

**POLICY STATEMENT FOR USE OF FACILITIES OF
ATHENS UNITED METHODIST CHURCH, ATHENS, PA**

In order to maintain our church equipment and our expenses, we would appreciate your help by following the guidelines we have established, which are listed below:

Our church Sanctuary is worship space and its use is limited for worship services, musical rehearsals, and special events given prior approval by the Athens United Methodist Church Board of Trustees and the Pastor.

**NO BEVERAGE OR FOOD ITEMS ARE ALLOWED IN OUR SANCTUARY.
ATHENS UNITED METHODIST CHURCH IS A SMOKE-FREE CAMPUS.**

1. Permission for use of the church building will be decided on and granted by Athens United Methodist Church Board of Trustees and the Pastor.
2. Athens United Methodist Church groups and functions have priority in use of the church. In case of conflict between non-church groups, a "first come, first served" policy will be in effect. Cooperation is expected with regard to space management when there are two or more groups using the church building at the same time.
3. Non-church groups are expected to schedule the time of their use of the church building to coordinate maximum efficiency in heating the building.
4. Groups meeting on a regular basis do not need to reapply for permission unless their needs for room space or day of the week change and as long as they continue to follow the policies and regulations set forth in these guidelines.
5. Any breach of our policies, guidelines, or regulations will be grounds for reconsideration of permission to use the church building in the future.
6. Requests for use of the church building shall be directed to the Athens United Methodist Church office and shall be considered on the basis of the group's purposes and if they provide a service or benefit to the community. **The church shall not be used for the purposes of personal profit or gain.**
7. **There shall be adequate and proper adult supervision by any groups with children.**
8. The church's furnishings (tables, chairs, dishes, etc.) shall be returned to their proper places after use by any group. Careful clean-up after each meeting is expected including lights turned off and disposal of garbage. Advice and assistance on the use of the church furnishings shall be directed to the Athens United Methodist Board of Trustees. Church furnishings shall not be removed from the church building. **Please cover tables if they are used for painting, gluing, or drawing with markers or crayons.**
9. The church shall be reimbursed for any damage to church property equal to the cost of the repairs. This also applies to cleaning of floors or carpets that may become soiled during the use of our building.
10. There will be no use of tobacco products, alcoholic beverages, or illegal drugs in the church building at any time. **Athens United Methodist Church is a smoke-free campus.** Failure to follow this policy shall result in immediate withdrawal of permission for use of the church building and campus.
11. Helium balloons are not allowed in any part of the church building.
12. In accordance with the United Methodist Church's Social Creed as dictated in the 2008 *United Methodist Book of Discipline*, gambling of any kind will not be permitted on church property, which includes raffles, lotteries, penny socials, games of chance, or any other activity where tickets are sold or earned in order to win a prize.

13. Non church-related groups guarantee that all activities held in Athens United Methodist Church will not be contrary to Christian teachings, be in opposition to the Polity (structure) and Doctrine of the United Methodist Church, or interfere in the life of Athens United Methodist Church in any way.
14. Athens United Methodist Church will not be held responsible for personal property left in the church building. Please assign someone from your group to check over the room(s) you have been using before you leave the building.
15. Athens United Methodist Church requests all organizations using our facilities submit a certificate of insurance if they hold an insurance policy on its members.
16. **Building Closing Checklist:**
 - All lights turned off – including bathrooms
 - All furniture put back if rearranged
 - All items are to be removed from refrigerators and freezers
 - Floors swept or vacuumed
 - Tables wiped off and cleaned
 - All trash picked up and placed in our dumpster.

ATHENS UNITED METHODIST CHURCH WOULD APPRECIATE ANY DONATIONS TO HELP OFFSET UTILITIES AND CUSTODIAL COSTS

My group/organization is requesting to use the Athens United Methodist Church facilities on the following date(s): Begin Date: _____ End Date: _____

Beginning time: _____ Ending time: _____ Total hours: _____

Purpose of building use: _____ Kitchen will be used: YES NO

Number of people expected: _____ This request is for recurring events: ____ YES ____ NO

PLEASE PRINT

Name: _____ Address: _____

Phone: _____ Email: _____

Cell Phone: _____ Organization Name: _____

Organization Address: _____ Phone: _____

By signing this form I verify that I have read Athens United Methodist Church's guidelines for use of its facilities and my group agrees to abide by all policies and guidelines dictated by the church:

Signed: _____ Date: _____

OFFICE USE ONLY

CERTIFICATE OF INSURANCE ATTACHED

ROOM(S) ASSIGNED: _____

APPROVED: YES NO ~ REASON: _____

APPROVED BY: _____ DATE APPROVED: _____