

## ***Galena United Methodist Church – Facility Use Rules***

The Church may not be used for anything that violates the general guidelines of the United Methodist Church East Ohio Conference.

### **Rules & Regulations Facility Guidelines:**

1. Cleaning policy requirements:
  - a. Leave the room(s) exactly as you found them. Return chairs, tables, and other objects to their original position.
  - b. Sweep, mop, wash and dry tables. Empty garbage containers and place bags in outside dumpster.
  - c. All food items brought with you must be removed from the refrigerator/freezer and premises.
  - d. Coffee makers must be cleaned and unplugged.
  - e. Clean the stove, oven, and microwave if used.
  - f. Clean the sinks and place all used dishtowels on the counter by the sink.
  - g. If decorations are desired, only masking tape or painters' tape is to be used on walls or ceilings. No nails, tacks, scotch tape, duct tape, etc. Please remove decorations during clean-up.
  - h. Please refrain from the use of red punch or foods containing red dye, as they may stain the floor. If there is a spill, please clean-up immediately. Notify the Church if a stain cannot be removed.
2. Damage to the Church:
  - a. Any group using the church facility shall be responsible for any damage to church property and are required to reimburse the church for the cost of the repair and/or replacement.
3. Use of facility:
  - a. Individuals or groups using the church facility should use only area(s) assigned to them.
  - b. Turn off all lights before leaving and secure all doors.
  - c. Restrooms should be double-checked to ensure all toilets have been flushed and not left running, trash is picked up and removed, water is turned off, and lights are out.
  - d. Thermostat controls adjusted by authorized personnel only.
4. Keys: Arrangement for facility keys should be made in advance through the Trustees or Ad Council.

### **Responsibilities of the parties:**

- Parents or other adults attending an activity with children are responsible for the conduct of all children in their care at all times on church property.
- Persons in charge of children or youth activities should be present before the arrival of the group, assume responsibility for the children's conduct while attending the activity, and remain until all participants have vacated the church grounds. Children and youth are to be under constant adult supervision.
- By order of the Trustees, no equipment or furniture belonging to the church shall be removed from the premises, except by application. Day, time-in, and time-out must be recorded.

**The use of alcoholic beverages is prohibited within the church facility and on church grounds. Smoking is prohibited inside the building.**

Violation of the above rules will forfeit future use of the church facility by the sponsoring group/individual.

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I have read and understand the above rules for use of the GUMC facility and agree to abide thereby. Further, I/we agree to hold harmless Galena United Methodist Church, its members, employees, trustees, and pastor for all liability, claims, and demands for damages or costs arising from the use of the church facility.

Type of Event: \_\_\_\_\_ Date/Time: \_\_\_\_\_

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

Fee for use: \_\_\_\_\_ Rooms: \_\_\_\_\_ GUMC Approved: \_\_\_\_\_ Date: \_\_\_\_\_

## *Galena United Methodist Church - Facility Use Charges*

<b>Room</b>	<b>Category 1 Church related event/ member/non-member</b>	<b>Category 2 Not for Profit Group (2 hour min)</b>	<b>Category 3 For Profit Group</b>
Fellowship Hall Max 280 standing/155 seated with 15 tables	Member: \$50* Non-Member: \$50 fee	\$25/hour	\$100 – ½ day \$200 – full day
Fellowship Hall & Kitchen (includes stove/dishwasher)	Member: \$75* Non-Member: \$75 fee	\$37.50/hour	\$150 – ½ day \$300 – full day
Double Classroom	Member: \$35* Non-Member: \$35 fee	\$35/hour	\$35/hour
Classroom	Member: \$25* Non-Member: \$25 fee	\$35/hour	\$35/hour
Sanctuary Max 276 seated	Member: \$50* Non-member: \$50 fee	\$50/hour	See Board of Trustees
Church member for kitchen assistance		\$25/hour	\$25/hour
Weddings	Member: \$100* Non-member: \$450 for 2 days (Full use of church building) Additional Days: \$100 per day <i>Does not include Pastor/Musician fees</i>		
Funerals/Visiting Hours	Member: Donation Non-member: \$150; if kitchen and fellowship hall needed \$75 additional		

\*For members: The fee can be waived if Cleaning Policy is followed, see Cleaning Policy Requirements. If the Cleaning Policy is not followed, then the Member fee is required. Adjustment to fees and charges are at the discretion of the Board of Trustees/Ad Council.

Coordination of date/time of the activity must be approved in advance and placed on the Church calendar. Please include set up and tear down hours in your request

Kitchen use:

- Non-member/Category 2&3 – pre-approval by Ad Council. Also, should arrange for a walk-through of kitchen facilities and requirements with a member of Ad Council or church. For an additional fee a member of the church can be on premises to “get group started” and later to “put the kitchen back in order.”
- Member – If member has used the kitchen, there is no additional charge.

Facility Use Requirements:

- Not for Profit and For Profit groups need approval from the Board of Trustees to use the Facility.
- Cubs, Boy and Girl Scouts, and 4-H groups currently use the church at no charge on a continuous basis for weekly/monthly meetings. Organization members must avoid unruly conduct at the risk of losing the privilege of building use. It may be suggested these groups offer some service to the church for the use of the building.
- All requests will be honored on a first-come, first-serve basis for all requests. No organization or individual shall be granted a request, which would interfere with regularly scheduled church or church-affiliated services.