will use the Host Church facilities for the following activities:

Group Size _____

Note: Church occupancy limit is _____ people. No non-human animals are allowed in the church building. Service animals may be allowed with prior arrangements.

Use Dates

The Guest may use the Building on _____ (dates), from _____ a.m./p.m.
to _____ a.m./p.m.

Arranged time to open Host Church facilities _____

Arranged time to check-out Guests at end of stay _____

Guest Needs

Do you need to use any of the following (please circle):

Kitchen: Stove/Oven Refrigerator Pots/Pans Dishes/Utensils/Glasses

Guests may bring their own food and beverages with them for consumption during their stay. Food and beverages that are found in the church facility are NOT for use by Guests unless arrangements have been made prior to your visit.

A/V equipment

Special instructions

Cots (# available) _____

Damaged or broken cots will result in fee of _____

Guest Responsibilities

A list of general rules of conduct for the Host Church facilities is attached. Your group may have their own rules of conduct as well.

A list of safety procedures is attached. These instructions include: Fire Procedures, Severe Weather Procedures; Medical Emergency Procedures; and Security Procedures. Guest leaders should familiarize themselves with these procedures prior to their stay. In the event of any emergency or if there are questions or concerns, Guest leaders should call the assigned church contact listed at the beginning of this agreement or use one of the Emergency Contact numbers listed below.

Guests are responsible for any and all damage to the facilities or any equipment therein. Please note any damage on the back of this page.

Guests may not use or knowingly permit any part of the Host Church facilities to be used for any unlawful purpose and the Guest shall comply with all applicable Federal, State and local laws, order and regulations; and with all lawful directives of public officers and required permits with respect to its use of the church facilities. The Guest acknowledges that NO SMOKING or ALCOHOLIC beverages may be consumed in the church facilities or on any Host Church property.

Guests are responsible for the following at the end of their stay; this checklist should be confirmed by the church contact at check-out:

_____ Ensure kitchen area is clean and refrigerator door is securely closed.

_____ Collect and dispose of any handouts or materials used at your event.

_____ Ensure that furniture is returned to its original place, chairs at the correct tables, etc.

_____ Wipe down any tables or counters.

_____ Sweep up any big messes (custodian will take care of normal traffic messes).

_____ Check restrooms – lights off, toilets flushed, no paper on the floor, water turned off.

_____ Church contact ensures that all lights are off in the building.

_____ If used, Church contact ensures AV equipment is turned off.

_____ Church contact will ensure all windows and doors are securely closed and locked

_____ Church contact will arm the alarm system prior to leaving the building.

Emergency Contact List

Suggested Donation

To cover costs of custodial and utilities, a donation is suggested of \$100.00 per night for use of the Host Church facility. Checks can be written to _____.

Assignment: The Guest shall not assign this AGREEMENT in whole or in part.

Access to Building: Host Church members may enter the church facility at any time during the rental term for purposes of inspection or repair. Host church shall not be liable for inconvenience, annoyance, disturbance or other damage to the Guest because of such entry.

Liability, Indemnify: The Guest shall be liable for any injury to or death of a person and for any loss and/or damage to the church facility caused by the negligent acts or omissions of itself, its agents, employees or invitees, or caused by the Guest's failure to perform the conditions of this AGREEMENT. The Guest shall indemnify and hold Host Church harmless from all liability and claims that may be sustained by Host Church by reason of any of the causes for which the Guest is liable pursuant to this paragraph.

Entire Agreement: This AGREEMENT constitutes the entire agreement between the parties. The Guest is not relying on any representations or agreements other than those contained in this AGREEMENT.

_____ (name of Host Church) United Church of Christ representative signature/date

Guest signature/date: _____

Guest Address: _____

City: _____ Zip: _____

Day Phone: _____