

# Greenwood United Methodist Church Facilities Usage Form

Please review the “Rules for the Use of Greenwood United Methodist Church (GUMC) Facilities” included on the back of this page.

1. Weddings: The couple or family should obtain the “Wedding Guide” and work directly with the Pastor, Wedding Coordinator, and Administrative Assistant to ensure all Church-related details are covered.
2. Return the completed Facilities/Equipment Form to our Administrative Assistant or place in Administrative Assistant’s mailbox by Church Office. The Administrative Assistant will review the church calendar and advise the Requester of the room/building availability for the requested time. Please note that completing this form is the initial step. It does not guarantee usage of the building.
3. The Request Form will be forwarded to the Trustee Chair, who will respond with approval or disapproval within one week of the request. If a Trustee is required to be present or on-call for the event, a contact will be provided on the form. The office will notify the Requester of the result.
4. For kitchen or kitchenette use, please review and follow the additional rules as stated.
5. If the request is approved:
  - The amount of any fees must be paid at least one (1) week prior to the requested date to confirm the request. A copy of the completed and accepted request will be filed in the Church Office and maintained by the Administrative Assistant.
  - If there is a need for special set-up or equipment use, a Trustee Representative will be assigned to make sure specific needs are met.
  - Please note that Greenwood operates its GUMC Preschool in the education wing of the facility from 7:00am- 5:00pm Monday – Friday. In general, the building’s education wing may not be reserved during these hours.

## FEE SCHEDULE

(A half-day equals four (4) hours or less.)

**Note the time frame to schedule events are: Monday-Friday 9am-9pm, Saturday 8am-5pm**

Room Type	½ Day	Full day
Classroom	\$60	\$100
Suter Hall (as is)	\$150	\$250
Suter Hall (changed etc.)	\$250	\$400
Chapel**	\$150	\$200
Sanctuary**	\$300	\$500
Kitchen*	\$150	\$200

\*Please refer to Kitchen/Kitchenette rules

\*\*Must be reviewed by Pastoral Staff

Usage fees help to defray the additional costs for custodial work, during usual custodial hours and utilities. Fees will not be charged for use by any Greenwood-sponsored group for programs, meetings, etc. Fees will not be charged for activities of the Ecumenical Assembly. Members of the Greenwood congregation or Greenwood staff may use the facilities for personal reasons at 1/2 the listed fee. A community or civic group which may or may not include Greenwood members will pay the full fee(s) listed.

# Rules for the Use of Greenwood United Methodist Church Facilities

The members of Greenwood United Methodist Church (GUMC) are pleased to share the light of Jesus Christ by opening the doors of our facility to groups who are working to improve the quality of life for the citizens of Greenwood and the surrounding communities. Several organizations use Greenwood's facilities on a regular basis and others on an as-needed basis. We welcome you and wish to communicate the following requirements:

1. All activities conducted within the church facility and on church property must conform to all safety and fire codes. Activities that endanger people or are likely to damage or deface the facility are prohibited.
2. GUMC cannot be responsible for valuables you or your group brings into the facility or onto church property.
3. Please use only your assigned room(s), and respect any other groups that may be in the building at the same time.
4. You are responsible for any damage caused to the facility, the equipment therein, or the grounds and must report it to the Administrative Assistant immediately. Should this occur after normal business hours, please leave a note for the Administrative Assistant in the mailbox by the Church Office or call and leave a voice mail message at 317-881-1653.
5. Please close windows, turn off lights, and leave the room(s) as clean as you found it.
6. GUMC is a smoke-free environment. Smoking is prohibited within the church facilities and is discouraged on church grounds.
7. Possession or use of alcohol, illegal drugs, or weapons of any kind is prohibited on church property.
8. Any equipment which is to be used at your meeting or event must be brought to the facility each time. GUMC will not store equipment or supplies for you. Any exceptions to this must be approved by the Trustees.
9. The Trustees reserve the right to refuse the privilege of facility use to groups or persons who cannot fulfill the above requirements, or for any other reason.

If you have any questions regarding these rules, please contact the Administrative Assistant. Church office hours are 9:00 a.m. to 1:00 p.m., Monday through Friday.

## Kitchen and Kitchenette Rules

1. All food and drink items are to be provided by the requester.
2. Ensure that all kitchen surfaces and all kitchen items that are used are left in a clean condition and placed back in their proper location.
3. Remove all trash and place in furnace room if able.
4. Remove all unused food, ice, drinks, etc., that you brought in.

Note:

- Use of our kitchen facilities is available but limited. Public safety, health and cleanliness are paramount concerns. Ways to ensure that these concerns are strictly met must be agreed upon before use of the kitchens, food service areas, refrigerators, freezers, dishware or silverware.
- Adequate arrangements must be made ahead of time with the kitchen manager to insure cleanliness and food handling practices are observed in accordance with the highest standards of the Public Health Service.
- When refreshments and/or food are to be prepared or served by an outside group, Kitchen Manager may require a Greenwood member to be present as a sponsor. The sponsor will assist/oversee all use of the kitchen and cleanup.

# Monthly & Yearly Use of GUMC Facilities

Greenwood United Methodist Church is committed to being a welcoming and generous presence in our community. Monthly and yearly facility usage options are offered to support groups and individuals who gather regularly while helping to offset the ongoing costs associated with utilities, custodial services, maintenance, and building wear.

These rates are calculated using the non-member half-day usage fee, recognizing that most recurring groups meet for shorter, scheduled sessions rather than full-day events. Monthly and yearly usage helps ensure responsible stewardship of church resources while maintaining the availability and care of Greenwood UMC facilities for worship, ministry, and community use.

## DEFINITIONS

### **Monthly Use**

Recurring use of an approved space within a calendar month, based on half-day usage.

### **Yearly Use**

Recurring use of an approved space for twelve (12) consecutive months, based on half-day usage.

All monthly and yearly usage requests must be scheduled in advance through the Church Office and are subject to approval by the Trustees. Greenwood UMC ministries and programs always take priority.

<b>Room Type</b>	<b>Monthly</b>	<b>Yearly</b>
Classroom	\$480	\$4,800
Suter Hall (as is)	\$1,200	\$12,000
Suter Hall (changed etc.)	\$2,000	\$20,000
Chapel**	\$600	\$6,000
Sanctuary**	\$2,400	\$24,000
Kitchen*	\$1,200	\$12,000

Members of GUMC or staff may use the facilities for personal reasons at one-half (½) of the monthly and yearly rates listed above, consistent with the one-time usage fee schedule.

## USE CONDITIONS AND LIMITATIONS

Monthly and yearly facility use is based on the half-day rate and is intended for short-duration, recurring meetings.

- Each scheduled session may not exceed four (4) hours, including setup and tear-down.
- Groups are limited to one (1) scheduled session per day unless otherwise approved.
- Monthly and yearly use does not include extensive or repeated room reconfiguration. Additional setup or custodial support may result in additional fees.
- Storage of materials, equipment, or supplies on church property is not permitted unless approved by the Trustees.

Events or activities that exceed these limits, resemble full-day use, or place additional demands on staff or facilities may require a separate Facility Usage Request and/or additional fees.

Greenwood UMC reserves the right to review, modify, or revoke monthly or yearly usage agreements if facility policies are not followed or if ministry priorities require adjustments. Monthly and yearly agreements do not guarantee exclusive access to any facility or room.

## AGREEMENT

I/we understand that monthly or yearly facility use is a privilege and agree to comply with all Greenwood United Methodist Church Facility Rules.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Date: \_\_\_\_\_

**Please complete and place in  
ADMINISTRATIVE ASSISTANT'S Mailbox**

Greenwood United Methodist Church: 317-881-1653  
525 N Madison Ave, Greenwood, IN 46142

**Are you a member/staff?** Yes /No      Contact Person: \_\_\_\_\_

Name of Group: \_\_\_\_\_ Number of people: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time(from set up): \_\_\_\_\_ End Time (to tear down): \_\_\_\_\_

**Facility Needs:**

List Room Number or Room(s) names: \_\_\_\_\_

A/V (Audio or Video Equipment needed)\* Yes/No      Custodial Clean-up needed\* Yes/No

A kitchen-trained representative must be on site at your event. He/She can be Serv-Safe qualified and/or has attended a training with the GUMC Kitchen Manager.

The representative for this event is: \_\_\_\_\_

Check box to schedule a kitchen training session.

Will offertory for GUMC be collected? Yes/No if yes, account designated: \_\_\_\_\_

Other Greenwood equipment needed (ex. tables, chairs...): \_\_\_\_\_

Purpose of event: \_\_\_\_\_

List any equipment brought in for the event: \_\_\_\_\_

Would you like your event listed in the bulletin? Yes/No (if yes, please provide the wording for your event): \_\_\_\_\_

- I/we have read the "Rules for the Use of Greenwood UMC Facilities" and agree to their provisions.
- I/we fully understand that Greenwood UMC shall be held harmless by the organization making this request and its members and guests in case of bodily injury, theft, or loss of property.
- I/we understand that my/our organization is responsible for setup and tear-down of furnishings for the event and clean up.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Make check(s) payable to Greenwood UMC and designate it to "Building Use"**

**\*if a Greenwood UMC sponsor is required to run equipment/clean-up please make check payable to the person designated.**

## For Church Office Use Only

**Admin. Asst:** Date Request Received: \_\_\_\_\_ Date Request Reviewed: \_\_\_\_\_  
Calendar Updated: Y/N Total Fees: \_\_\_\_\_ Fees Received: Y/N Contact Person Notified: Y/N  
A/V Notified? Y/N Custodial Notified? Y/N Approval Signature: \_\_\_\_\_

**Trustees:** Approved: Yes/No (if no, reason provided): \_\_\_\_\_  
Trustee Overseeing Event: \_\_\_\_\_  
Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Kitchen Manager:** Kitchen will be used for: \_\_\_\_\_  
Serve Safe Certified? \_\_\_\_\_ Training Requested: \_\_\_\_\_  
Kitchen Manager Signature of approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete and place in  
ADMINISTRATIVE ASSISTANT'S Mailbox**

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525 N Madison Ave, Greenwood, IN 46142

### Facilities/Equipment Clean up Checklist

To ensure that Greenwood can continue to offer Church facilities for use, we need to be sure everyone borrowing the facilities leaves it in the same condition as it was before using it. At the end of the event, please complete and check off the following items before leaving. Return this checklist to the Administrative Assistant's Mailbox:

- Furniture and/or equipment has been returned to its original area.
- Trash has been removed and taken to furnace room and/or dumpster. Trash bags have been replaced and dumpster has been locked.
- Floors have been swept or vacuumed if needed.
- Countertops and tables have been wiped down if used during the event.
- Windows and doors have been checked and locked. This includes checking windows and doors throughout the Church as some may have been unlocked or propped open during the event.
- Shut off all lights (emergency lighting cannot be shut off).
- Check bathrooms to ensure they are tidy.
- Other Requirements: \_\_\_\_\_