



GERMANTOWN
UNITED METHODIST
CHURCH

Germantown United Methodist Church is pleased to host your group in our church building and/or on our property. Our goals are to serve the community and offer a place that is welcoming and hospitable to many different groups and organizations.

In order to provide the best possible experience for your organization and for others, we've developed a set of guidelines that we hope will be helpful for you. This is a large facility, and often there is more than one group at a time, using the building. Your assistance and cooperation, is an essential part of helping each group have a positive and enjoyable experience.

Please read the guidelines enclosed, so that you are aware of the care and responsibilities involved in using the building.

If you have any needs or questions or changes for your organization please contact our office: Monday- Thursday 9-4, Friday 9-noon, the phone number is 937-855-2102 or email at secretary@germantownchurch.org.

Thank you,

Germantown United Methodist Church Trustees

Germantown United Methodist Church
Guidelines for the Use and Care of the Church Facility and Land
Revised March 2013

We are pleased to host your organization at GUMC. In order to make this a positive experience for the many groups we host, we ask that you help us by following the guidelines listed below. Please let us know if there is anything we can do to help your meeting time be beneficial and positive.

General Guidelines:

1. Building shall be left in clean and orderly condition; chairs, tables, etc. arranged as per the building/room diagram.
2. Kitchen spaces and items used must be cleaned before departing.
3. Please keep all food and drinks in the lower level unless you are pre-approved for your function. No drinks with red coloring will be allowed in the carpeted area.
4. Alcoholic beverages are not allowed in, on or around GUMC property.
5. Smoking is not permitted inside the building. Receptacles are provided, one on each level by the two main entrances for your use. Please be aware of others who may be sensitive to smoke.
6. If you need to use the kitchen, it must be reserved.
7. Unless requested, the sound booth cannot be used. A member of the staff is required to assist you with AV equipment in the sanctuary.
8. Nothing is to be nailed, glued, bolted, screwed or stapled to the walls, beams or doors.
9. No holes are to be drilled anywhere. Items can be taped up using painters tape only.
10. The church building exists primarily for use of Christian Fellowship. In the event that the Church should need the building for its own use (example: funeral, special event, etc.) you will be asked to relinquish your time for that occasion.
11. Damage to the building or equipment will be repaired at the cost of the group causing the damage.
12. No lite candles maybe used.

Safety of Children is of the utmost importance to us, please help us in the following areas:

1. Youth and children's groups must have suitable adult supervision. Adults in charge must remain in the building until all members of the group have vacated the premises.
2. You are welcome to use the nursery, with an adult present, but please do not allow children to run throughout the building.
3. Please direct children not to disturb other group meetings in the building.
4. Children under 12 years of age must have an adult present, if the elevator is needed.

Cleanup:

Often there is another group using our facility soon after you leave. Please help us welcome them also, by leaving your space clean and ready for the next group.

1. Simple things help make a difference so please leave tables and chairs in the original arrangement.
2. Make sure all trash is picked up and deposited in the proper receptacle.
3. Wipe off table tops and sweep dirt/crumbs off floor as necessary.
4. If there are spills, please be sure to clean them up.
5. Mops, brooms etc. can be found in the downstairs janitor's closet on the outside of the kitchen by the north side doors.
6. For outdoor events please be sure all trash is picked up and anything removed from the building is returned.
7. A dumpster is located outside the lower level.

Coming and going and locking up:

1. Please use the main entrance to enter and exit the building for events after 4:00 p.m.
2. If you have items/supplies to bring to the lower level, that entrance can be used, but please be sure you personally lock it.
3. As you leave, please be sure the lights in all the bathrooms are off. (There are 3 bathrooms on each level.)
4. Check all doors to be sure they are securely locked.
5. Turn off all lights. Security lights at each entrance always remain on. There is no switch to turn them off.
6. There is a security system that automatically arms at 11:00 PM. Please be sure you are out of the building and all doors locked by 10:30.
7. If you have an event that will go later than 11:00 PM be sure to contact the church office so we can set the security system appropriately.
8. In case of emergency not during normal office hours, please call Stan Price (937-239-2886), David Dursch (937-307-3508) or Doug Cox (937-671-2263).

Contacts:

The Church office is open Monday-Thursday 9 AM – 4 PM, Friday 9 AM – Noon.
Church phone number: 937-855-2102
Email: secretary@germantownchurch.org

Please contact us if:

1. There are any needs you have.
2. Changes of leadership or contact person.
3. Room request changes or special events that need to be scheduled, beyond the regular times.
4. Updates for phone numbers and e-mails.
5. Any questions with our policies.



Reservation for the Use and Care of the Church Facility and Land

I have read and understand the church guidelines and policies. My signature constitutes my agreement to abide by them. I understand I am responsible for my organization following the policy presented at the time of signing this agreement.

Name: _____

Title or Role: _____

Organization: _____

Purpose of Need: _____

Contact Phone: _____ Email: _____

Dates/Day Requested: _____

Start Time: _____ End Time: _____ Recurring? _____

Rooms Requested: _____

Anticipated Number of participants: _____

Church Representative: _____

Signature: _____ Date: _____

Once this form is received in the Church Office, your reservation is set.