

CHURCH USE POLICY

For Non-Church Organizations

The Chadron United Methodist Church takes pride in the facility we have and are pleased to offer our building to the use of outside non-profit organizations. We ask that you please treat our facility with respect.

The sanctuary and chapel areas are off-limits without prior approval from the pastor.

A room will be provided for your group or organization to meet. Any supplies you need must be supplied by you, unless arrangements have been made in advance with the church office.

Space will be provided as requested on the application; however if you require any additional items (i.e. tv, disc player, wi-fi, etc.) they must be requested and approved via the church usage contract. Group leaders will be identified in the agreement and be responsible for those in the group using the building.

Scheduling must be made **at least one** month in advance with the church office (432-2866). However, when scheduling conflicts arise, the church scheduled activity takes priority.

You are responsible for your own set up and clean up. Please leave the room(s) you use in the same condition you found them or better. If you need to use the vacuum or a broom, you will find it in the custodian's closet located in the basement near the elevator door. Turn off lights when leaving (including the restrooms).

If anything is broken or damaged, notify the church office right away.

In case of an emergency, a telephone is located in the hallway behind the kitchen.

Please notify the church office (432-2866) if you cancel your meeting as there may be another group needing an available room.

A Church Usage Contract must be completed and signed when requesting a room with the church office.

Requests will be reviewed by the Pastor and Church Secretary; for larger groups it may be necessary to have approval from the Administrative Council.

Some groups regularly give a donation when they use the church building. Others do not. The church has a set of basic costs based on accommodations needed. Special consideration will be given to groups that give donations.

There will be no alcoholic beverages served or allowed on any part of the premises.

No smoking will be allowed in the facility or on any part of the premises.

| Suggested Donations | Non-Member | Member |
|--|-------------------|---------------|
| Small Room (i.e. choir room/library/Narthex/Youth Classroom) | \$40.00 | \$20.00 |
| Fellowship Hall | \$60.00 | \$30.00 |
| Fellowship Hall with Kitchen | \$100.00 | \$50.00 |

Chadron United Methodist Church
847 Shelton Street, Chadron NE 69337
(308) 432-2866

CHURCH USAGE CONTRACT

Non-Church Organizations

Group/Organization Name: _____ Email: _____

Person Responsible: _____ Phone # _____

Address: _____

Purpose of Meeting/Event: _____

Limited Time Use: Date(s) _____

Beginning Time _____ Ending Time _____

Continual Time use: Day(s) of the Week _____

Week(s) of the Month _____

Beginning Time _____ Ending Time _____

CALL CHURCH OFFICE IF CANCELLATION IS KNOWN

Size of Group _____

Group Age _____

Room(s) Requested _____

Equipment Needed:

Number of tables needed _____

Number of chair needed _____

TV Yes _____ No _____

Other: _____

Will you require our custodian's service? _____

If yes, there will be a charge depending on service needed.

Signature: _____ Date: _____

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The Chadron United Methodist Church reserves the
Right to cancel this agreement at any time.