

**WELCOME TO
MILLINGTON FIRST UNITED METHODIST CHURCH**

Dear Friend and Prospective User of FUMC Facilities and Property,

We at First UMC serve Christ in a variety of ways, including how we serve our community. To that end, we are honored you wish to use space on our campus. To be good stewards of what our member families have given to God in the Church, and to keep our insurance company happy, we have some User/Guest Guidelines and FUMC Policies which we ask all Users to abide by while on our campus or using property, such as the church bus, and especially as you conclude your time here. See attached copies.

We will also remind you that we charge certain fees for building and property use. Again, as part of stewardship to our families and to ensure we compensate our personnel for time they must devote to help Users, we charge certain fees. We have attached a schedule of these fees and hope you note that, while some fees are voluntary depending upon User preferences, other fees are mandatory.

After you have read through these Policies, Guidelines and Fees, and are able to comply with them, we ask you, or a duly authorized representative of your organization, turn in a signed copy of the Policies, the User Application and deposit to our offices. Our Campus Manager will be glad to schedule your event once you have taken these steps. Please have paperwork signed and deposit turned in two weeks prior to the event date to secure a date on our calendar. Any remaining Fees are due and payable at least three business days prior to the event.

Again, we at First United Methodist Church look forward to serving you in the days to come. If you have any questions or need additional information, please contact our offices anytime at 901-872-4414.

Sincerely in Christ's service,

Pat Dailey, Chair of Trustees

Ronnie Peck, Pastor

Millington First United Methodist Church

POLICIES FOR USE OF FACILITIES AND PROPERTY

UM Book of Discipline: All use of FUMC Facilities and property by Users must comply with the United Methodist Book of Discipline, and the faith-based values contained therein. No alcohol use is permitted in church facilities or property. (NOTE> *Organizations requesting use of FUMC space are referred to as Users*).

Users must abide by all Building and Property User/Guest Guidelines defining User Responsibilities, including submitting necessary waivers.

Rental after church business hours: A church staff liaison will be appointed to your event. The church staff liaison will ensure that you have completed each task on the checklist and if any damage is done to the facility or property, the user will be responsible. Organizations with adopted values or a mission statement must submit them in writing in advance of reserving space. A copy of all materials to be distributed while on our campus must be given to the church office in advance.

Lost Items/Damages: First UMC is not responsible for items lost or stolen during rental. FUMC is not liable for accidents during rental. Damages to FUMC facility or property should be reported to a Staff Liaison immediately.

Insurance: All organizations must provide insurance for their participants and provide the church with a certificate of insurance.

Adolescent organizations (any member of the group under age of 18): Any User having members or guests under the age of 18 years agrees to comply with our FUMC Safe Sanctuaries policies (copies are available in our church office). A staff liaison is present at all times while User/Guests are on campus.

Set-up: It is the **user's** responsibility to set up the room and return it to the original order before leaving the building. This means **user** must comply with the FUMC Guest Guidelines provided and posted.

Sanctuary: User may not move the altar or any of the contents on the altar.

Video/Audio: If User wishes to use projector and/or sound systems, it is available only if a member of our Media Team is directing such use. There is a charge for the equipment and for the Media Team member (please refer to our Schedule of Fees). **User** must provide a laptop and any special component cables/adapters to connect with the projector.

Nursery: You must provide your own childcare or make arrangements with our Nursery worker, Dale deMarigny by contacting our office at 901-872-4414.

Authorized Representative (Print Name): _____

Authorized Representative (signature): _____ Date: _____

Building and Property User/Guest Guidelines

Millington First United Methodist Church

User Responsibilities for Building/Grounds/Property (Cleanliness/Proper Use)

1. **Video & Audio Equipment** is available only if our FUMC Media Team is used.
2. **Cleanup of all Floors/Tables/Counters:** All rooms are to be left clean, swept and mopped in event of spills (Liaison will show you where the storage closet is located with the mop bucket and broom). All tables, counters and floors should be cleaned including especially spills. The church bus is to be swept and mopped in the event of spills. Seats and windows should be cleaned
3. **Tables/Chairs/Equipment:** For all chairs, tables or any equipment used, wipe down the furniture/equipment, return to storage closets and place on proper racks. Ensure all chairs are facing the same direction. Ensure doorways are clear for next person's entry. If tablecloths were used, it is the user's responsibility to launder any dirty linens.
4. **Kitchen:** If users need to use kitchen equipment (e.g., dishwasher, gas stove, etc.), permission is required in advance so user may be instructed on proper use/cleaning of equipment. All utensils used should be washed, dried, and returned to their original location. All surfaces used need to be wiped down.
5. **Thermostats:** Liaison is only person allowed to change climate control or adjust thermostats.
6. **Restrooms:** Pick up all trash, flush commodes/urinals, ensure all counters are free of soap and water puddles. If needed disinfectant wipes are on the counter. Place litter in cans, turn off lights and close doors.
7. **Trash Cans:** Empty all trash cans (including restrooms) and place all bags into Dumpster (inside wooden enclosure by northwest corner of Flame Center).
8. **Doors:** Check **all** outside doors to ensure that they are closed.
9. **Lighting/Locking Up:** Lock **all** doors and turn off all lights.
10. **Paper Products/Supplies:** User provides all paper products, food, and drinks.
11. **Assigned Areas:** Users & guests shall stay in areas where assigned. Supervision of Minors and any childcare by User must comply with First UMC's Safe Sanctuary policies. FUMC may assign our Nursery Director, Dale deMarigny, who shall be paid by user.
12. User is responsible for the actions of their members and guests.
13. All Users must consent to and abide by Policies for Building and Property Use at FUMC.

Schedule of Fees (Note 3)

FEES FOR FIRST UMC FACILITIES

DEPOSIT: Users must submit a \$150 deposit at time of making reservation. If User complies with all Policies/Guidelines, including cleaning of facilities, deposit will be refunded.

Use of Restoration House (Not ADA Accessible)...\$25 per hour

Use of Williams Hall (ADA Accessible)...\$50 per hour

Use of Flame Center (ADA Accessible)...\$75 per hour

Use of Sanctuary (ADA Accessible) for Wedding/Rehearsal...\$100 per hour

FEES FOR FIRST UMC PERSONNEL

Church Liaison (Note 1).....\$40/per hour (\$80 minimum)

*Fees for Use of Minister (Note 2), Accompanist, Custodian, and Sound Technician will be discussed when reservation is made.

FEES FOR CHURCH BUS

FUMC Driver.....\$20/hour

Please note that the church bus must be brought back with a
full tank of gas paid for by the user.

NOTES

(1) All outside users are required to utilize and pay for an FUMC Liaison.

(2) Minister must be a UM Elder or the ceremony must be officiated/overseen by a UM Elder.

(3) Fees for outside Users, non-member and other organizations are based on average rate charged by businesses whose purpose is to serve the local community. Fees for Non-Church, Community Groups may be discounted in special circumstances on a case-by-case basis, though fundraising events fall outside the scope of discounted rates.

**MILLINGTON FIRST UNITED METHODIST CHURCH
APPLICATION FOR BUILDING AND PROPERTY USE**

Organization/Company Name: _____

Contact Person: _____, _____
(Name) (Phone Number)

Name of Event: _____

Date(s) of Event: _____

Time of Event: Start Time: _____ Ending Time: _____

Number of People Attending: _____

Location/Property Requested:

Williams Hall (Please select all rooms you are requesting to use)

Nursery Fellowship Hall
 Kitchen Tables & Chairs

Sanctuary (Please select all rooms you are requesting to use)

Sound Room
 Nursery

Educational Wing (Please select all rooms you are requesting to use)

Chapel
 Nursery

Flame Center (Please select all rooms you are requesting to use)

Room 115 Room 119
 Room 116 Kitchen
 Room 117 Main Gym
 Room 118 Tables & Chairs

Restoration House (Please select all rooms you are requesting to use)

Meeting Room
 Kitchen/Living Room/Dining Room

Church Bus

FOR OFFICE USE ONLY

Application Approved or Declined?

If application completed above & approved, proceed to Fee Recap. If declined, why?:

Is proof of insurance or a waiver required? Yes/No

Date payment received: _____ OR Approval of Fee Waiver _____

For qualifying organizations, is the liaison request waived? Yes/No

-If yes, a key may be issued. Duplication is prohibited.

Processed by: _____

RECAP OF FEES	
Deposit	\$
Facility Use	\$
Liaison	\$
FUMC Prsnl	\$
Church Bus	\$
Total Due	\$ _____.

MILLINGTON FIRST UNITED METHODIST CHURCH

RISK RELEASE WAIVER

Please Read Carefully.

I, the undersigned, acknowledge that participation in any event at First United Methodist Church could result in physical injury. I further acknowledge that the programs at FUMC are primarily administered by volunteers, rather than paid professionals. Therefore, I will assume full responsibility for any Accident/Medical Insurance needed to cover myself or my child in the case of accidental injury, or the like, while attending an event or using property at Millington First United Methodist Church. I will not hold FUMC responsible in any manner for injury. I also will assume full responsibility for any FUMC property damaged or broken by myself or my group.

Signature _____

Must be an Adult, or for children's activities must be signed by Parent or Legal Guardian

Print Name: _____

Participant Name(s) (if different than above): _____

Millington First United Methodist Church Guest Guidelines (Posted)

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Emergency Contact

If you are using any of our facilities or property, and something is damaged or broken by your group, please contact us as follows:

- for **something needing immediate attention** (broken glass, water leak, security concern, etc.) Contact Pat Dailey at 901-201-9375.
- for **damaged items not needing immediate attention**, please contact our office during normal business hours at 901-872-4414.

As we seek to continue serving you and others in our community, we appreciate your following these Guidelines. If there is anything else that we as followers of Christ can do for you, your family or group, please contact our offices during normal business hours. Thanks and may God bless you in the days to come.

Sincerely in Christ's service,

*Ronnie Peck, Pat Dailey/Trustees
& Member Families at First UMC Millington*

Updated: January 2019