

St. Paul United Methodist Church

'CA" Street
2003

South Sioux City, Nebraska 68776

Phone 402-494-4138

Office Hours — Monday thru Thursday 10am to 3pm

Facilities Use e Polic — Individuals

St. Paul United Methodist Church, a Nebraska not-for-profit corporation, makes their facilities available to individuals for meetings or other events, whenever possible.

General Guidelines and Reuirements:

1. For purposes of this policy, any reference to facilities includes reference to any property of the church, including furniture and equipment.
2. Every individual 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. Make sure you bring your own trash bags and take your trash with you or put in trash can outside the south door in the alley.
4. All requests for usage of the church facilities are subject to approval by the Trustee Chairman or Co-Chairman.
5. Each individual is required to complete and deliver to the church office a signed agreement as required by this agreement.
6. The church reserves the right to schedule other activities and events in other parts of the church facilities.

IMPORTANT NOTICE: In the event that the Church has a funeral, it will take priority and we will notify you within 24 hours so that you may make other arrangements.

General User Res onsibilit :

Additional Requirements and Restrictions

1. Those using St. Paul United Methodist Church facilities agree to release, protect, defend, indemnify and hold harmless St. Paul United Methodist Church and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, cost and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any St. Paul United Methodist Church 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

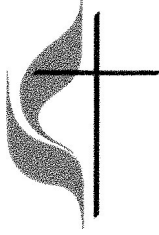
Board of Trustees or their designee and shall pay the church for repair and replacement costs upon demand.

3. For children and youth events, the individual must provide adequate adult supervision for all usage.
4. The transfer or passing on by any individual of permission to use church facilities to any other individual is strictly prohibited.
5. Those using the church facilities must confine themselves to the areas provided for in their Facilities Usage Agreement and will not exceed the capacity limits of requested facility areas. As posted in those areas.
6. Users may not take tables and/or chairs, and/or other items, from other rooms and/or areas of the church facilities. If you use the ovens, please make sure that they are cleaned of any foods that are spilled and make sure they are turned off. Please make sure that all lights are turned off, including bathrooms. Make sure that all outside doors are locked and secure when you leave. Bring your own paper goods and disposable items.
7. Church property is expected to be treated with reverence and respect.

Gambling and the use of tobacco products alcoholic beverages weapons or drugs are strictly prohibited on church premises. Failure to comply is an automatic forfeit of deposit and the renter will forfeit the opportunity to rent church premises in the future.

8. The facility must be cleaned and locked up by 11 p.m. on night of rental.

This policy is applicable to use of the church facilities by any individual. 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 Facilities Usage Agreement without the express written approval from the Trustees Representative.



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FACILITIES USAGE AGREEMENT - INDIVIDUALS

MEMBER

NON-MEMBER Name of Individual:

Address:

Phone Number(s):

Contact Person(s):

Mailing Address:

Date(s) and Time(s) of Meeting or other event

Nature of meeting or other event:

Room(s) being reserved:

- KITCHEN
- FELLOWSHIP HALL

Facility Usage Fee: 200 — non-members members

Facility Deposit: 100 — non-members members

Date key loaned

Date key returned

Date Fee/Deposit paid

Date Refund paid _____ Ke is to be returned within 24 hours or 1 business da . The Secretary will notify appropriate person and deposit check will be mailed (within 30 days), if applicable.

The above-named individual (1) acknowledges receipt from St Paul United Methodist Church, a Nebraska nor-for-profit corporation, of Facilities Usage Policy, and has read and fully understands all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, which are incorporated herein by reference, (2) requests usage of church facilities as indicated above

and (3) accepts, agrees to and will in all respects fully and timely comply with St. Paul United Methodist Church and other provisions set forth in such Facility Usage Policy, and such additional requirements and restrictions may be communicated on behalf of St. Paul United Methodist Church to the above-individual prior to or in the course of such usage.

Church members and non-church members must abide b the Facilities Use Poli

_____	Signature	_____
Date	Print Name	_____

Accepted by St. Paul Methodist Church

_____	Signature
_____	Title

HOUSE MANAGER INSPECTION LIST

Inspect Areas and Items:

Floors _____

Walls _____

Windows _____

C] Counters

O Sinks

Ceilings _____

C] Lights

C] Paper Supplies

Refrigerator _____

Stoves

Operating conditions of Facilities, Equipment, & Furnishings

C] Fellowship Hall

Bathrooms

CI Kitchens

Access hall between Narthax and Kitchen
