

Friendship United Methodist Church
Wyoming, Ohio
Guidelines for Facilities Care and Use

Friendship United Methodist Church and Facilities is dedicated to the ministry of Jesus Christ. Please treat these facilities with respect. All groups using our facility will keep the practices and purpose of Friendship United Methodist Church.

All groups using any part of the building shall:

1. All events must be scheduled on the church calendar maintained by the church secretary.
2. Gambling, alcoholic beverages, illicit drugs and profanity are not permitted in the building or on church property.
3. Smoking is not permitted inside the buildings.
4. All groups using the building for athletics must have each participant agree in writing to release Friendship United Methodist Church and its officers and staff from any and all liability incurred in conjunction with their use of the facility via the Release Form and Waiver of Responsibility prior to any facility use.
5. Groups are liable for the cost of repairs or replacement for any damage done to the buildings, grounds or equipment.
6. Children must be carefully supervised at all times and use a room designated for childcare. Any sporting or athletic event involving children must be supervised at all times, and all sports activities must be restricted to Thomas Family Hall. A minimum of two adults is required at all times.
7. Audio and visual equipment may only be used by authorized individuals. Need for equipment must be arranged 2 weeks ahead of the event and extra fees may be incurred.
8. Furniture should not be moved between rooms of the church. All furniture within the rooms should be returned to the original setup.
9. When returning chairs to the storage closet in Thomas Family hall, use the dollies provided. Stack chairs 8 high. Dragging the chairs across the floor damages the carpet.
10. Comply with rules and regulations for the use of the kitchen when it is used. Do not use supplies and food in marked cabinets without replacing the items.
11. Do not prop doors open. Each furnace and air conditioner has a zone. Open doors conflict with zone thermostats. Also, the doors act as fire stops.
12. All groups must clean up. Please take trash to the dumpster located in the SW corner of the parking lot. Place a new plastic bag in the trash containers. Replacement bags are located in the kitchen on top of the refrigerator.
13. Close and lock all doors, close all windows, turn off lights, check restrooms for lights before leaving. Return key to the designated key deposit box.

October, 2007

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