

BUILDING USE POLICY: Kitchen and Fellowship Hall

Oscoda United Methodist Church

Revised June 2019

Dear Friends:

Our church is committed to welcoming and serving our community, and we are happy to make our facilities available for your use. We do, however, require that you read and follow the building use policy outlined below:

This is a holy space. Please respect the integrity of God's house:

- There is absolutely NO SMOKING within the church building. NO ALCOHOL or DRUGS are permitted anywhere on the church grounds.
- Please do not allow guests or their children to roam the church at large. Children not involved in your meeting must be SUPERVISED for their own safety. We recommend providing games, books, or other age-appropriate activities for them. Children should NOT be allowed to play unsupervised anywhere inside or outside the church building.
- As a United Methodist Church we believe in holy living and the highest standards of conduct. Our Social Principles prohibit any form of gambling. Given the addiction of many persons to gambling practices, and the devastating consequences for those persons, their families, and their communities, the UMC cannot allow gambling in any form. We therefore insist that NO RAFFLES or any other gambling activities be held in our building or on our grounds.
- CLEAN UP AFTER YOURSELVES. Inasmuch as you are able, please leave our facility in the same state as you found it.
 - ** Throw away any garbage, wipe up spills, pick up any messes, and return furniture (or anything you have moved to its original position.
 - ** Check all areas that have been used. This includes restrooms. Ensure that lights are turned off and any messes your members or their guests have left are taken care of. You are not expected to mop or clean the toilets. But we do ask that you clean up any puddles, make sure toilets have been flushed, put all garbage in the cans, etc.
 - ** Please do not touch the thermostats – the air and heating are preprogrammed. Any heating/cooling concerns may be addressed to the pastor, secretary or other church representative.
 - ** Any appliances you have used should be turned off, cleaned and put away.
- If you notice any building problems or concerns that should be brought to our attention, please do so. This includes burned out light bulbs, plugged toilets, etc. as well as any special cleaning or maintenance needs (i.e. someone was ill and the carpet should be cleaned)
- Any special requests must be cleared with the pastor and the building trustees. This includes, for example, if your group would like to hang anything on the walls using pins or tape, or any other requests that may affect the integrity of our building structure.

Building use fees are described below. Fees should be arranged in advance and may be adjusted if your event runs overly long, creates undue mess, causes damage to church building or property, etc.

- Use of the fellowship hall: \$100
- Use of the kitchen: \$100 NOTE: Because we are a licensed kitchen, we must insist that anyone using the kitchen be approved in advance and properly trained in cleanliness, food handling, etc. We reserve the right to revoke kitchen privileges if we observe any abuse or misuse of our facilities.

- Use of both fellowship hall and kitchen: \$150 total
- There is no fee for OUMC church members to use either facility, although donations are always welcome. Prior arrangements and proper training are still required. Building use fee must be received prior to the start of your event. A late charge may be added to any fee not received in a timely manner.
- Please make checks out to: Oscoda United Methodist Church. On the memo line, write "building use" and indicate your event name and/or date.
- Checks may be sent to the OUMC church office, 120 West Dwight Street, Oscoda, MI 48750. You may also drop off your payment in the office, located just inside the bell tower entrance off Dwight Street. If no one is present, you may slide your payment under the door or place it in the box on the office door.

Please address any questions or concerns you have regarding this building use policy before your event at our facility. Let us know if there is anything we can do to help.

In Christ

Pastor Bill Seitz
Oscoda United Methodist Church

I have read and understand the church building use policy. I will make my group aware of the requests listed therein, and will do all in my power to ensure the policy is followed.

_____	_____	
Person Responsible for Event (please print)	Event Name (please print)	
_____	_____	_____
Street Address	Even Date	Event Time
_____	_____	
Phone Number	Expected Duration of Event (in hours)	
_____	_____	
Signature of Responsible Party	Date Signed	

To be completed by pastor or secretary: Permission is hereby granted for the above event to be held in our facility. A church use fee of \$_____ and a \$50 refundable cleaning deposit has been agreed upon by both parties, with the understanding that this number may be revisited if circumstances warrant.

_____	_____
Signature of Pastor or Secretary	Date

Signature of Person Responsible for Event	
Amount Received: _____	Receipt Number: _____

Please retain a copy of this policy for your own records, and file a signed copy with the church office. Thank you and God bless.