

Clinton United Methodist Church Building Use Policy

Everyone who uses our Church facilities for Church related or non-related activities must adhere to the policies and procedures outlined in this document as determined by the Clinton United Methodist Church Administrative Board.

A Building Use Request Form must be completed and submitted at least 30 days prior to the event. The event fee and security deposits must be paid upon signing in order to hold the reservation. The event contact person should plan to pick up a building key (as needed) 2-3 business days before the event during CUMC office hours as posted at the time. Any guidelines, policies or procedures set by the group or organization responsible for the event must be filed with the Building Use Request Form prior to the event. Please notify the Church Office of any schedule changes as early as possible.

Groups interested in long-term use of the facilities will be required to engage in a one month probationary period. Either party can end the building use agreement during the probationary period for any reason.

Building Use Guidelines:

The Discipline Policy adopted by the Church applies to all Church related or non-related activities taking place within the Church facilities. *“A loving Christian attitude should be evident in any verbal discipline. No physical discipline should be used. If a child becomes a serious problem, please notify the parent.”*

- Please show respect to Church property and equipment. Leave the Church in the condition you found it.
- Smoking, drinking alcoholic beverages, or using illegal drugs are not permitted on Church property.
- The Church facilities (building and outdoor property) must be vacated by 12:00 am or by the ending time of the event as completed on the Building Use Request Form.
- The Contact Person, who signed the Building Use Request form, is responsible for the actions of those under their control while using the Church facilities.
- No Church Equipment shall be used without prior authorization. Any equipment that is lost or damaged during a scheduled event, will be billed to the Contact Person identified on the request form for the cost of replacement.
- Sound equipment in the Sanctuary and/or gymnasium is available, however, must be operated by a CUMC staff person for the fee listed on the Building Use Request Form.
- Caterers must be licensed and able to show proof during the event. Catering is available upon request. Cost to be determined between the event contact person and the caterer.
- No nails, tacks or scotch tape are allowed on walls, doors or furniture. Leaning furniture (chairs/tables) against walls is not permitted.
- Chairs, tables and kitchen equipment that are stored inside the building are intended for use inside the building and are not permitted outside. They are NOT available for rental or use outside of the building.
- Each group should arrange for proper placement of chairs/tables prior to the event.
- No food or drinks are allowed in the Sanctuary.
- The use of a sign-up sheet is encouraged during the event. (Excluding: Wedding Receptions)
- An event coordinator will be present for the duration of the event as required.

Over



You are required to do a proper clean-up as described below. If the areas you are using are not cleaned and returned to their original condition, your cleaning security deposit will not be returned to you.

• **Proper cleanup includes:**

- Stoves, refrigerators, countertops, floors, and tables should be wiped down after use.
 - Bathrooms must be checked. Toilets should be flushed. Counter top and sinks should be wiped down.
 - Towels and dish rags used in either the mezzanine kitchen or the main kitchen should be placed in a plastic bag and left on the counter in the main kitchen.
 - Return all tables and chairs to the location where they were found prior to the event.
 - If thermostats were adjusted during the event, please adjust them back to their original state (turn air up, turn heat down accordingly). *This may be taken care of if you have paid for an Event Coordinator.*
 - Please ensure that lights are off (upstairs and downstairs) and that doors and windows are closed and locked before you leave. *This may be taken care of if you have paid for an Event Coordinator.*
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- When using the gymnasium for sporting events, all participants MUST sign a Personal Injury Liability Waiver. A copy of each waiver must be given to CUMC to have on record.
 - If there is an incident, such as a cut, bump or fall, an incident report MUST be filled out. *Blank incident reports can be found below the phone on the wall in the kitchen.*
 - Please familiarize yourself with the Policies and Procedures posted in each room for Fire, Tornado, and First Aid Emergencies.

I, _____, acknowledge I have read this Building Use Policy and agree to
(Contact Person)
the terms and conditions set forth. I have received a copy of this policy and I have been given clear instructions on the use and clean-up of the facility.

Contact Person Signature

Date

CUMC Staff Member Signature

On the date of the event, please contact Jim Strickland (313) 303-4540 or _____
at _____ should you have any questions or issues with the building.

We at CUMC are happy to be of service to you and offer many blessings to you for your event.