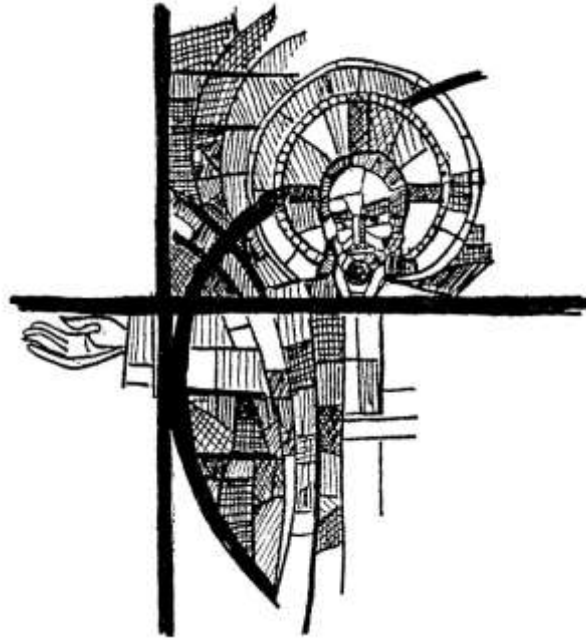


First United Methodist Church
St. Cloud, Minnesota



Building Policies
For Non-Members & Outside Organizations

Revised: July 2009

First United Methodist Church

Building Policies

A Building Use Agreement must be completed and submitted to the office for all outside users (hereafter referred to as *users*) requesting facility use (see back page of brochure). If facilities are required for First United Methodist Church use, the Church reserves the right to preempt scheduled use by non-church users. In cases where this becomes necessary, an opportunity for rescheduling will be given. The facilities of the church are not available for partisan purposes; for recruitment of members for clubs outside the church; for private enterprise; or for fund raising purposes for organizations outside the church. Any organization which practice discrimination in race, creed, national origin, disability, gender or sexual orientation may not use the church facilities.

Hours: The facilities are not available to outside users for use on Sundays or Holidays. All non-church users using the premises must vacate the building by 9 p.m. to allow sufficient time for the room to be cleaned and prepared for its regular Sunday or weekday use.

Rooms: All users will restrict their activity to the room(s) assigned. No user shall have use of rooms not specifically approved in the signed Building Use Agreement. There will be no permanently assigned rooms. Rooms may be assigned on a size basis. Use of the facilities must be terminated at the agreed upon time to accommodate the church employee who is to close and secure the building at the conclusion of the event. Late departures will result in additional fees. The church reserves the right to schedule other activities and events in other parts of the building. The main floor offices are not for rent and shall not be entered. The nursery and its contents are not for rent or available for use at non-church activities.

Fees: All fees are payable to FUMC and are due at the time the Building Use Agreement is submitted. Reservation will not be finalized until payment is received. If no individual is available to staff the building during the requested time usage will be denied. A fee schedule will be attached to this policy. There will be no charge for building use for the purposes of a funeral for memorial service.

Equipment: Church equipment is reserved and rented on a first come, first serve basis. Church equipment is subject to availability and must be requested at least one week in advance. Church equipment (tables, chairs, kitchen equipment, musical instruments, and audio visual equipment, etc.) are not to be removed from the church premises except for a church activity (i.e. church picnic, church retreat, church potluck). The requesting individual/user assumes full responsibility for the costs of any damage that may occur. No permission is given to use church materials or supplies including the material in the classrooms or closets. Users that wish to have a piano tuned before an event may make the request to the church office. Only the church's piano tuner will be allowed, at the requestor's expense. Tuning will be done as close to the event as possible, but will be done on a schedule convenient to the church and the tuner. Any programs in the sanctuary that require the use of the sound system must have one of the church's Sound Technicians on duty. This service will be billed to the user.

Food/ Beverages: Cooking or food preparation is not allowed by any outside user. Users renting the fellowship hall and kitchen may serve food that has been brought in by a licensed caterer. All users must provide their own supplies and equipment such as cups, silver, serving bowls etc. All users must either bring in their own coffee or purchase the coffee from the UMW. Under no circumstances is food or drink to be carried or consumed in the Sanctuary or Narthex.

Prohibited: The following items are not allowed in the building or on church property: Weapons,

Alcoholic Beverages, Tobacco Products, Controlled Substances or anything that distracts from a Christian atmosphere. No Smoking is permitted in the building or on FUMC property. No oil base paint, flammable liquids, fire producing chemicals, and/or open flames in any form (with the exception of candles at weddings) may be used on the church premise. Under no circumstances should any exterior doors be propped open nor any automatic closing device or panic hardware removed. Thermostats are not being adjusted or altered in any way. There will be no tapes or glues, no signs, no banners, no flags, no streamers attached or hung from any wall, post or beam within or outside of the church. Rice, confetti or glitter is not allowed.

Animals are not allowed in any part of the church building (except animals necessary for the assistance to the disabled). All sales people or agents for any products, proposition or any cause what so ever are prohibited from soliciting funds or membership in any part of FUMC.

Conduct: The conduct of all persons attending programs is expected to be respectful of the property and to maintain noise levels that respect other in adjoining spaces. Users are expected to leave the facilities in good clean condition. Any trash should be placed in the receptacle provided.

Storage: Any material brought onto church property must be removed immediately after the use, unless advance arrangements have been made. Any property left on the premises by those using the facilities shall, after a period of thirty days from last usage, be deemed abandoned and shall become property of the church and will be donated.

Children: When children are in attendance they must be under the control of their parents or adults at all times, and are not permitted to roam freely on church property. All children's or youth activities shall be supervised by a minimum of 2 adults over the age of 21 at all times.

Snow Removal: If an extra snow plowing is required of the parking lot because of the rental, the user will be billed for the church's cost. If the sidewalks and stairways need to be cleared for the event, the extra custodial costs will be billed to the user.

Promotions: All advertisements of activities to be held at FUMC shall not imply the sponsorship of FUMC congregation's of that activity. Do not publish the church phone number as the number to call for further information about your event or directions.

Liability: Users and/or Individuals using the facilities of FUMC will be held financially responsible for damage in the building which are a direct result of their actions or activity. The user assumes liability of injuries to people attending the event and for damages or loss of property. FUMC is not responsible for lost or stolen articles or is not liable for accidents or injuries at the church during non-church functions. It is required that any user using the facility under a building agreement have its own insurance as protection against liability suits, and provide proof to such before the event, naming First United Methodist as an additional insured.

The church's liability is limited to the amount of the fees paid. In the event that the area is not useable or not available for any reason the church's responsibility is to return all fees paid in advance for the unavailable areas. The church is not responsible for any consequential or other damages that might result from the areas being unavailable.

First United Methodist Church
Building Use Agreement

Name of User: _____

Name of Contact: _____

Address: _____

Phone: _____ Date of Use: _____

Expected Attendance: _____

Time (beginning and end): _____

Rooms: Sanctuary Wesley Hall Kitchen Library Classroom (# _____)

Equipment: # of Tables: _____ # of Chairs: _____

TV/VCR Sound Board Piano

I agree to agree to release First United Methodist Church, its officers and staff from any and all liability incurred in conjunction with the use of their facility. I have read and understood the Building Policy, and I agree to abide by its provisions. Transferring or passing of permission to use the church facilities to those other than to which this agreement was made is strictly prohibited.

Signature X

Date:

For Office Use Only: Fees \$ _____ Date Paid: _____ Check # _____ Received By: _____
