

ELKIN FIRST UNITED METHODIST CHURCH
POLICY STATEMENT FOR USE OF THE FACILITY & VEHICLES

Elkin First United Methodist Church (FUMC) is pleased to make available its facility to the community in support of the church's purpose to encourage and develop Christian disciples.

1. The use of the facility is available at no charge to any FUMC group and to any denominational organization or interdenominational group in which FUMC or its minister participates. This includes also but is not limited to: meetings of any non-profit ministry that was born from within FUMC, even if it is no longer based at FUMC; all activities of Boy Scout groups affiliated with Troop 648, including Eagle Scout ceremonies.
2. The facilities are available to other organizations that are non-profit or cultural groups whose missions and programs are in keeping with the Discipline of the United Methodist Church. Groups should be civic, charitable, community-oriented, and nonpolitical in nature. Such groups must have a reference from an FUMC member.
3. Fees for organizations cited in item 2 are as follows and are payable one business day prior to event:
 1. Refundable cleaning/damage deposit \$100
 2. Key deposit (refundable) 35
 3. Chapel 75
 4. Fellowship Hall & kitchen 75
 5. Parlor 50
 6. Classrooms (each) 10
4. FUMC members may use the facility at no charge. Rules stated below are applicable to these events. If such an event has 40 or more people in attendance, a refundable \$100 cleaning/damage deposit will be required.
5. Keys will be signed out of the FUMC office on the business day immediately prior to the day of use. Keys will be returned to the same office the first business day after the event.
6. Representatives of the group using the facility may enter the facility to set up 3 hours prior to the event and must complete clean-up 3 hours after the event concludes. All set-up and clean-up must be on the same day as the event.
7. After the event, facilities, furniture, and equipment must be left clean and undamaged. Furniture and equipment must be returned to their original locations. Should damages occur during an event, the user will be billed for any repair amount exceeding that of the damage deposit. All damages are the responsibility of the party using the facility, rental or non-rental.
8. All trash must be bagged and taken to the dumpster in the rear parking lot.
9. Refundable fees will be returned to user after the receipt of keys and inspection of facility to confirm that it is clean and undamaged and that trash has been removed. This is to be accomplished within two business days after the event's conclusion.
10. Round tables are for use only in the church. All church furniture is to remain in its original location. Paraments and flower vases may not be removed from the facility. Toys located in pre-school/elementary education areas may not be used. Only adhesive products designed to be removed easily without residue or damage to wall or floor surface may be used (painter's tape, removable 3M products).
11. Folding rectangular tables and folding chairs may be used offsite only by church members. Rental fees are \$5 per table and \$1 per chair and must be paid at the church office prior to pickup. Costs incurred by FUMC for repair will be billed to the responsible person.
12. Scheduling should be compatible with church functions.
13. Use is for a single event on one day. Periods of longer use must be approved by the Trustee chairman and the pastor.
14. Alcoholic beverages, controlled substances, and firearms are not to be brought onto church property. Tobacco products are not permitted inside the facility.

- 15. Church-owned vehicles and trailers may be used only for church or church-affiliated purposes.
- 16. Please contact the FUMC Office, Monday-Thursday, 9 am-5 pm, 336-835-2323, with questions and concerns.

Adopted by Board of Trustees, October 2014

ELKIN FIRST UNITED METHODIST CHURCH
APPLICATION FOR USE OF THE FACILITY

Date _____

Name of responsible person and/or group _____

Address _____

Telephone number _____

Email address _____

Area reserved _____

Date and time of event _____

Deposit & rental fees due _____

We/I have read and agree to the terms and conditions set forth under *Elkin First United Methodist Church Policy Statement for Use of the Facility*. We will issue two separate checks, one for deposits and one for rental fees, if applicable.

Signature of authorized renter _____ Date _____

*****OFFICE USE ONLY*****

Deposits & fees received (date & initials) _____ Deposits returned _____

Keys signed out (date & initials) _____ Keys returned (date & initials) _____

Notes: