

**First United Methodist Church**  
**Special Event Building Use Guidelines and Fee Schedule**

Our Mission: To make disciples of Jesus Christ for the transformation of the world.  
Our Vision: Keeping first things first. Love first. Serve first. Give first. Grow first.  
Our Core Values: Radical Hospitality, Passionate Worship, Faith Forming Relationships,  
Risk Taking Mission and Service, Extravagant Generosity

**Building Use Guidelines**

**Outside non-profit groups** that serve to benefit the community and do not conflict with our mission, vision and core values are welcome to use our building space within the following guidelines:

1. Fill out attached building use form including leader contact information and requested times and days.
2. Sign a building use policy sheet which outlines cleaning expectations, locking up, lights, etc.
3. Fill out key use form and make a \$50 key deposit (if key needed)
4. Request space times and day which do not conflict with the space/time needs of worship or First United Methodist Church and Bright Beginnings pre-school activities.
5. Have appropriate insurance coverage and agree to not hold church responsible for any injuries or damage that occurs on church property. Sign liability disclaimer on Fee Schedule.
6. Coordinate ongoing scheduling needs with church secretary.
7. Agree to pay fees as listed in Fee Schedule.

**Outside for-profit groups** that request to use our building will be considered and welcome to use our building space if:

1. The business is locally owned and operated.
2. The business is operated with core Christian values and the goal of helping people live fuller, healthier lives.
3. The owners are already reputable in town and come with at least two positive references. If they are unknown in town, present a copy of their federal background check and at least two positive references.
4. Have appropriate insurance coverage and agree to not hold church responsible for any injuries or damage that occurs on church property. Signature of liability disclaimer on Fee Schedule required.
5. Follow all of the above guidelines for outside non-profit groups.
6. Agree that we have the right to terminate the relationship at any time.

**Personal use** of church space for family parties, etc.

1. Fill out attached building use form including contact information and requested time and day.
2. Sign a building use policy sheet.
3. Fill out key use form and make a \$50 key deposit (if key needed).
4. Agree to pay fees as listed in Fee Schedule.
5. Space use is limited to a maximum of three (3) hours of use.

### Fee Schedule

Service	Non-Profit Group	For Profit Group	Personal Use Church Member	Personal Use Non-Member
Building Use	No charge	10% of income from building use (\$50 minimum)	\$25	\$50
Key Deposit	\$50	\$50	\$50	\$50
*Resource Person	\$12.00 per hour	\$12.00 per hour	\$12 per hour	\$12 per hour
*Custodian	\$12.00 per hour	\$12.00 per hour	N/A (included in fee)	N/A (included in fee)

\*Resource person may be needed depending on event. This person is available while group in building to help with any facility needs. Custodial service hours will be determined in consultation with church secretary.

Group Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone # \_\_\_\_\_ E-Mail \_\_\_\_\_

Church Member?    Yes            No

Date requested \_\_\_\_\_

Time requested \_\_\_\_\_

*Please note that due to Saturday services, Saturday events will need to be concluded no later than 4:30 p.m. and begin no earlier than 7:00 p.m. for evening events.*

Rooms requested \_\_\_\_\_

Facility needs (tables, chairs, projector, etc.) \_\_\_\_\_  
 \_\_\_\_\_

**For non-profit and for-profit groups only:** \_\_\_\_\_ (Group) has insurance in place for their organization. They hereby agree to hold the church, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or in connection with the use of these facilities.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Position

\_\_\_\_\_  
 Date

Please fill out this form and return to secretary in the church office.

All fees are due one week prior to event. For-profit organizations making a tithe donation based on funds raised from event, please make donation within two weeks of event. Please make checks to First UMC.

For office use only:

Fee Required: \_\_\_\_\_

Date Received: \_\_\_\_\_

Check Number: \_\_\_\_\_