

FACILITIES

**Room Use
Rental Form**

First United Methodist Church
1450 Fern Ridge Road SE, Stayton OR 97383
(503) 769-5700

Property Policy, Rental Fees, and Renter Agreement

I. User Groups

- A. Stayton United Methodist Church groups and organizations.
 - 1. Age groups, committees, weddings, funerals, etc.
- B. Public Groups
 - 1. Regular users (contract)
 - 2. Periodic users (fee basis)

II. Limitation on Groups

- A. Stayton United Methodist Church groups and organizations
 - 1. Available any time - first come, first served.
- B. Public Groups
 - 1. Approval as to suitability of meeting in Church to be given by Pastor and Trustees
 - 2. First come, first served - after Church needs.
 - 3. Limited to rooms rented except for rest rooms.

III. Fees

- A. No charge for United Methodist Church members/groups or certified non-profit groups. (Donations are appreciated)
- B. Public Groups - Fees to be determined
 - 1. Key Deposit (to be refunded when returned) \$15.00

IV. Procedures

- A. Schedule
 - 1. Final approval by Pastor
 - 2. Form stating who, what rooms, date, time (with hours), payment in advance and signature on form.
- B. Limitations on use of furniture, fixtures, banners, etc.
 - 1. Furniture may be moved within church building with approval of Pastor or Trustees if it is replaced at end of the activity.
 - 2. Furniture may not be removed from building without permission of Pastor, chairman of Church Council or Trustees.
- C. Cleaning - all rooms used shall be left in clean and neat condition.
- D. No alcoholic beverages to be served or consumed on Church property.
- E. No smoking in building.
- F. No animals in building.
- G. No rice, bird seed or confetti allowed in building or on property.
- H. The Stayton United Methodist Church does not endorse or oppose the views of any

group allowed to meet in the Church.

I. Rooms that are not available.

1. Pastor's Study and Church Office
2. Work Room
3. Rooms that are rented on a daily basis.

Please fill out this form and return to the church office 30 days before your event.

Name of person or group: _____

Description of event: _____

(Attach a brief statement of purpose or attach documents describing your organization.)

Who from the Stayton UMC will be on site during the event? _____

Rooms to be used: _____

Dates and Times of use: _____

Payment Received: Date Signed: _____

Number of Children under 12: _____

Describe plans for supervision of the children: _____

Number of Teens: ____ .Number of adults providing supervision: ____

Will food be served? If yes, please describe: _____

Describe plans for clean-up: _____

Do you have liability insurance that covers this event/meeting? ____

If yes, please describe, including name of carrier: _____

Signature: _____

(Printed) _____

Address: _____

Phone: () _____ Email _____

You are responsible for your event. Be sure that you have made proper preparations for heat, light, unlocking and locking the building, set-up, clean-up, and etc.

We hope you have a smooth and meaningful experience.