

Lexington United Methodist Church
1211 South Business Hwy 13, Lexington, MO 64067
660-259-2483
LEXMOUMC.ORG

FACILITY USE AGREEMENT

Today's Date: _____

Event Title: _____

Brief Description: _____

Event Date: _____ Time _____ *am/pm* to _____ *am/pm*

Will a meal be served? _____

Cost to attend? _____ or Free-Will Offering _____

Primary Contact Name: _____

Phone: _____ Email: _____

Backup Contact Info _____

Equipment Needed: _____

(TV, DVD player, Microphone, Sound System, etc.)

Locations (rooms) to be used: _____

Procedures for reserving and leaving the building

The primary contact is responsible to see that the following tasks are accomplished:

- 1) The activity is scheduled through the church office. A door code will be provided as applicable.
- 2) Appropriate fees are paid.
- 3) Damaged or broken items are reported and a fair restitution is made if clear negligence or abuse is evident.
- 4) Lights are turned off, thermostats are properly set and all doors are secured.
- 5) Food preparation areas are cleaned.
- 6) Church equipment is left in good, clean, serviceable condition.
- 7) Furniture and furnishings in the space being used is returned to its initial configuration unless other instructions have been provided.
- 8) In situations in which a deposit is applicable, after the responsible person has turned in the checklist, a determination will be made regarding refund of the deposit by the Pastor.

Fee: _____ Deposit: _____

GENERAL RULES FOR USE OF CHURCH FACILITY

1. Participants are expected to recognize the Christian atmosphere of the United Methodist Church and conduct themselves accordingly.
2. No activity thought to be contrary to the policies of the United Methodist Church will be permitted.
3. Every group is expected to have at least one individual designated as the responsible person. That person will be responsible for tasks outlined in the Facility Use Agreement. An LUMC member will be available at large non-church special events to provide assistance and/or information.
4. Those using the building should be aware that other groups may be in the building also, and should conduct their activities in a way as to minimize conflict with others.
5. The activity must be confined to the general area to which it is assigned. Children will not be allowed to roam through the building. Participants will use restrooms and building entrances adjacent to the FLC.
6. No drinking or drugs are permitted on premises. Smoking is allowed outdoors only.
7. No swearing or fighting will be tolerated in this Christian atmosphere.
8. Nothing is to be put on the walls without prior approval.
9. We do not allow Styrofoam to be used in the building. Paper products are allowed, however using non-disposable plates, cups, etc. are preferred.