

MINOR MEMORIAL UNITED METHODIST CHURCH 2018 FACILITY USAGE GUIDELINES/EXPECTATIONS

Things to consider prior to your gathering:

- All meetings should end no later than 9:30 p.m. unless prior approval through church office.
- All projects involving paint/spray paint or other materials with staining properties must be approved through the church office.
- Special event decorating/decorations in classrooms or other rooms must have church office approval. Contact the church office for those guidelines.
- It is your responsibility to make arrangements with the office for entry into the building. You need to arrange to pick up a key during office hours.

What is NOT allowed:

- Under no circumstances will shoes with wheels, skate boards, roller skates or any shoes that leave marks on floors be allowed.
- Doors should not be propped open for any reason with the exception of the kitchen door. If the door is locked you must provide someone to monitor the flow of traffic through that door. Any exception needs prior approval from the Trustee's.
- Windows should remain closed and locked. They should not be opened for any reason.
- Telephone use is for emergencies, only.
- There will be no smoking/vaping anywhere in the church. There will be no food or drinks carried, served, or consumed anywhere in the church except in the kitchen and the fellowship hall.
- No alcoholic beverages of any kind may be used in the church or anywhere on the church property.

If children will be present:

- Children should be dropped off for your meeting only when an adult group representative is present. Minor Memorial cannot be responsible for your children's safety.
- Children attending with group participants or group leaders who are not a member of the meeting group must remain with the group.
- All group meetings with young children shall have adult supervision at all times. Children should not be running loose inside or outside the church without an adult present.

What is expected before you leave:

- If beverages or refreshments are served at your meeting, it is your group's responsibility to ensure that litter is placed in the dumpsters. Dining events require that you contact the church office for permission and assistance.
- Should your group require the rearrangement of room furnishings, it is your group's responsibility to return the room to its original state.
- All meeting/organizational literature, banners and related material must be removed from rooms following each meeting.
- Any interior or exterior damage to our facility by persons in or related to your group must be reported (group is responsible) as soon as possible to the church office: 662-781-1333.
- It is imperative that your group removes all materials and leaves the room clean. Floors are to be swept only; please no mopping.
- Listed below is a checklist of everything your group needs to do before leaving the space. Please be sure and follow the guidelines for facility use. Any group/individuals who fail to properly clean-up are subject to being billed a custodian fee.

Adhering to the above listed expectations is essential to your group's continued use of our facility. The Minor Memorial United Methodist Church Trustees will review facility usage annually.

Before Leaving Space Please:

- Pick up trash and take all trash (including restrooms) to dumpster.
- Clean tables and kitchen counters.
- Sweep all floors, but do not mop.
- Replace all furniture to its original location.
- Remove all decorations.
- Check to make sure you are not leaving food in fridge or freezer.
- Clean and put away any dishes and utensils used.
- Make sure all lights and fans are turned off.
- Make sure to lock all doors when you leave.

In the event of infractions of the provisions of the guidelines, the matter will be handled as follows:

- The adult leader will be notified and asked to meet with the Trustees.
- Infractions may be handled by imposing fees for clean up and/or repairs.
- In extreme cases, disassociation from the facility use will be required.



FACILITY USAGE REQUEST AND POLICY

Please complete the following information and submit application for facility usage to the church. Availability of requests will be subject to approval from pastor/Trustees.

Before approval of request, this form must be completed in full and responsible party must read attached usage policy and sign below. Please note that failure to abide by the policy may result in you or your group being unable to use the facilities in the future.

If you have any questions, please contact the church office (662-781-1333).

Current Date: _____ Requested Date(s) of Use: _____

Purpose of Use: _____ Time of Use: _____

Room/Area Wanting to Use: _____

Person Requesting Usage: _____

(Photo copy of license required.)

Contact Phone Number: _____

E-mail address: _____

I/We acknowledge receipt of the Group Facility Usage Policy and agree to abide by the provisions set forth.

Responsible Party Signature: _____ **Date** _____

For Office Use only: Copy of license Usage Fee Non-profit/Member
\$75/Cash/Check

Usage Request approved by: _____ Date: _____