

First United Methodist Church

135 West Simpson Street
Mechanicsburg, PA 17055

Phone: 717-766-4611

Fax: 717-796-9764

Building Use Guidelines

God has blessed us with a wonderful facility and resources for ministry. Along with that blessing comes the responsibility to take care of our facility and use our resources wisely.

Before the event:

- Complete the attached building use request form and submit to the church office at the address listed above along with applicable fee. You may call the office first to check room availability, but you must still complete a building use form to officially reserve the room(s).
- In accordance with our *Policy on Church Finances*: "Mission meals and similar events must have the prior approval of the chairperson of the Administrative Board and must be included on the master calendar."
- You will be contacted by the office if the date and/or room you've requested is **not** available.
- Please remember to notify the office if your event is rescheduled or cancelled (this helps us to maintain proper security of the building and conserve utilities such as electric and heat/air conditioning.)

Note: Fees for non church-related events will apply and are determined on a case-by-case basis. Fees are due and payable to First U.M. Church 2 weeks prior to the event.

During the event:

- In accordance with our Safe Sanctuaries policy, children should **always** be accompanied by a parent or designated adult and **never** left alone anywhere in the building.
- Our Safe Sanctuaries policy requires the following ratios be in effect:

<i>Birth-12 months</i>	<i>2 adults for every 1 to 3</i>
<i>12-24 months</i>	<i>2 adults for every 1 to 4</i>
<i>Ages 3-5</i>	<i>2 adults for every 1 to 8</i>
<i>Grade School</i>	<i>2 adults for every 15</i>
<i>Youth</i>	<i>2 adults for every 15</i>

(a complete copy of the Safe Sanctuaries Policy is available from the church office upon request)
- Storage space is precious. Please check with the Facilities Coordinator before just leaving something anywhere in the church. That space that "looks" available to you may already be "home" for something else.

After the event:

- Please return all items to their original place and make sure the room is neat
- Please turn off all lights and lock the room, if it was locked prior to your event
- Notify the Facilities Coordinator or the Church Office if something is broken or missing
- Report anything suspicious to the Facilities Coordinator or the Church Office

Please keep these guidelines for future reference. The request form should be submitted to the church office.

Note: Smoking is prohibited in the church building and on all church property.

Facilities Coordinator (766-4611, x111)
Church Office (766-4611, x101)

Revised 12/30/2009

First United Methodist Church Building Use Request

Name of Group/Event: _____

In accordance with our Policy on Church Finances: "Mission meals and similar church-related (fundraising) events must have the prior approval of the chairperson of the Administrative Board and must be included on the master calendar."

Name of Contact Person: _____

Member of FUMC? YES or NO (Circle one) **Church-related Event?** YES or NO (Circle one)

Contact Information: Home Phone: _____ **Cell Phone:** _____

E-mail: _____

Date(s) needed: _____ **Actual time of event:** _____

Start time: _____ **Ending time:** _____

Room(s) needed: _____

Set-up Type: Banquet Classroom As Is Custom (please provide diagram)

Please identify all needs below: (Note: 8-foot tables will be used unless otherwise requested.)

	8 ft. tables	How many? _____		VCR		Sound System Operator
	Round tables	How many? _____		DVD		Microphones
	Chairs	How many? _____		TV		Movie Screen
	Extra Garbage Cans	How many? _____		Other: Please specify		

Set-up by*:

I will set-up for the event. Please have the custodian to set-up for the event.

Tear Down/Clean Up*: will be provided by the Custodian for all events.

*** Note: Fees for non church-related events will apply and are determined on a case-by-case basis. Fees are due and payable to First U.M. Church 2 weeks prior to the event.**

Groups using this facility are expected to:

- Perform general clean-up of the room such as cleaning off tables, placing trash in receptacles, etc.
- Turn off all lights before leaving
- Lock the room if it was locked prior to your event
- Complete a Maintenance/Repair Request Form as needed. These forms are available in the bin outside the Facilities Coordinator's Office located in the 1st floor office hallway.

Smoking is prohibited in the church building and on all church property.

OFFICE USE ONLY:	
Date Received: _____/_____/_____	Date Approved: _____/_____/_____
Copy sent to Custodian _____/_____/_____	
Fee Due: _____	Date Paid: _____