

House Manager Inspection List

Inspect Areas and Items:

- Floors _____

- Walls _____

- Windows _____

- Counters _____

- Sinks _____

- Refrigerators _____

- Stoves _____

- Tables/Chairs _____

- Lights _____

- Paper Supplies _____

- Kitchen _____

- FellowshipHall _____

- Bathrooms _____

- Sanctuary _____

Dakota City UMC
 FACILITIES USE POLICY
 SANCTUARY/FELLOWSHIP HALL & KITCHEN
 Capacity: 100 – 150
 Approved by the Pastor and Leadership Board
 March 2024

Building Use Guidelines:

- All rentals must be booked through the Pastor and/or Trustee Chair
- Church functions will take precedence over any bookings.
- The person that reserves the Sanctuary and Fellowship Hall is RESPONSIBLE for the conduct of the party and the enforcement of these rules!

Events and Activities allowed:

The use of the Fellowship Hall and Sanctuary for events and activities is limited to:

*Weddings

*Wedding Reception *Wedding Showers *Family Gatherings *Birthday Parties *Anniversary Parties * Baby Showers *Funerals *Christmas Parties

~~Any other type of gathering must be cleared through the Trustee Chair/Leadership Board~~

NON-PROFIT Organizations- We welcome organizations in our community who wish to have a space to meet. PLEASE contact the church or the Trustee Chair or someone on the Leadership Board.

FEES:

ALL fees must be paid when Sanctuary/Fellowship Hall is reserved.
 Fee includes day before to set up.

| | MEMBERS | NON-MEMBERS |
|-------------------|----------|-------------|
| Rental: | Donation | \$200.00 |
| Cleaning Deposit: | \$50.00 | \$50.00 |

DEPOSIT: need a 3-day notice before using, in addition to rental fee and will be returned if **AREAS used are left CLEAN** and in good condition. The check will be returned within 2 weeks.

Guidelines for Usage:

The use of the Fellowship Hall and Kitchen is LIMITED to the Fellowship Hall and Kitchen ONLY!

~~Please DO NOT use the Sanctuary unless you have reserved it for your event~~

Leadership Board 2024

Infants and Children:

- Children of ALL ages MUST be supervised by an ADULT (person over 18yrs) while on church property.
- Children will NOT be allowed to play in Basement without reserving allowed space and WILL BE supervised by an ADULT (person over 18yrs)

BUILDING USE POLICY:

- The cleaning deposit WILL NOT be returned if the floors are left dirty and /or stained.
- The bathrooms must be left CLEAN. DO NOT decorate bathroom or remove items.
- You must provide your own tablecloths, plates, cups, forks, spoons, knives, coffee cups, napkins
You MAY NOT use church supplies of paper products.
- The tables should NOT be removed from the Fellowship Hall.
- If tables are moved for your event or activity, they must be CARRIED to their original position. **PLEASE DO NOT DRAG TABLES/CHAIRS across floors**
- You should use caution when decorating to prevent damage to the church property, walls, ceilings, etc.
- The kitchen must be left in a clean and orderly condition. The trash must be taken out after your event. Garbage placed in garbage cans that sit outside alley door.
- Dishes washed and put away
- Check All bathroom's toilets flushed and NO water running
- Check that lights are turned off, doors are locked

There is a strict NO SMOKING & NO ALCOHOL policy on church property

This means NO SMOKING or ALCOHOL inside or outside of church building. Failure to comply is automatic NO return of the deposit and NO opportunity to rent the facility again.

The Trustee Chair/Leadership Board will follow-up with you after your event. If the building is left in satisfactory condition, you deposit will be returned to you.

I have read and understand the Sanctuary/Fellowship Hall rental and building uses policies and take responsibility for implementing them.

Signed _____ **Date to be used:** _____

Date _____ **Key out:** _____ **Key in:** _____

If questions concerning building usage policy, contact: Cassandra (712)223-0619

Brandon (712)253-2093

