

Galena United Methodist Church Facility Use Charges*

Room	Category 1 Church related or church member	Category 2 Not for Profit group	Category 3 For Profit group
Fellowship Hall	Donation \$50 custodian – can be waived**	\$25 / hour \$50 custodian	\$100 – 1/2 day \$200 – full day \$50 custodian
Fellowship Hall & Kitchen	Donation \$50 custodian – can be waived	\$25 / hour \$35 to UMW \$50 custodian	\$150 – 1/2 day \$300 – full day \$50 custodian
Double Classroom	Donation \$35 custodian – can be waived	Donation \$35 custodian – can be waived	\$35 \$35 custodian
Classroom	Donation	Donation	\$35
Sanctuary	Donation \$50 custodian – can be waived	Donation \$50 custodian	See Board of Trustees \$50 custodian

*Adjustments to fees and charges are at the discretion of the Board of Trustees

**Fee can be waived if Cleaning Policy followed. See Rules & Regulations for Cleaning Policy.

Category 3 – For Profit groups need approval from the Board of Trustees

Kitchen use by non member – pre-approval by UMW Committee needed

Kitchen use by member – If member is in UMW or has worked in the kitchen, there is no charge. If not, they should arrange for a walk-through of kitchen facilities and requirements with a member of UMW. For an additional fee a member of UMW can be on premises to “get them started” and later to “put the kitchen back in order.”

Thermostat controls adjusted by authorized personnel only.

Cubs, Boy and Girl Scouts, and 4-H groups currently use the church at no charge on a continuous basis for weekly/monthly meetings. Organization members must avoid unruly conduct at the risk of losing the privilege of building use. It may be suggested these groups offer some service to the church for the use of the building.

All requests will be honored on a first-come, first-serve basis for “outside membership” requests. No organization or individual shall be granted a request, which would interfere with regularly scheduled church or church-affiliated activities.

Weddings: Member – donation; Non-member - \$300 for two days usage. Any additional days will be \$100 per day. * Does not include pastor’s or musician’s fees.

January 28, 2010

Rules and Regulations

Church may not be used for anything that violates the general guidelines of the United Methodist Church Conference.

Cleaning Policy: Please leave the room exactly as you found it. Return chairs, tables, and other objects you might have moved to their original positions. Sweep, mop, wash and dry tables, etc. Empty garbage containers and place bags in the dumpster outside. Make certain all food items are removed from the refrigerators and coffee makers are cleaned and unplugged. Please clean the stove, oven, and microwave if you used them. Clean sinks and place all (used) dishtowels by the sink.

Any group using the church facilities shall be responsible for any damage to church property, reimbursing the church for the cost of repair and/or replacement.

Individuals or groups using the church facilities should use only area(s) assigned to them. All lights must be turned off before leaving and all doors secured. Restrooms should be double checked to make sure all commodes have been flushed and not left running, trash picked up, and water is turned off and lights are out. Arrangements for facility keys should be made in advance through the Board of Trustees.

If parents or other adults attending an activity bring their children, they are responsible for the conduct of those children in their care, at all times.

Persons in charge of children's or youth activities should be present before the arrival of the group, assume responsibility for their conduct while attending the activity, and remain until all participants have vacated the church grounds. Children and youth are to be under constant adult supervision.

The use of alcoholic beverages is prohibited within the church facilities and on church grounds. Smoking is prohibited inside the building.

If decorations are desired, only masking or painters tape is to be used on walls or ceilings. No nails, tacks, scotch tape, duct tape, etc. are to be used. Please remove decorations when you are finished

Please refrain from using red punch or foods containing red dye. They easily stain flooring when not cleaned immediately.

By order of the Board of Trustees, no equipment or furniture belonging to the church shall be removed from the premises, except by application. Day and time in and out must be recorded.

The sponsoring group using the church facilities may lose the privilege of further use if any of the above rules are violated.

I have read and understand the above rules for use of GUMC church facilities and agree to abide thereby. Further, I/we agree to **hold harmless** Galena United Methodist Church, its members, employees, trustees, and pastor from all liability, claims, and demands for damages or costs arising from the use of church facilities.

Signature

Phone Number

Date