

Asbury United Methodist Church - Application for Facilities Use

Feb 2026

4743 East Avenue, Livermore, CA 94550

Phone 925-447-1950

FacilitiesMgr@AsburyLive.org

Name of organization \_\_\_\_\_ Date \_\_\_\_\_

Responsible party's name \_\_\_\_\_ Email \_\_\_\_\_

Asbury Member? yes \_\_\_\_\_ no \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred Method of contact: \_\_\_\_\_ phone \_\_\_\_\_ email \_\_\_\_\_ text

Type of Event \_\_\_\_\_ Ongoing? \_\_\_\_\_

Facility/Space requested \_\_\_\_\_ Number of people \_\_\_\_\_

Date(s) of event \_\_\_\_\_

Times: Set Up \_\_\_\_\_ ; Event \_\_\_\_\_ to \_\_\_\_\_ ; Clean Up Ends \_\_\_\_\_

Policies on Facilities Use

1. **Asbury activities have priority of use for all Asbury spaces, irrespective of when the event was placed on the calendar.** Should a location need to be changed, every effort will be made to find suitable alternative meeting space on campus for the non-Asbury event. If alternative meeting space cannot be found on campus, the full cost of the event will be refunded.
2. **A \$200.00 Damage Deposit will be required of ALL users at time of booking.** The Damage Deposit cannot be deducted from Donations Due; it will be refunded within 14 days, if all conditions are met.
2. **The term "Donations"** is understood to be reimbursement to Asbury for the facilities' utilities, insurance and staff costs.
3. **Asbury Members:**
  - a. **Members will receive a 50% discount** off the facilities donations for **personal rentals** (i.e. showers/family reunion/ etc.)
  - b. **Organizations that include an Asbury member will receive a 25% discount** on the facilities donations.
  - c. Full labor donations will be charged for all users.
  - d. **All donations are due 14 days before event(s).**
  - e. There is no facility use donation for Asbury member memorial services.
4. The donation for ongoing users is negotiable.
5. Asbury facilities may not be used for any profit-making activities.
6. For wedding donations please see the Wedding Facilities Use Application and brochure.

	<b>Office Use Only</b>	
_____ Dmg Dep Rec'd	_____ On Calendar	_____ Video/slide info Rec'd
_____ Use Donations Rec'd	_____ Ins. Cert Rec'd	_____ Keys returned
_____ Refund req. submitted Via: _____		

**CONDITIONS AND GUIDELINES FOR FACILITIES USE – Read & Initial Each Line**

1. A security, damage and cleaning deposit of \$200 is due with submission of the application form. The deposit will be refunded within two weeks following the event, when all conditions have been met \_\_\_\_\_  
**Refund method (please circle):** a. By Check (14 days) or b. Zelle (provide Zelle address) \_\_\_\_\_  
 or c. \_\_\_ Electronic Transfer (2-5 days; provide bank routing number \_\_\_\_\_ and account number \_\_\_\_\_)
2. All applicants are responsible for clean-up (removing the trash, returning all furniture to its original location unless otherwise agreed in advance, sweep floors, wipe off tables), turning off lights, heating/cooling system and locking up. Failure to comply with this condition will result in forfeiture of the deposit. \_\_\_\_\_
3. NO alcohol or controlled substances are permitted on Asbury property. Failure to comply with this condition will result in the forfeiture of the deposit. \_\_\_\_\_
4. NO smoking is permitted ANYWHERE on the campus. \_\_\_\_\_
5. ALL applicants are required to provide proof of liability insurance with Asbury named as additional insured for the date(s) of use in the amount of \$1,000,000. \_\_\_\_\_
6. Ongoing users are required to submit proof of tax-exempt status [IRS code #501(c)(3) and California Revenue and Taxation Code 23701(d)]. \_\_\_\_\_
7. Applicant agrees that Asbury may monitor applicant’s use of facilities. Applicant agrees to comply promptly with any reasonable request made by Asbury to take action or to refrain from action, which in Asbury’s discretion is necessary for its welfare. \_\_\_\_\_
8. The key must be returned by the end of the calendar day of use, unless otherwise arranged in advance. A lost key will result in a \$100 charge. \_\_\_\_\_
9. All applicants are responsible for any damages beyond normal wear. Should the use of the facilities cause additional expenses, such as cleaning or repairs, and the necessary corrections are not made by applicant, the deposit will be forfeited and the applicant will be billed any remaining costs. \_\_\_\_\_
10. Evening activities except for cleanup, must conclude by 10 pm, cleanup to conclude by 11 pm. \_\_\_\_\_
11. Parking for evening activities extending beyond 9 p.m. is limited to the East parking lot. \_\_\_\_\_
12. Applicant must use Asbury audio and video equipment and technicians for recording or streaming of any event. \_\_\_\_\_
13. All video and streaming material must be received at least 2 weeks prior to the event. \_\_\_\_\_
14. ALL USERS Cancellations must be submitted by e-mail to [facilitiesmgr@asburylive.org](mailto:facilitiesmgr@asburylive.org). Cancellations less than 48 hours before the event will forfeit the facility use donations. \_\_\_\_\_
15. **(Ongoing Users):** I have received a copy of the Asbury Campus Client Usage Guidelines, read it and shared it with my full group; and I will assure that all people participating in this/these event(s) will comply with all guidelines; or **we will escort them off campus, or contact proper authorities, & inform Asbury.** \_\_\_\_\_
16. **(Ongoing Users):** Violation Policy - If any violation of the above occurs: First Violation – Letter sent stating the violation and reminding group of proper facility use. Second Violation - \$50 fine. Third Violation – No further facility use allowed until the next January (banned for rest of calendar year). \_\_\_\_\_
17. **(Ongoing Users):** **Facilities use agreement is valid for a period of 2 years** from date of acceptance at Asbury, as indicated by the Asbury Representative Signature below. \_\_\_\_\_

**Applicant hereby agrees** to hold Asbury United Methodist Church harmless in the event of any injury or loss due to use of Asbury’s facilities. Applicant has read the Conditions and Guidelines for Facilities Use above and agrees to abide by these conditions. Applicant further agrees to reimburse Asbury for all unresolved damages and costs resulting from the above stated use of Asbury’s facilities. **- Please keep a copy for your records -**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Asbury Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

**Asbury Welcome Statement**

ALL people are children of God and are of sacred worth. Asbury United Methodist Church affirms Christ’s example of unconditional love and publicly affirms a commitment to spiritual diversity and individual integrity.

Therefore, we welcome all including those who have not always been accepted because of race, religion, gender, gender identity, sexual orientation, national origin, cultural background, social or economic status, family make-up, physical abilities, or age.

Our community embraces you and celebrates God’s love with you. We receive you with open arms, joy and the grace of our Lord, Jesus Christ.

**Campus Client Usage Guidelines**

**In order live into the Asbury Welcome Statement please follow these guidelines:**

1. Treat all other guests, staff and volunteers with respect. Verbal or physical threats will not be tolerated. Racist or inappropriate sexual comments will not be tolerated.
2. Smoke only in the designated smoking area and use the cigarette receptacles provided to dispose of used cigarettes.
3. Place all trash in trash cans.
4. Do not leave any food items behind, take all food items with you when you leave.
5. The use of drugs (including marijuana) and/or alcohol is prohibited at all times on the Asbury campus. Clients that show up obviously intoxicated will be asked to leave by their group leader or Church leader.
6. Bicycles must be placed in the bicycle racks or laid on the ground out of walkways. Do not lean bicycles against buildings, especially glass walls.
7. Weapons of any kind (knives, switch blades, swords, guns) are not allowed on campus. Small folding pocket blades or multi-tools are allowed.
8. No overnight stays are allowed, except those specifically approved in advance.
9. Vandalism, graffiti, throwing food or drinks, or other destruction is grounds for a temporary ban from services/meetings on the campus. Graffiti offenses will be reported to the City.

I have received a copy of the Asbury Campus Client Usage Guidelines and have read and shared it with my full group. I will assure that all people participating in this/these event(s) will comply with all guidelines; or they will be escorted off the campus by our group leadership.

### Facilities Use Donations

Space [Only spaces checked may be used]	Half Day [<5 hours] [includes set up & clean up times]	Full Day [5+ hours] [includes set up & clean up times]	Reimbursement to Asbury
Sanctuary (seats 250)	\$375	\$625	
Chapel/Fireside Rm (seats 100)	\$190	\$310	
Fireside Room Only (seats 25)	\$100	\$170	
Fellowship Hall (200 dining)	\$625	\$940	
Kitchen (If Caterer used, provide food handler permit)	\$125 (light use; i.e. caterer or potluck) \$310 (full meal prep; use of stove and ovens)		
Conference Room	\$60	\$90	
Youth Bldg (3 rooms)	\$100	\$150	
One Youth Room	\$50	\$75	
Large Classroom (11-12)	\$60	\$90	
Single Classroom (4, 6, 9, 10)	\$45	\$60	
Courtyard /Patio Furniture	\$125	\$190	
<b>A. TOTAL FACILITIES DONATIONS/ NON-MEMBERS</b>			<b>\$</b>
<i>Less Discount for Asbury Members</i>	Circle from above: <b>3a/50%</b> or <b>3b/25%</b>		<b>\$ --</b>
<b>OR B. TOTAL FACILITIES DONATIONS/ MEMBERS</b>			<b>\$</b>

### Labor Donations

Sound and/or Media Attendant Donation	\$100/hr first hour \$50/hr subsequent	\$100/hr first hour \$50/hr subsequent	
Video Technician Donation	\$125/hr first 2 hours \$100/hr subsequent	\$125/hr first 2 hours \$100/hr subsequent	
Relocation of equipment or furnishings by Asbury staff	\$100/hr 1 hr minimum charge	\$100/hr for setup/tear down	
<i>Required for large groups in FH; required for any Sanctuary furniture rearrangement</i>			
Slide preparation (material due 14 days prior to event)	\$100/hr	\$100/hr	
Additional Custodial Services	\$100 per hour	\$100 per hour	
Additional Donations Not Mentioned Above	Describe:		
<b>C. Total Labor Donations</b>			<b>\$</b>
<b>D. Damage Deposit – DUE AT DELIVERY OF CONTRACT</b>			<b>\$ 200</b>
<b>E. CREDITS</b>			
<b>A or B + C + D = TOTAL ALL DONATIONS</b>			<b>\$</b>

**ALL DONATIONS DUE 14 DAYS BEFORE EVENT ON (DATE):**

Signature \_\_\_\_\_ Date \_\_\_\_\_