

HOPE UNITED METHODIST CHURCH BUILDING USE POLICY

Building use activities fall under the jurisdiction of the Board of Trustees. The Church Administrator manages building use. No commitment for building use is finalized until the ***Covenant for Church Use*** has been completed and confirmed by the Church Administrator.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use the facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within our building or grounds that conflict with the bylaws and practices of this congregation and the denomination.

These policies are in place because safety is the top priority of Hope United Methodist Church. The following policies are meant to ensure the safety of all who use our space. Please read them and let the church office know (218-726-2266) if you have any questions.

Steps to Facility Use Scheduling

- Fill out a ***Covenant for Church Use***. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
- Return the ***Covenant for Church Use*** to the Church Administrator who will evaluate your request and notify you if it is approved or not approved.

Rules and Regulations of the Board of Trustees

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in order to prevent defacement, damage, or breakage. The persons signing the application for use shall be responsible for paying all costs incurred by the church in cleaning, repairing or replacing any part of the building subjected to more than normal wear and tear by the persons or group involved.

Organ and Piano Use

Permission to use our organ and/or pianos must be granted by the Music Director. If the user wishes to have instruments tuned, they will be tuned at the expense of the user by a craftsman approved by the Music Director. Pianos cannot be moved without express written permission by the Music Director/Minister.

Sanctuary Sound System

Use of the sanctuary sound systems is available upon request. The system may be operated by Hope UMC staff (additional fee) or by technicians pre-approved by the Church Administrator. Outside equipment may not be attached to this sound system without approval.

HOPE UNITED METHODIST CHURCH BUILDING USE POLICY (pg. 2)

Smoking Policy

All members of groups using our facilities shall abide by a “no smoking” rule in every part of the building including corridors and restrooms, the garden, and within 25 feet of entryways. It is the responsibility of the organizer to ensure that all smoking guests and participants leave no trace behind. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group’s usage of the facilities.

Alcohol and Drug Policy

The serving, consumption, or use of alcoholic beverages, marijuana or narcotics shall not be permitted at any time on church property, including the grounds and parking lot. Any evidence of such usage will be reported to the authorities immediately.

Firearm Policy

Firearms of any sort shall not be permitted at any time on church property, including the grounds and parking lot.

Food and Drink

There is no food or drink allowed in the sanctuary except water bottles with a sealed top. All other food and drink onsite requires approval as noted in the *Covenant for Church Use*.

Decorations

Decorations may be attached to the walls and doors with damage free tape only. All decorations must be removed immediately and completely following the event. Additional fees will be applied for left over decorations.

Parking

Parking on the church campus is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis. Any damage to vehicles is at the owner’s expense; the church is not responsible for theft or damage to personal property.

Security

Our church works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

HOPE UNITED METHODIST CHURCH COVID PLAN AND COVENANT

(For Your Records)

What Hope United Methodist Church is doing:

Our custodian is routinely cleaning and sanitizing.

We have placed in each meeting area buckets containing sanitizing supplies and instructions.

We are complying with Duluth City Council and State mandates regarding COVID.

We are providing a sign-in and sign-out sheet for potential contact tracing.

We are providing hand sanitizer.

All employees are required to frequently wash their hands with soap and water and wear a mask.

What is Required of You, Your Participants, and/or Your Event:

I will ensure that everyone is masked prior to entering the building.

I will continue to wear a mask in the building and on the property and ensure attendees do the same.

I will sign only myself in and out of the Sign-in/Sign-out book found just inside the parking lot entrance and will ensure attendees do so also.

I will maintain a physical distance of six feet or more.

I will frequently wash my hands for a minimum of 20 seconds or use hand sanitizer when washing is not available.

I will sanitize the space that I use and I will follow the directions provided in the Sanitation Bucket located in each meeting space.

If I or any of my participants have any COVID symptoms, I will stay home and contact a health care professional.

I will track attendees for my own records for potential contact tracing.

HOPE UNITED METHODIST CHURCH

COVID PLAN AND COVENANT (pg. 2)

(For Your Records)

SANITIZING EXPECTATIONS

*Masks are Mandatory per the July 13, 2020 Duluth City Mask Ordinance**

- Everyone that enters must wear a mask before coming in, must sign in (and sign out upon leaving) at the sign in book located at the parking lot entrance.
- Social distancing needs to continue to occur while in the building.
- When you arrive in the room you may choose to wipe down surfaces, but on an honor system we would expect the group before you to have wiped down surfaces before leaving.
- No shared foods/drinks/smoking/singing/choral reading during the meetings.
- Upon leaving you will need to disinfect the room.
 - There will be a bucket with spray, wipes, and hand sanitizer in the meeting rooms.
 - Please spray the disinfectant, let it sit for 5 minutes, and then wipe the sanitizer off.
 - Don't forget tables, chairs, light switches, door knobs, etc.
 - Return the supplies to the bucket.
- Check that all lights have been switched off unless they are automatic.
- Return to the sign-in/out folder and mark the time in which you are leaving.
- Double check that the door locks behind you as you leave.

Sanitizing Bucket Inventory:

- Hepastat 256 spray in labeled bottle
- wipes
- hand sanitizer
- A Wear Your Mask Sign
- Material Safety Data Sheet for Hepastat 256

If you notice low supplies, please contact the office:

218-724-2266, office@hopeumcmn.org, or Slide a note under the Office Door.

HOPE UNITED METHODIST CHURCH

FACILITY FEES

(For Your Records)

SET-UP FEES

Set up fees may be charged at the discretion of the Church Administrator taking into account factors such as setup requirements, number of participants, use of special equipment, food and drink, etc. See the table below for Set Fees. You will be given a notification of explanation if a set-up fee has been charged.

	0-20 People	21-99 People	100+ People
Minimal Set-Up	\$25	\$35	\$50
Substantial Set-Up	\$50	\$75	\$100

Please check boxes for room(s) you are requesting

Room	Standard	Member	Non-Profit
Sanctuary	<input type="checkbox"/> \$ 200.00	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$75.00
Mathison Room (limit 30)	<input type="checkbox"/> \$ 75.00	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$15.00
Sunday School Room (limit 15-20)	<input type="checkbox"/> \$ 75.00	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$15.00
Fellowship Hall (limit 250)	<input type="checkbox"/> \$ 150.00	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$50.00
Kitchen – Off-site Prep	<input type="checkbox"/> \$ 100.00	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$50.00
Kitchen – On-site Prep (see note below)	<input type="checkbox"/> \$ 150.00	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$75.00
Special Services			
*Custodian	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$ 50.00	<input type="checkbox"/> \$50.00
†Wedding Coordinator (Mandatory)	<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$150.00	
Additional Charge for 4+ hour event	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$ 15.00	<input type="checkbox"/> \$15.00
Live Streaming Fee	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$50.00
	TOTAL :	\$ _____	

*Custodial Fee applies to ALL events

†Wedding Coordinator fee applies to ALL weddings. Additional charges may also apply. See Wedding Addendum for details.

NOTE: If you are using our kitchen to prepare and serve food to the public, you will need to apply for a food license through St. Louis County. Please find more information at the website below:

<https://www.stlouisco.com/Health-and-Wellness/Health/Temp-Food-Establishment>

Please complete and return
the remaining pages to the
church office.

Thank you.

218-724-2266

Please complete and return this page to the church office

HOPE UNITED METHODIST CHURCH COVENANT FOR CHURCH USE

Today's Date: _____

Event Name/Description: _____

Responsible Person on Event Date: _____

Best Phone: _____ E-mail: _____

Secondary Contact: _____

Best Phone: _____ E-mail: _____

Name and Purpose of Organization (if applicable): _____

Date(s) Requested: _____

	Date	Time	Anticipated Number of Participants
Set Up			
Event			
Tear Down			

Will you charge participants for your event? YES NO

Will food or drink be served/consumed? YES NO

Special Needs or Requests:

Special Set Up Instructions:

Please complete and return this page to the church office

HOPE UNITED METHODIST CHURCH COVENANT FOR CHURCH USE (pg. 2)

EQUIPMENT REQUESTED

- TV/DVD/VCR
- Microphones/Sound System
- Projection Screen or Easel

- Tables, Round # _____
Up to 10 Rounds.
- Tables, Rectangle # _____
8 feet long, seat up to 10
- Chairs # _____
up to 150

- Additional Requests/Questions:

Please initial the boxes that apply and sign below.

I accept responsibility to supervise the above named group in accordance with the Building Use Agreement.

I give permission for photos taken at my event to be used on the church website and any/all social media platforms run by the church.

By initialing and signing this agreement I, the undersigned, assume full responsibility for the actions of myself, my participants, and my event as a whole and agree to comply with the aforementioned policies. I also acknowledge that failing to comply may result in an inability to use this space in the future. I will not hold the church liable for any damages to property or persons. Any damages caused by myself, my participants, or my event will be immediately reported to the church office and will be repaired or replaced within 30 days at my own expense.

Print Name: _____

Phone: _____

Signature: _____

Date: _____

For Office Use:

Date Request Approved: _____ By: _____

- Scheduled on Church Calendar
- Facility Fees
- COVID

Notes:

Trustee or Pastor Signature: _____

Assigned Wedding Coordinator: _____

Please complete and return this page to the church office

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Please initial each line

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Print Name _____ Date _____

Signature _____

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