

First United Methodist Church

30828 Irene Avenue- P.O. Box 688
Lindstrom MN. 55045
651-257-4306

BUILDING POLICIES

The purpose of the First United Methodist Church Building, grounds and equipment is to serve its membership, its neighborhood and the community, and to provide the maximum use for the greatest service. These policies are authorized and published in order that all might know the conditions governing the use of our facilities and equipment.

SCOPE:

The use of the building, grounds and equipment shall further the Church's Mission.

PROCEDURE:

1. Application for the use of the church facility must be made through the Church Administrative Secretary.
2. The Church Administrative Secretary clears the time and date for use of the facility.
3. All meetings and events not on the official church calendar are considered unscheduled.
4. Once application is approved all building use fees are due at this time.

SCHEDULING PRIORITIES:

1. Emergency events, such as funerals, shall have priority over other scheduled activities.
2. Regular church activities shall have priority in reserving and facilities use.
3. Programs sponsored by First United Methodist Church such as Alpha, Boy Scouts, Etc.
4. Non-church related group, community and civic organizations, social clubs, non-profit service groups and other churches.

KEY POLICY:

Church members and staff may obtain church keys. Others needing a key for a special function may check out a key from the church office with a \$25.00 deposit which will be held until the key is returned. If the key is not returned the deposit will be forfeited.

LOANING OF EQUIPMENT:

Loaning of equipment such as chairs, tables, dishes, projectors, tools, etc. is not permitted to groups or organizations for use off church grounds.

KITCHEN, FELLOWSHIP HALL and PAVILION USE:

- 1: Clean and put away all equipment used in the kitchen.
- 2: Wash counters and tables and sweep floors.
- 3: Follow posted instructions for use of coffee maker.
- 4: Pick up and take away all garbage from church grounds.

RULES AND REGULATIONS

1. All groups and organizations, including those within First United Methodist Church are required to fill out the Building Use Request Form and return it to the Church Administrative Secretary.
2. All Building Use Request permits are considered revocable and shall not be considered a lease. The church may reject any application or cancel any permit.
3. Organizations using the church facility shall agree to indemnify the church for any and all damages by any person or persons attending the affair and all damages to any persons or property.
4. The permit holder shall assume all responsibility for any unlawful act committed in the exercise of the permit.
5. All activities must be under competent supervision.
6. A representative of First United Methodist Church shall inspect all facilities before and after each permitted use to insure that the facility is in the same condition as it was prior to the granting of the permit.
7. The permit holder using the building will be the first person to enter the building and the last person to leave.
8. The permit holder will be responsible to lock all doors and windows and make sure all lights are turned off before leaving the building.
9. The permit holder is required to take out any trash collected during the use of the facility.
10. The permit holder is required to vacuum the carpet if necessary.
11. No tacks, nails, tape or other materials which will deface church property shall be used.
12. Any equipment or apparatus moved into the building must have prior approval.
13. No church property is to leave the building.
14. All equipment is to be used for its intended use.
15. All local and state ordinances and laws must be observed.
16. Smoking is not allowed on the church grounds. No alcoholic beverages are allowed on the premises. No food is allowed in the sanctuary.

Approved By
Administrative Council
7/18/2013

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BUILDING USE REQUEST FORM

Date(s) Requested: _____ Time Start: _____ Time End: _____

Room(s) Requested _____

Responsible Person: _____ Phone (Home): _____

Address: _____ Phone (Cell): _____

Email address: _____

Group Name: _____

Group Size # Persons: _____

Describe Activity:

List All Church Equipment to be used:

I hereby certify that I represent the above-named organization and that I have read and understand the rules stated for the use of this church property.

Signed: _____ Date: _____
(Permit Holder)

Request Received by: _____ Date: _____

Approved by: _____ Date: _____

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BUILDING USE FEE

Church Use Fee: \$ _____

Pavilion Use Fee: \$ _____

Refundable Damage Deposit: \$ _____

Total Amount Due \$ _____

Deposit Returned YES/NO Amount Returned \$ _____ Date: _____

* (less any damage)

* See Church and Pavilion Rental Form for Prices

KEY DEPOSIT

Key Issued YES/NO Key # _____ Deposit on Key \$ _____

Key to be Returned by : _____

Key Returned YES/NO Date Returned: _____

Deposit on Key Returned YES/NO Date Returned: _____