

BUILDING USE POLICY

Midway Locust Grove United Methodist Church

1. Any group desiring to use the church should contact the Minister in order to make arrangements and check the time and date. This important so that we will not have conflicts in scheduling. The contact person making this request must be present during the time and date requested. It will be his/her responsibility to see that these guidelines are observed and arrangements for a key are made. Please fill out the information below and return at the earliest time possible. Church activities have priority in scheduling and use of the building.
2. Only the Fellowship Hall, bathrooms, and kitchen of the church may be used. The nursery, classrooms, office and sanctuary are not to be entered unless prior arrangements are discussed with the Minister and the contact person or some other responsible adult is present.
3. **NON-PROFIT GROUPS:** Our church is happy to make our building available for use by non-profit groups as a service to the community for meetings (concerning other uses of the building, see #5 below). Please do not let any of your group go into areas of the church mentioned in #2 above, and please leave the church in the same condition you found it. This helps us keep the church in shape for church activities and other groups who use it.
4. **WEDDINGS:** Information about the use of the church specifically for weddings is available in a separate brochure. That brochure can be obtained from the pastor or the church secretary. This form is needed when making reservations for use of the church in relation to a wedding and for payment of the \$35.00 cleaning fee to the custodian.
5. **RECEPTIONS, REUNIONS, PARTIES AND DINNERS:** For private gatherings by families (or groups that are not non-profit), a \$100.00 donation is required to use the Fellowship Hall and kitchen. This donation will be waived if the contact person is a member of Midway Locust Grove UMC. **The \$35 cleaning fee for the custodian will still be required for all uses of the church building other than a meeting.** This will apply to private (non-church) uses by members, non-members, and non-profit groups alike where food and/or drink are served.
6. **FUNERALS:** Funerals for church members are an endeavor of love for the family and thus no charges are incurred. However, for funerals involving non-members, the \$35.00 cleaning fee is required.
7. Please make cleaning fee payable to Alyson Price.

(See back for additional guidelines.)

[CUT ALONG LINE]

PLEASE RETURN THIS FORM WITH PAYMENT (IF APPLICABLE) TO:

Midway Locust Grove U.M.C.
2600 N. Locust Grove Church Rd.
Columbia, MO 65202
(573) 445-4667

NAME OF ORGANIZATION _____

CONTACT PERSON _____ TELEPHONE NUMBER _____

DATE(S), TIME(S), & ROOM(S) REQUESTED _____

CHECK APPROPRIATE NEED: Meeting Wedding Reception Reunion Other

CHECK APPROPRIATE USAGE: One-time Weekly Bi-monthly Monthly Other

FEE \$ _____ for: () Cleaning () Use of Fellowship Hall () Use of Sanctuary

8. Please contact the Minister in the event church equipment is needed (chairs & tables not already set up, TV/VCR, blackboards, easels, etc.).

9. The church facilities (grounds and buildings) are not to be used for commercial purposes. Exceptions are made for fund-raising of non-profit organizations involving members.

10. Before leaving, please check the following:

- ▶ Any dishes used should be washed and put away, and the kitchen area and floors should be left clean. Trash bags that are full or that might create an odor should be tied and put outside in the cans.
- ▶ Please put chairs and tables back the way you found them and leave the building clean. Brooms, mops, etc., are available in the closet in the kitchen.
- ▶ Turn off all lights and fans, including those in the bathrooms.
- ▶ Be sure all doors are locked. Please check the doors downstairs and in the kitchen.
- ▶ We practice energy conservation with programmable thermostats. Should you change the settings in the event that it is too hot or cold, please be sure to reset them at their original settings when your activity is finished.

If you should have any questions or concerns, please call the church at **445-4667**

We hope that your use of Midway Locust Grove United Methodist Church has been beneficial to your group or family.

Grace and peace be yours,

Rev. Dennis Harper
Pastor

Mrs. Deshay Rust
Administrative Council Chair

*Adopted in principle by Administrative Council of Midway Locust Grove UMC on November 9, 1998.
Revised and adopted by Trustees of Midway Locust Grove UMC on January 18, 1999.*