

NASHVILLE UNITED METHODIST CHURCH

Guidelines for Use of Church Facilities

The facilities of Nashville United Methodist Church are available to the community for a variety of social, civic, and educational events. Priority shall be given to the following purposes in order:

1. ***Spiritual***: Use of the facility for spiritual purposes by NUMC shall be given the highest priority and takes precedence over all other uses. Spiritual use by other groups shall be set by consultation between the trustees and the NUMC pastor.
2. ***Charitable***: Use by non-profit charitable organizations providing service to the community has the next priority.
3. ***Educational and Civic***: Groups that support educational and other civic interests are welcome and will be given the third priority.
4. ***Special Use***: Use of space for other social activities may be allowed at the discretion of the trustees.

Guidelines for use of facility:

1. The sanctuary is a place of worship and shall be treated as such. Speech and personal actions shall reflect that you are in the Lord's House. Use of the sanctuary for anything other than worship, funerals, and weddings will be permitted only after the approval of the trustees in consultation with the pastor.
2. Groups obtaining permission for use of specific rooms shall restrict their activities to those rooms and the nearest hallway and restrooms. Organizational leaders using any portion of the facilities shall not allow guests to roam freely outside the immediate area. Children and all youth organizations utilizing the church facilities shall be supervised by adults at all times.
3. All persons using the facilities shall adhere to our policy of no smoking and no alcoholic beverages on the premises.
4. Any use of the kitchen must be arranged in advance with the Trustees and/or Kitchen Committee at the time of the room request. NO use of the electrical equipment, stoves, dishwasher, dishes, utensils, pots, pans, or food preparation equipment is permitted without specific instruction by a representative of the Kitchen Committee.
5. Pianos and the sanctuary organ shall not be used without specific permission and notation on the contract.
6. Any decorations must be approved and shall not be attached to the walls or ceilings in a manner that will leave any damage. They must be removed upon completion of the activity.
7. Outside groups using the facility shall pay for a representative of the church to open the facility, be present during the activity, and close the church.
8. Groups renting the facility shall pay for any required custodial service.

9. It is expected that the building and grounds will be left in the same condition in which they were found, including replacement of any furnishings (tables, chairs, etc.) Any damage must be reported to the church representative immediately or security deposit will be retained.
10. Nashville UMC does not accept liability or responsibility for personal injury, disability, or property losses incurred during the use of church facilities. The signatory and/or organization agree to indemnify and hold harmless Nashville United Methodist Church, its trustees, and any representatives of the church.

NASHVILLE UNITED METHODIST CHURCH
Application for Use of Church Facility

36 South Jefferson Street
P.O. Box 518

Nashville, IN 47448
812-988-4666

Please complete this form and return to the church office. We would prefer 45 days' notice prior to date requested. After consideration by the Board of Trustees, you will be sent a copy of this form stating approval (or denial) and any fees or restrictions.

Individual/Organization:	
Responsible person:	Address:
Daytime Phone:	Evening Phone::
Email:	NUMC member?

Room/s needed:	Date/s:
Time: from _____ to _____	Purpose of activity:
Profit organization? Yes () No ()	Expected attendance:
Setup required:*	
Other needs:* audio-visual equipment (), sanctuary sound system (), coffee pots (), outside caterer (), kitchen use ()	

* an additional donation may be necessary

I/we certify that we have read and will observe the guidelines for use of facility. I/we assume full responsibility for any damage to the facility and agree to pay for any damages.

Signed _____
Signature of responsible person

<i>For church office use only:</i>		
Date requested available: Yes () No ()		
Approved () Disapproved () by Board of Trustees on _____		
If disapproved, reason: _____		
Facility use contribution	\$ _____	Notes: _____ \$ _____ _____ _____ _____
Additional services	_____	

Refundable Security Deposit	\$ _____	
TOTAL DUE	\$ _____	

Payment of fees due upon receipt.