



MEDINA UNITED METHODIST CHURCH FACILITY/PROPERTY USE POLICY

Our facilities are available for use for events such as: parties, receptions, weddings, showers, anniversaries and other similar events to MUMC members. MUMC does not cater personal events other than funerals. Please see the MUMC Administrative Assistant to schedule your event, check out a key (if needed) and to submit the “FACILITY/PROPERTY USE REQUEST AGREEMENT” and the “Kitchen Procedures Form” if applicable.

- I. NO SMOKING IS ALLOWED IN THE CHURCH BUILDING.
- II. NO ALCOHOLIC BEVERAGES OR DRUGS ARE PERMITTED IN THE CHURCH BUILDINGS OR ON THE GROUNDS.
- III. CHILDREN (ANY PERSON LESS THAN 18 YEARS OF AGE) ARE TO BE UNDER ADULT SUPERVISION AT ALL TIMES.
- IV. Please leave everything as you found it. Tables and chairs may be arranged to suit the occasion but afterwards returned to the place where they were found. They are also available for events off church property but must be signed for.
- V. Any broken items should be replaced or paid for.
- VI. If using the kitchen please refer to the kitchen Use Policy.
- VII. If nursery equipment is used please see that everything is returned to original place;
 - a. Pick up toys
 - b. Wipe down counters and equipment
 - c. Remove all dirty diapers from the area
- VIII. When leaving make sure all doors are locked and indoor lights are turned off.
- IX. A member of the Kitchen Committee (when kitchen is used) or Trustee Committee will inspect the facility after the event is over, and notify the MUMC Administrative Assistant of the results.
- X. These guidelines apply to all MUMC facilities and grounds.

The Medina United Methodist Church does not assume responsibility for any loss, damage, or injury including death, incurred on/by the property of the church, its buildings and the grounds, equipment or fixtures thereof.

I have read, understand and agree to abide by the guidelines listed above.

Requestor's Signature

Date:

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