

Monson Community Church

Building Usage Guidelines

01-01-2010 Revised

General Use and Guidelines

Availability:

The church building is available for non-church related events under certain conditions.

1. Usage is available for Non Profit Organizations who have a relationship with God through Christ.
2. With the exception of Weddings and Funeral, the sanctuary will only be available for Monson Ministry related activities.
3. The church calendar has an opening on date needed.
 - a. Scheduled church activities will take precedent over community/individual related activities.
4. Building use request form has been completed, signed, dated and on file with church office.
5. Fee, if required, has been paid.
6. Any requests for building usage that does not meet the criteria listed below, must be submitted in writing to and approved by the Church.
7. The above steps must be completed before any reservation is considered firm.

General Rules:

All areas of the church building and premises are considered and are respectfully to be treated as the Lord's property. Therefore, the following rules are to be enforced at all times:

1. No use of tobacco products on the grounds, this includes outside of the building or in the parking lot.
Monson will be a smoke free facility effective March 01, 2011.
2. No alcoholic beverages.
3. Food/Drinks – No food or drinks are allowed in the sanctuary at any time. All food and drinks should be kept in the Lower Fellowship Hall. All food and paper goods are to be provided by the person(s) reserving the building.
4. Decorations
 - a. Candles – Only non-drip candles will be allowed and used in Fellowship Hall, Plastic must be placed under each candelabra.
 - b. Flowers – All flowers must be properly placed to prevent water circles, etc on the church furniture and flooring.
 - c. General decorations, displays, posters, etc. – The furnishings should be guarded from anything which would mar their appearance either temporarily or permanently; so, much care should be taken when decorating.
 - d. Confetti, etc. – Confetti, birdseed, rice, etc. are not to be used in the church building. For outdoor wedding send offs, birdseed, flower petals, or bubbles are the only items that may be used.
5. Utilities – The last person leaving should make sure lights, heat and air conditioning is at the required temperatures and all of the doors are locked.
6. Children are to be kept with and under adult supervision at all times.
7. Private/individual children . . . member or non-member . . . parties are not to be held on church property.
8. Any damage to church property must be reported immediately. The person, persons or group reserving the church will be responsible for any breakage or damage done.

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Fees:

All groups and individuals reserving the church for any function are responsible for seeing that all decorations are removed, counter tops, tables, dishes, etc are left clean and put away, and all trash is placed in the outside receptacle before leaving. The church has to be cleaner than you found it, once your function is completed.

Church members have an option to hire the Monson Community Church custodian at a rate of \$50 per day to perform the remaining custodial duties such as vacuuming, cleaning restrooms, etc. Non-church members and groups are to pay a mandatory \$50 fee per day for custodial services.

1. Charges are to be waived for:
 - a. Church Functions**
 - b. Funerals**
 - c. Community Care and Monson Ministry Events**
2. Civic Group functions/activities - \$100.00 per day
3. Non-Church Member related functions/activities - \$100.00 per day
4. Additional days needed for decorating, preparation, etc. - \$100.00 per day
5. Usage of sound technician(s) (mandatory) \$35.00 each (as is provided also through the church Wedding Policy)

Any requests for building usage that does not meet the criteria listed above must be made in writing and submitted to the Church Office and the Pastor for consideration.

**** Active Member of the Church, who attends worship, makes an offering back to God, helps with ministry and church related outreach.**

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Monson Community United Methodist Church

South Bend, IN

574-287-0201

Building Use Request Form

Applicant agrees that they shall be liable for any loss or damage to any property of the church by the undersigned organization or members. Applicant understands that this agreement must be approved by the Church prior to use of church facilities. All building use applications need to be submitted at least 60 days in advance.

Date of Application _____

Name of Group/Organization/Ministry _____ Phone _____

Address _____ City, State, Zip _____

Name of Representative _____

Daytime phone of contact _____

Evening phone contact _____

Date Requested _____ Time _____ to _____

Alternate Date _____

Purpose of Meeting _____ How many people? ____

Room(s) Requested _____ Alternate choice _____

Equipment Requested _____

Church Staff Support needed _____

Do you have a Church key to get into the building? ___ yes ___ no

Do you have liability insurance for your organization? ___ yes ___ no

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Signature _____ Date _____

~~~~~Please do not write below this line~~~~~

Approved Yes\_\_\_ No \_\_\_ Fee Yes\_\_ No \_\_ Amount \_\_\_\_\_

Special Instructions \_\_\_\_\_

Approved by \_\_\_\_\_