

CARLINVILLE UNITED METHODIST CHURCH
Building and Equipment Use Policy.

(Adopted July 2006 and updated January 2009 Revised August 2021)

1. The church facilities of CUMC are made available for church events, community events, social events of private individuals, and non-profit organizations. Priority of the use of CUMC facilities will be given to the organizations, members, and constituents of CUMC. Individuals or groups whose activities are “for-profit” or whose activities or purposes are contrary to the Social Principles of the United Methodist Church are not eligible to use CUMC facilities or equipment.
2. All proposed events must be scheduled for use with the Office Manager. No events are to be scheduled after 6:00pm on Saturdays.
3. Funerals occasionally conflict with a previously reserved time for use of the facilities. ***IN THE EVENT OF A CONFLICT WITH A FUNERAL, THE FUNERAL MUST TAKE PRECEDENCE.*** The church will gladly refund your money and will work to help you try to secure another facility for your event. Your sympathetic understanding of this is appreciated.
4. Conference or District activities are always considered a CUMC activity.
5. Activities such as a church group serving a banquet, community youth functions, etc, are considered CUMC activities.
6. Despite the fact that many members and constituents of CUMC belong to a non-CUMC group using the church facilities, this activity must be considered a non-CUMC activity. Usage donations must apply.
7. Only CUMC organizations may use the kitchen for cooking and preparing meals. However, the kitchen is available to non-CUMC groups for serving and for light food preparation. Table service is available. Users must furnish their own consumable goods. Stoves may be used by special permission only.
8. Children and youth may use the facilities but only with supervision of adults over age 18. No children and youth are to be left on the church premises without adult supervision.
9. The donation to use the facilities must be paid at the time the reservation is made. The suggested donations are set at a level that covers the projected expenses to be incurred by the church. They do not reflect a profit on the part of the church. The donation levels are:
Sanctuary:
 - a. Members and constituents: \$50.00
 - b. Non-members: \$75.00

Fellowship Hall:

- a. Members and constituents: \$50.00
- b. Non-members: \$75.00

- 10. All areas of the church not reserved for use are to be "off-limits."
- 11. Users are responsible for obtaining a key to the church prior to their event. All lights are to be turned off and all doors locked after use. The key needs to be returned to the church office in a timely manner after the event.
- 12. Any breakage or loss should be reported to the church office ASAP. Repairs or damage to the building or equipment will be billed to the using party.
- 13. There is to be no tobacco use anywhere in the building. No alcohol or chemical substances are allowed anywhere on church property. This includes the parking areas.

Date of event: _____

Name of Party using facility: _____

Beginning Time: _____ Ending Time: _____

Type of Event: _____

Facilities used: Fellowship Hall Sanctuary Other

Total of donation received at time of agreement: _____

I have read the Building & Equipment Policy of Carlinville United Methodist Church and agree to follow them. I also hereby release and hold blameless the Carlinville United Methodist Church from any liability for damages or loss during the above named event.

Signature: _____ Date: _____

The church reserves the right to cancel any event at any time for any reason including violations of church policies and this agreement.
