

ORION UNITED METHODIST CHURCH

BUILDING USE POLICY

1. The mission of the United Methodist Church is to make disciples of Jesus Christ for the transformation of the world.
With that in mind, our church is willing to make our properties available to individuals and community groups in the sincere hope that our facilities will be used to strengthen families, the community and ultimately, the Kingdom of God.
2. Anyone wishing to use our facilities must schedule the desired space through our church office (526.8511) with the approval of the pastor. Church activities (i.e., funerals) have priority in the use of our facilities.
3. Non-profit organizations are not required to pay the rental fee.
However, if your organization would like to make a donation, it will be gratefully accepted.
4. The Orion United Methodist Church requires a \$50 deposit when the completed contract is submitted to the church office.
The deposit holds the date of your reservation. The deposit will be refunded upon inspection of the rental facility that it is undamaged, cleaned and returned to an orderly condition.
5. Persons using our facilities are responsible for returning the space to an orderly condition. Please turn off the lights and shut all exterior doors when leaving the facilities. Usage guidelines for the Methodist Activity Center and Fellowship Hall are attached and are also posted at the facilities.
6. If select kitchen appliances (ovens and/or microwave) are to be used, the church office has a list of church members who are able to give appliance tutorials.
7. We are glad you are using our facilities and ask that you treat them with care and respect. Avoid decorations and conduct that may damage our property or its contents. The church property and its facilities will be free of profanity, drugs, alcohol and tobacco at all times.

-----BUILDING USE AGREEMENT-----

Person/Organization making reservation _____
 Phone number _____ Address _____
 Email address _____
 Facility reserved: _____
 Date of event: _____ Time reserved: _____ Arrival time: _____ Departure time: _____
 Anticipated number of guests: _____ Indicate here if you would like an appliance tutorial.
 Form of \$50 deposit (cash or check): _____ Deposit checks will be cashed within two weeks of acquisition.

Upon submittal of your rental contract, your deposit is due. Rental payment is due prior to the event. Include a **self-addressed stamped envelope** which will be used to mail your refunded \$50 deposit. Refunded deposits will be mailed within 2 weeks after the date of your event. Make a copy of this form for your records before submitting it to the church office. Please keep the attached forms for your use.

I, _____ understand the above stated policies and hereby promise to be responsible for any damages which may result from direct misuse of the facilities of the Orion United Methodist Church or by negligence by any member or guest of my organization during the above stated times on the specified date.

I understand that glitter and/or confetti is not allowed to be used in Fellowship Hall and I will abide by this rule. _____ (initial)

Rental fee formula: There is a \$15 per hour rental charge and a number of guests level charge.

1-25 guests: \$15 per hour	51-100 guests: \$15 per hour plus a \$20 fee
26-50 guests: \$15 per hour plus a \$10 fee	101 and more guests: A minimum 4 hour rental fee plus a \$30 fee