



First United Methodist Church
406 W. Phillip Avenue
Norfolk, NE 68701

FACILITIES USAGE POLICY

Welcome to First United Methodist Church, Norfolk, NE. Our church building has been dedicated to the glory of God and we are pleased to have you use them for your activities. Therefore, we ask you to respect the place as you make your arrangement. We ask that you review the Facilities Usage Policy as you prepare for your event.

General Guidelines and Requirements:

1. For purposes of this policy, any reference to facilities includes reference to any property of the church, including furniture and equipment.
2. Every group or organization is required to abide by all church guidelines, requirements and other restrictions regarding usage of the church facilities.
3. Users of the church facilities agree to use utmost care in the use of church facilities and agree to leave the facilities in good, clean condition.
4. All requests for usage of the church facilities are subject to approval by First United Methodist Church – Norfolk, NE.
5. The church reserves the right to schedule other activities and events in other parts of the church facilities.
6. In the event of a funeral, the church reserves the right to cancel or reschedule the scheduled facility use request.

General User Responsibility:

Additional Requirements and Restrictions:

1. Those using First United Methodist Church facilities agree to release, protect, defend, indemnify and hold harmless First United Methodist Church and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any First United Methodist facilities.
2. In the event of damage to the church facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the church Board of Trustees or their designee and shall pay the church for such repair and replacement costs upon demand.
3. For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage.
4. The transfer or passing on by any group or organization of permission to use church facilities to any other persons or organizations is strictly prohibited.
5. Those using church facilities must confine themselves to the areas reserved for their event and will not exceed the capacity limits of requested facility areas.
6. There will be no alcoholic beverages, cigarettes or illegal drugs used, dispensed, or sold on the church property, including the parking lot. Please remind your attendees of these rules as you are responsible for their observance.

7. Decorations: We request no thumbtacks, nails, etc. be used anywhere. The use of tape should be used carefully as to not strip any paint.
8. No group or organization (whether or not a church member is affiliated with such organization) shall use any church facilities in any manner or for any purpose that is in conflict with or contradicts the United Methodist Book of Discipline or the mission or principles of the church.

This policy is applicable to use of the church facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of church facilities. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No church representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Facility Usage Agreement without the express written approval.

FACILITY USE CHECKLIST

The purpose of the checklist is to assist users in meeting expectations regarding the condition of the space used. If concerns arise regarding the condition of the space, the organization's contact person will be notified. Please initial items below to confirm you have performed the following expectations:

1. Placed dishes, equipment, pans, cooking utensils, silverware, etc., in cupboards, as marked.	
2. Emptied the refrigerator of any products used for the event held.	
3. Swept the kitchen floor. (The custodian will clean the restrooms and vacuum the carpet.)	
4. Place used hand towels, dish cloths, dish towels, etc., on the island counter to be washed.	
5. Collected the trash and placed it in the trash dumpster located outside the North door, along the alley.	
6. Turned off the lights and ceiling fans.	
7. Note below any breakage or damage to the building, furnishings, or equipment.	
8. Building is locked.	
9. Return this form and the key to the church office no later than the next business day following the held event.	