

DENVER UNITED METHODIST CHURCH - FACILITY USE POLICY AND AGREEMENT

Denver UMC is committed to the use of its facilities and buildings as a vital part of its overall mission to glorify, worship, serve and enjoy God, to bring people into a saving knowledge and personal relationship with the Lord Jesus Christ, to build people up in faith through the power of the Holy Spirit, and to send people out in ministry and mission. We want our facilities to be used to the fullest extent possible for worship, celebration, fellowship, recreation, education and service to all. It is our intent that use of our facilities is inclusive of community organizations and institutions in an effort to nurture and minister to groups and to individuals in Christian love. In order to carry out this commitment, we abide by, and we also ask you abide by the following rules and policies set forth by Denver UMC.

1. The Denver UMC Trustee Board has overall responsibility for usage and maintenance of all church facilities.
2. Denver UMC members and groups have priority over any non-Denver UMC groups in scheduling usage of Denver UMC facilities.
3. All requests for usage of facilities should be made via denverumc.org/resources. Specific date availability inquiries can be made by calling the church office at (704) 483-1601. A calendar of events is maintained by Denver UMC staff.
4. The person or group using the facility is responsible for basic cleaning and lock up. This includes placing trash in receptacles, turning off all lights, leaving heat/air on automatic settings, locking all doors, washing/drying all dinnerware, silverware, utensils, etc. and returning these items to their original locations, turning off all ovens and appliances, and wiping down tables/chairs. Do not put away tables/chairs after an event. If it is determined by the church staff that additional cleanup is necessary, the user agrees to pay the church for any such additional clean up. Failure to do so will result in forfeiting any deposits and future rental opportunities.
5. THERE WILL BE NO ALCOHOL OR CONTROLLED SUBSTANCES ALLOWED ON CHURCH PROPERTY. Failure to adhere to this rule will result in forfeiting any deposits and future rental opportunities. There is NO smoking, or use of any kind of tobacco products, on Denver UMC property.
6. No profanity, fighting, or weapons will be permitted on church property.
7. No pets will be allowed in church buildings, with exception of service animals.
8. No helium balloons are allowed inside the Family Life Center or Sanctuary.
9. No loitering will be allowed on the premises.
10. No ATV's or other recreational vehicles will be allowed on Denver UMC property without written permission.
11. Any activity scheduled on Denver UMC property must be properly supervised. There must be a responsible adult on the premises with an adult group at all times. Two or more responsible adults must accompany all children or youth groups at all times. Denver UMC has a Safe Sanctuary Policy. Our Safe Sanctuary Policy is for the protection of all children and adults and must be followed. (This is for Denver UMC-sponsored events only.)
12. Decorations and displays must be limited to the inside of the building, unless request has been submitted in writing and approved. They must be attached to tables, bulletin boards, or easels with masking tape or thumbtacks, or must be free standing. No decorations or displays may be attached in any manner to walls, ceilings, doors, or other permanent parts of any building.
13. Sale of merchandise on church property is prohibited, unless approved in advance by the Denver UMC Trustee Board.
14. Each non-Denver UMC group will:
 - a) Use only the space and equipment specified on their application.
 - b) Prevent its members and guests from going into closets or other rooms without permission.
 - c) Release the church, its members, and employees from any and all claims, demands, actions, losses, or expenses of any kind arising from use of church facilities or equipment or by church member or employee.
 - d) Pay all fees 30 days prior to event, or when reservation is approved, as applicable.
 - e) Reimburse the church for full replacement or repair of any and all damage or loss to its facilities, equipment or property arising from use by the group.
 - f) Refrain from use of sound systems and musical instruments. These are to be operated by authorized personnel only.
15. After the scheduled event, a facility inspection checklist should be completed and returned with keys to the church office.
16. All damages or items needing repair should be reported to the church office immediately.
17. If a church member uses a facility for a wedding ceremony, there will be no usage fee. However, a donation will be appreciated to help defray the custodial and utility expense. This applies to the ceremony space only. Any receptions, showers, etc are excluded.
18. The facilities of Denver UMC are primarily for the use of the membership of the church. There will be no charge for Denver UMC-related programming (i.e., Youth, Vacation Bible School, Community Luncheons, etc.).
19. As the Trustees deem appropriate, some community groups and some nonprofits (i.e., Girl/Boy Scouts) will be able to use the facilities at no charge. For other non-Denver UMC groups, charges will be in accordance with the current rental rates.
20. Accident Disclaimer: Use the facilities at your own risk. Denver UMC is not responsible for injuries that occur on church property.
21. All exterior doors are to be locked after use. Theft and/or damages to the rented property as a result of doors left unlocked will result in forfeiture of all deposits.
22. Denver UMC has requirements from Lincoln County ordinances including limited noise, time for lights out on outdoor facilities (the County has mandated that half of the outdoor lights must be off by 9:00 p.m. and the remainder at 9:30 p.m.), as well as maximum usage numbers. Users are required to follow all requirements set forth by Lincoln County.

By signing below, I acknowledge that the above policy has been read and fully understood, and I agree with its content.

Signature: _____

Date: ____/____/____

Print First & Last Name: _____

Phone: (____) _____ - _____