

First United Methodist Church

1003 North Santa Fe /P.O. Box 607
Fountain, CO 80817

Phone # 382-5113 E-mail: mainoffice@fumcfountain.org

RULES AND REGULATIONS FOR USE OF CHURCH BUILDING

Appointments for the use of the building and kitchen should be made through the pastor. (If he/she can't be contacted, the chairman of the Trustees or office manager should be contacted.)

1. A fee will be charged and collected **in advance** for the use of the building and facilities.
 - A. \$50 damage/clean-up deposit for **ALL** users will be charged, refundable upon inspection and findings that facilities are left in the same condition as they were found **before leaving the premises, at the time of departure.** _____
 - B. A janitorial fee will be charged at \$15 per hour if the building is not cleaned. _____
 - C. The fee for the use of Metcalf Hall will be \$100, without kitchen privileges. _____
 - D. The fee for use of the kitchen will be \$50. **(If you have food this fee is required.)** _____
 - E. The fee for the use of the Sanctuary will be \$100 per hour. (Minimum \$200 for wedding) _____
 - F. Downstairs classrooms \$35 each – nursery no charge. _____
 - G. Pastor's charge will be \$125 _____
 - H. Organist's charge will be \$75 _____
 - I. Other _____

TOTAL DUE \$ _____

Cash or Check # _____ Cash or Check# _____ Cash or Check # _____

2. Activities are to be attended and supervised by at least one adult and **cleared through the church office.**
3. Activities are to be scheduled to conclude no later than 10 PM. Doors are to be locked after use of building.
4. Adherence to no more than maximum occupancy to be advised and followed.
5. Lights are to be turned off after use.
6. Time should be allowed for cleaning of areas of building used after each use.
7. Church property is **NOT** to be taken from the building **by anyone.** Members may borrow with prior approval.
8. Garbage and trash is to be bagged and tied or boxed and placed **OUTSIDE** into trash container provided with lid closed.

Do tables and chairs need to be set up? YES or NO
Is there a rehearsal for event? YES or NO

How many people? # _____ Buffet for food? YES or NO
Do you need to decorate before the event? YES or NO

ALL PERSONS

We the undersigned, hereby agree to uphold and abide by the rules stated above for the use of the First United Methodist Church building and will be responsible for any loss and/or damage to the building during the period of time we have reserved it.

Date reserved _____

Building/Rooms to be used see front side.

Name _____

Amount Due\$ _____

Address _____

Balance is to be paid before event!

Phone #'s _____

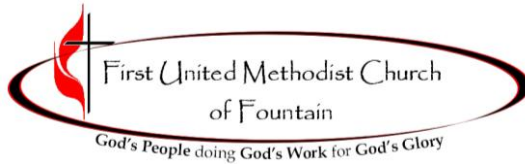
Event to be Supervised by _____

Signed by

Date

Pastor's Initials

Trustee's Initials



FIRST UNITED METHODIST CHURCH OF FOUNTAIN
CHURCH CALENDAR, ROOM & EVENT RESERVATION FORM

Please fill out this form in detail and submit to the church secretary. Your event will be posted on the church's main calendar and your form will be signed and returned to you.

Date Submitted: _____ **Time:** _____

Name of Event: _____

Day & Date of Event: _____

Alternate Date: _____

Room(s) & Space _____

Alternate Room(s) & Space: _____

Set up time: From: _____ to: _____ People expected # _____

Event Time: From: _____ to: _____ Weekly-Monthly-Yearly or 1 Time Use

Coordinator/Point of Contact (POC) _____

Address _____

POC Phone Numbers: _____ **Person filing report:** _____

- Member Non-Member Non-Active Member Regular Attendee
 Church Event Personal Other (*please list*) _____

Signatures indicate event has been posted and that the Office Staff and the Pastor are aware of the event.

Date Form Received: _____ **Time:** _____

Date Event posted to calendar by Communication Specialist: _____

Church Secretary: _____

Pastor: _____

Noted conflicts or other activities to be made aware of: _____

