

## .:Building Request Form:.

\* Please Print ALL Information Legibly!

Date of Application: \_\_\_\_\_

<b>Name of Person or Group Requesting Building Usage</b>	
<b>Name of Event</b>	
<b>Purpose of Event</b>	
<b>Date of Event</b>	
<b>Starting Time of Event</b>	
<b>Ending Time of Event</b>	
<b>Time Doors Open (include prep &amp; setup)</b>	
<b>Time Doors Close (include clean up)</b>	

**Please Read and Sign:**  
 The scheduling for the use of all areas of the Church building is performed by the Trustees of the Church. All requests for Church usage must be on file in the Church office at least two weeks prior

### .:Building Areas Requesting & Fees:.

<u>Building Area</u>	<u>Members</u>	<u>Non-Members</u>
<b>Refundable Deposit</b>	<b>\$100</b>	<b>\$100</b>
<b>Fellowship Hall</b>	<b>\$50</b>	<b>\$100</b>
<b>Kitchen</b>	<b>\$25</b>	<b>\$75</b>
<b>Wesley House</b>	<b>\$20</b>	<b>\$40</b>
<b>Library</b>	<b>\$20</b>	<b>\$40</b>
<b>Classroom # _____</b>	<b>\$10 each</b>	<b>\$20 each</b>
<b>Nursery</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>
<b>Sanctuary (Pending Pastor Approval)</b>	<b>\$50</b>	<b>\$150</b>
<b>Other (specify please)</b>	<b>\$ _____</b>	<b>\$ _____</b>

to the requested date. Suggested donations, fees, and refundable deposit should be submitted with this request form; the event date will not be secured until all components are turned in together. There is a refundable \$100 deposit that you will get back upon the building being clean and undamaged after your event. Checks are payable to St. Paul's UMC. I have read and received a copy of St. Paul's UMC Church Policies and Procedures for building usage (on back) and agree to abide by the same. I further agree to pay for any and all damages occurring during use.

Name of Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

**Action By Trustees:**

The request for use of the church is (circle):	Approved	Denied
Date of Decision:		
Approved Beginning and Ending Times:	Start: _____	End: _____
Approved Room Assignments:		
Name(s) of person responsible for locking and unlocking doors:		
Total Amount Due Upfront for Building Usage:	\$ _____	

Refundable Deposit: \$100 \_\_\_\_\_  
 Date Paid & Initials: \_\_\_\_\_

Rental Amount: \$ \_\_\_\_\_  
 Date Paid & Initials: \_\_\_\_\_

**Purpose**

The St. Paul's United Methodist Church ("Church") building exists for the purpose of glorifying God through worship, evangelism, Christian education and fellowship. The Church does not seek to make a profit through allowing use of its building. However, there are expenses associated with any group's use of the building, and certain minimum fees for group activities should be charged to cover expenses, with donations in excess of expenses being contributed to the Church for its ministry. Availability

Depending on availability, any Church sponsored group, Church members and immediate family members (those living in the same household) may use the building for nonprofit purposes. Use by outside individuals or groups must be approved by St. Paul's Board of Trustees ("Trustees") and will depend on the intended purpose. In general, profit-making and politically partisan groups will not be accommodated. The Trustees have absolute authority to refuse use of any part of the Church building to any group, with or without reason. Any activities scheduled must not interfere in any way with regularly scheduled Church services or activities. Groups shall restrict their activities to the designated area of the building. The Church building is available for use between 6:30 and 9:00 p.m. Monday through Friday and on weekends by prior arrangement.

**Procedure**

Anyone requesting use of the Church building must complete an application and present it to the Church office for submission to the Board of Trustees. A refundable deposit of \$100 will be refunded to you upon the areas of use for your event are cleaned appropriately and undamaged. A nonrefundable deposit of one-half the minimum expense reimbursement must be submitted with the application. The application must designate a responsible person from the group for contact and liability. If approved, the activity will then be put on the Church calendar through cooperation between the Pastor and the Church secretary. The deposit for any application not approved will be returned to the applicant. Preference will be given to Church functions, Church members and outside groups in that order. Approval of use by outside groups on a continuing basis may be given by the Board of Trustees.

**Supervision**

Activities should be supervised by a qualified Church member or staff person. Outside groups must arrange for a qualified Church member to be present or designate a responsible person in its application for approval by the Board of Trustees.

**Behavior**

Smoking in any Church structure, or the use of alcohol or illegal substances on Church property is prohibited.

**Care and Cleanup**

Any group decorating any part of the building shall not use nails, tacks or wire on furniture, walls or woodwork. In Fellowship Hall, special ceiling hooks may be used. All decorations must be removed immediately after the activity. Equipment and furnishings shall not be moved from their original location without prior approval and at the end of the activity must be returned to their original location. Any area of the building used must be restored by the group to the same condition as originally found. Any group using the Church building is responsible for general cleanup when they are through. This includes placing trash in appropriate receptacles and cleaning spills or heavily soiled areas. We have the right to keep the \$100 refundable deposit if the areas of use for your event are not cleaned appropriately or damaged.

**Areas of the Building**

**Sanctuary:** The Sanctuary may be used only for religious and/or related services.

**Nursery:** The Nursery Coordinator can provide care and supervision for up to five (5) children. The Nursery may only be used with direct supervision by or prior approval of the Nursery Coordinator.

**Fellowship Hall:** The tables in Fellowship Hall are not to be moved by any group due to the danger of damage to the floor. If a group needs tables to be moved for its activity, prior arrangements must be made with the Trustees, and the Trustees will be responsible for the table moving and replacement.

The UMW have established and posted guidelines for use of the Kitchen which groups must follow. Anyone using the Kitchen for the first time or on an infrequent basis must have a supervisor approved by the Trustees. The supervisor is not to do the cooking or cleanup. No food items are to be left in the Kitchen after use. The cabinets should be locked when not in use.

**Wesley House:** Wesley House provides a homey atmosphere for group meetings. Although furnishings are worn, care should be taken to keep Wesley House as neat and clean as possible. Food and drink are discouraged, except in the kitchen and dining areas.

**Library:** The Library has nice furnishings and carpet and extra care should be taken to keep the room in good condition. No food or drink is allowed in the Library.

**Classrooms:** Classrooms are available for use by small groups needing a chalkboard or tables to work on. The doors should be locked when classrooms are not in use.

**Minimum Expense Reimbursement**

The following minimum expense reimbursements as shown on the reverse side are established. All minimum reimbursements must be paid in advance. Expense reimbursement amounts for other areas of the Church will be determined on a case-by-case basis by the Trustees. If any event in the Sanctuary requires an audio technician, there will be an additional \$50.00 expense reimbursement required. If the use of the Nursery is desired, arrangements must be made in advance through the Nursery Coordinator who shall be paid an agreed upon hourly fee. Groups using the building are responsible for any property damage occurring in connection with their use, and the group and its responsible person will be billed for repairs or replacement, including any costs of collection. It has been the policy of St. Paul's not to charge such groups as AA and Alanon, although donations are accepted to offset expenses. Waiver of expense reimbursement for other not-for-profit groups may be granted on an individual basis. Weddings Policies and procedures for weddings, including expense reimbursements, are contained in a separate booklet, which supplements these policies. Unless specifically contradicted, these general policies and procedures apply to weddings also. Emergency Use Other local churches may request the use of the Church facilities due to extenuating circumstances such as construction, funerals, fires, and acts of God. Permission may be granted by the Pastor and/or the Chairperson of the Trustees. The Pastor and/or the Chairperson of the Trustees may also authorize the opening of the Church for shelter care in case of emergency need or disaster relief. Other Situations In situations not covered by this policy, the Pastor and the Chairperson of the Trustees together will decide on the appropriate action or expense reimbursement. Such decisions will be reported to all Trustees at the next meeting of the Board.

Refundable Deposit: \$100 \_\_\_\_\_  
Date Paid & Initials: \_\_\_\_\_

Rental Amount: \$ \_\_\_\_\_  
Date Paid & Initials: \_\_\_\_\_