

Marshall First United Methodist Church

Building Use Policies

Adopted by the Administrative Council on 06-23-2009

Marshall First United Methodist Church is pleased to offer the use of our facility to both members and non-members. In light of the many activities held in our building, and because the primary purpose of the building is to gather to worship God, participate in sacraments, and enjoy Christian fellowship, it is important that we manage the use of the building well, with care to preserve its beauty and function.

General Building Use Policies:

1. All activities and/or events shall be scheduled through the church office and a Building Use Agreement filled out at minimum of two weeks in advance. Applications may be obtained by calling the church office at 826-8041 during regular office hours, which are Monday through Friday 8:00 AM to Noon and 1:00 to 3:00 PM. The church office is closed on all holidays. The date is not confirmed until the Building Use Agreement is signed by the lessee and the authorized church personnel, and the deposit has been received.
2. The facilities may be used only for purposes agreed upon by the Trustees of the church. It may not be given or transferred or sublet in any part to others.
3. First priority for use of the church is given to those groups within the church family. Unforeseen emergencies (i.e. funerals, etc.) will take precedence over other reservations except weddings. Priority for use of the facilities will be given as follows:
 - a. Church groups: Regularly scheduled meetings to carry out the mission of the church.
 - b. Church related groups: Church sponsored organizations; interfaith groups, and other groups that carry out the purpose of the church.
 - c. Non-church related groups: Community service organizations, community interest groups, receptions, non-church sponsored fellowship activities, and club or group activities.
 - d. For-profit organizations or businesses.
4. All groups composed of people of 20 years of age and younger must have one adult present for every 10 youth or young adult under 21 years of age. This is a liability issue and not negotiable. The sanctuary shall not be used unless a part of the agreement. Please do not allow children to be in the sanctuary. It is consecrated for the purpose of worship and should be treated with reverence.
5. *Smoking, alcoholic beverages, and illegal drugs are prohibited on the premises.* This includes the church building and all parking lots. Loud and profane language is strictly prohibited. Violation of this policy will result in forfeit of deposit.
6. Food and beverages are to be confined to the appropriate eating areas.
7. Rooms must be left in the same general condition as upon arrival. Exception is for weddings, whereby the group is charged per the wedding policy.
8. If help is needed with changing the arrangement of tables and chairs, the custodian must be given at least two week's notice.
9. A custodian fee of \$75 will be charged if appropriate clean-up is not done following your event, as necessary.
10. Subject to prior approval, the facilities may be decorated; however no nails, tacks, tape or other materials that will deface surfaces in the church may be used. Tape of any kind may not be applied to Plum Street entrance glass because of tinted surface application. Please remove of all flowers, decorations, and trash immediately following your event or make other arrangements with the secretary or janitor.

11. Sanctuary sound equipment and projector must be operated by a trained church sound technician only, for a fee of \$75 payable directly to the individual.
 12. *The altar and furniture is not to be moved without the consent of the pastor.* This is very important.
 13. Breakage or damage to building, furniture, or equipment should be immediately reported to the church office. The renter is responsible for any damages.
 14. The Trustees reserve the right to restrict the privileges of anyone who violates these policies.
 15. The church is not responsible for lost or stolen articles. The church is not liable for accidents or injuries.
 16. Anyone, including members, must fill out and sign a Building Use Agreement in order to reserve a portion of the church for an event or meeting. The form must be submitted to the church office no less than two weeks prior to the anticipated usage. One form must be submitted each year for regularly recurring meetings.
 17. When asked “to grant permission to an outside organization or group to use the church facilities, permission can be granted only when such use is consistent with the *Social Principles of The United Methodist Church* and ecumenical objectives.” (§ 2532.3 of *The Book of Discipline of The United Methodist Church 2008*)
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RENTAL FEE SCHEDULE

Use of Sanctuary, Chapel, and Fellowship Hall:

No charge for members or non-profit, school, or community organizations; however a donation to defer overhead expenses is appreciated if possible.

Events or meetings of “for-profit” organizations:

Up to 4 hours – \$50.00/day, more than 4 hours – \$100.00/day

Use of Kitchen:

No charge for members or non-profit, school, or community organizations; however a donation to defer overhead expenses is appreciated if possible.

Use of kitchen by “for-profit” organizations for – \$150/day

Note: Meetings or events may be pre-empted by a funeral dinner or other important church function.

Custodian Information

Type of event: _____ Date: _____

Time event is to start: _____ Time it will end: _____

Contact name: _____ Contact phone #: _____

Areas of church to be used: (Please check all that apply.)

____ Sanctuary

____ Fellowship Hall

____ Kitchen

____ Chapel

Date/time when areas need to be ready for group to decorate or begin use: _____

Approximate number of people that will attend: _____

Instruction for custodian to prepare designated areas for event, (ie. arrangement of tables):

Please contact the church office at 826-8041 or the custodian if there are any changes.

Marshall First United Methodist Church
BUILDING USE AGREEMENT

Lessee Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email Address _____ Approximate # of People: _____

I, _____, have read and understand the attached Building Use Policies concerning the use of the Church and I agree to abide by these policies. If this agreement is for a wedding, I also agree to the Wedding Use Policies.

I will rent the: (check appropriate areas)

___ Sanctuary

___ Kitchen

___ Fellowship Hall

___ Chapel

from (time) _____ to (time) _____ on (date) _____

for the purpose of _____.

(Please include an additional preparation time for your event.)

from (time) _____ to (time) _____ on (date) _____

for the purpose of _____.

I agree to pay:

\$ _____ prior to the event. I understand that the deposit amount of

\$ _____ is due upon scheduling and will be returned if the facility is left in acceptable condition. (See Rental Fee Schedule and Guidelines for Weddings for costs.)

Marshall First United Methodist Church

By _____
(Pastor or authorized Board of Trustee member)

Lessee

Date _____

Date _____

Checks should be made payable to Marshall First United Methodist Church and attached to this Building Use Agreement form. You may either deliver it to the Church Office Monday thru Friday from 8:00 a.m. to Noon, 1:00 p.m. to 3:00 p.m., or mail to 702 Plum Street, Marshall, IL 62441.