

Request to Use Church

Date Submitted: _____

Event: _____

(Please list only **ONE TYPE OF EVENT** per form; please list date(s) for event below, not to be more than 1 year in advance. Dates and times to be shared with church insurance carrier.)

Date: _____ Start Time _____ End Time _____

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Rooms needed (check all rooms and include information if extra time is needed before the event for preparation and set up):

- Fellowship Hall
- Upper Room
- Library

- Garden Room
- Youth Room
- Kitchen

- To use the kitchen there must be a member of the food committee present (even to use refrigerator to store and/or use coffee makers.) **Contact the United Methodist Women (UMW) president to obtain a supervisor.**

- Sanctuary (must have Pastor's written permission to use Sanctuary)

Due to the tax-exempt status of the church, no political activity is allowed at Coldwater United Methodist Church properties or through any organization affiliated with the church (example: United Methodist Women, United Methodist Men) at an off-site location. The intent is not to leave an appearance of the church supporting an individual candidate or party.

Any meetings of any organization at the church **must not**:

1. Post or distribute political signage or materials,
2. Wear political clothing or badges,
3. Invite speakers/candidates with a political agenda or message.

Contact Person _____

Telephone _____

Address _____

Event date confirmed:

With Board of Trustees _____

With church calendar _____

With kitchen personnel _____

With kitchen supervisor responsible _____

REFUNDABLE deposit of \$50 paid on _____ by _____

This deposit will be refunded contingent upon the room being clean and returned to the original condition, including furniture placement. IF NOT, this deposit will be used to pay the custodian to perform this function.

Balance of \$ _____ paid on _____ by _____

All outside groups will require Administrative Council approval for building use. Requests must be made one month in advance (the first week of the month prior to the event.) **Approval will only be given if the outside group meets the requirements of Paragraph 2533.3 of the Book of Discipline. Non-church groups must provide tax exemption Form 501C3 and certificate of liability.**

Suggested Rental Fees

- A. Fellowship Hall: \$75 – ½ day (up to 3 ½ hours) \$125 – full day (up to 7 hours)
- B. Additional Rooms: \$50 – ½ day (up to 3 ½ hours) \$75 – full day (up to 7 hours)
- C. Administrative Council will determine if a no charge status.
- D. Events must be scheduled so as not to interfere with church services or functions.
Fellowship Hall is not available until 12:30 on Sundays.

Coldwater United Methodist Church

Building Use Policy

Groups or individuals utilizing the premise of the Coldwater United Methodist Church shall comply with all policies adopted by the church including, but not limited to, child and adult protection policy, space use, prohibitions against political messages, or any other policies now or later adopted.

1. Room usage is free for church members and constituents, but donations are accepted.
2. All room requests are to be made through the church Administrative Assistant at least one week before the requested date.
3. FUNERALS
 - a. No fees shall be charged for funerals; however, it is customary to offer an honorarium to the pastor, organist, sound/video coordinator(s) and custodian.
 - b. A funeral may take precedence over previously scheduled events.
 - c. If a funeral luncheon is desired, the family is to contact the United Methodist Women (UMW) President to make these arrangements.
 - d. It is also customary to offer a donation to the UMW for the funeral luncheon.
4. NON-PROFIT GROUPS
 - a. The Fellowship Hall, Library, Upper Room, Youth Room and Sunday school rooms are available at no charge to non-profit groups.
 - b. The Sanctuary is available with pre-approval by the pastor.
5. FOR-PROFIT GROUPS
 - a. For-profit groups will not be considered for building use. Exceptions to this rule must be approved by the Trustees.
6. Members must also get prior approval for family events. There will be no cost for members and constituents. Donations to cover custodial costs will be accepted.
7. The Sanctuary is only available with written approval from the Pastor, except in the case of a funeral or wedding.
8. The Pastor and/or the Trustee Chair will have the authority to approve the building use on an emergency basis.
9. Use of the kitchen requires an approved kitchen representative. Contact the kitchen committee to obtain a supervisor for the kitchen.
10. Building policy excludes the use of all products that contain red dye (i.e. beverages, napkins, cake frosting, etc.)
11. Sanctuary video services are only available for Sunday and Holiday worship services, except for funerals and weddings.
12. The following information will be requested prior to approval:
 - o List of volunteer leaders and their contact information if hosting a youth event.
 - o Background checks of volunteer leaders administered by CUMC if hosting a youth event.
 - o Youth Training Roster of volunteer leaders administered by CUMC.
 - o Certificate of liability.
13. Contact tracing information of participants may be requested during or anytime post event.
14. The room(s) are expected to be returned to the condition in which they were found. It is the responsibility of the individual or organization to cover the cost of any damages incurred during the event.
15. For recurring reservations, either party can cancel within 30 days of the date submitted if they are not satisfied with the arrangement.
16. A member of the church must be present during use of the building. Exceptions to this rule must be approved by the Trustees.
17. Alcoholic beverages are not allowed on the premises and tobacco use of any kind is not permitted in the building. Nonprescription drugs may not be brought into the premises under any circumstances.
18. The individual or group utilizing the premise of the Coldwater United Methodist Church must comply with all federal, state and local ordinances, laws, rule or regulations.