

BUILDING USE POLICY
First United Methodist Church of New Ulm, Minnesota

Community groups are welcome to use the First United Methodist Church building whenever such use does not conflict with activities scheduled by the church, its organizations and ministries, or leases of the property. One member of the organization requesting building use must agree to be held accountable for any damage to the building or its contents. One representative of the Resource Management Team and/or the Pastor must give approval for use of the building.

Groups who use the church building on a regular, ongoing basis should include a schedule with the building use request, and notify the church office (507-354-3358 or fumc@newulmtel.net) if there is a change to that schedule of meeting dates and times.

Any group using the building must provide a certificate of liability insurance coverage to the church office at the time the reservation is confirmed. No entrance fees or sale of goods are permitted without express permission from the church.

FEES

Unless otherwise arranged, fees for one-time use of the following areas in the church building apply:

- Sanctuary/Library Lounge/Gathering Area \$200
- Kitchen/Social Hall \$200
- Classrooms/Youth Room/Centennial Room \$50 per room

Fees may be waived in certain circumstances, at the discretion of the Church's authorized representative.

EQUIPMENT

A Request to Use Church Property is required for use of electronic audio/visual equipment, kitchen appliances, furniture, dishes and kitchen utensils, etc. A damage deposit may be required, to be refunded when equipment is returned.

PROCEDURE

1. Contact the church office to reserve facility.
2. A representative of the church will unlock the building for scheduled events outside of regular church office hours.
3. Permission to rearrange furniture must be requested at the time the reservation is made. Please return all furnishings to their original location. Damage caused by rearranging furniture is the responsibility of the reserving party.
4. Check list before leaving the building:
5. Make sure all lights are turned off.
6. Put all trash and recyclables in the appropriate outside container
7. Clean kitchen following posted protocol
8. Close all windows
9. Return all furniture and equipment to original location
10. Lock all doors