



**“Creating safe spaces to grow with God and one another”**  
 Please submit completed form to Anthy Morgan-Imes, Office Manager  
 Phone: 440-526-8938 Email: anthy@brecksvilleumc.com  
 Office open Sunday - Thursday, 9:00am - 3:00pm

## Church Facilities Use Agreement Effective May 1, 2025 - May 1, 2026

<b>Event Name</b>						
<b>Contact Person</b>						
<b>Group Name</b> <i>If applicable</i>						
<b>Mailing Address</b>						
<b>Phone</b>						
<b>Email</b>						
<b>Date(s) Requested</b> <i>Please include dates needed for setup, if any</i>						
<b>Start &amp; End Time of Event</b> <i>Including setup time you may need</i>						
<b>Expected Attendance</b> <i>Please circle</i>	<b>1-12</b>	<b>13-30</b>	<b>31-60</b>	<b>60-100</b>	<b>100-200</b>	<b>200+</b>

The individual/organization agrees to indemnify and hold harmless the Brecksville United Methodist Church (BUMC) from any liability for damages to any person or property resulting from the individual/organization’s use of the BUMC facilities. The individual/organization will be responsible for the proper conduct of the activity of all attendees. The individual/organization agrees to assume the cost of any loss or damage to the building or furnishings resulting from the organization’s use of the building. The Leadership Board or their designee will be the sole judge as to the extent of any damage. Determinations will be made within 3 business days of the activity. The individual/agent for the organization verifies they have read and understand the following General Building Guidelines, Scheduling & Cancellation Policies, and have contacted the office for a rental pricing quote. **Please carefully read and initial all sections on the following pages before signing.**

<b>Total Fee</b> <i>Please contact the office prior to submitting this form for a custom quote for your building use needs. Total Fee includes room rental and requested setup only; failure to follow the guidelines outlined in the following pages will result in further charges detailed below.</i>	
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## General Building Guidelines

Initial

x _____	<p><b>The Brecksville United Methodist Church (BUMC) is a Christian community with the purpose of <i>creating safe spaces to grow with God and one another</i>. We strive to welcome all, regardless of age, gender, race, income level, sexual orientation, ability, or faith background.</b> The building and property of the church are used to further this purpose, and to benefit the community where possible. No requested use should be in conflict with our principles and purpose. All groups agree to treat the building with respect, with the above principles in mind. If you would like information on cultivating a safe space for all within your group, please contact the office.</p>
x _____	<p>The building and property are owned by The United Methodist Church and managed by the Leadership Board of BUMC. The Leadership Board has final authority in decisions about use. The Pastor, Office Manager, and Facility Managers help to manage building use by all groups, ministries, and activities. <b>Questions should be directed first to the Office Manager (anthy@brecksvilleumc.com, 440-526-8938).</b></p>
x _____	<p>Alcohol, marijuana, smoking (including vaping), illicit drugs, and gambling (including raffles or drawings) are prohibited on church grounds, including parking lots. These policies align with the United Methodist Social Principles document, which can be found online <a href="#">here</a>, or on the literature rack outside the office. Groups using the church must make sure this policy is strictly followed by all attendees. <b>Cigarette butts should never be thrown on church grounds, including the parking lot, or in trash cans.</b></p>
x _____	<p><b>Non-profit, Recovery, and Member groups receive a discounted use rate in keeping with the mission of the church (see Recovery Group Addendum). For this discounted rate, these groups are required to leave the room as clean as it was found.</b> This includes wiping down all table surfaces when food or beverages have been served. Brooms, dustpans, and cleaning supplies can be found in the 1st floor kitchen and kitchen pantry. Failure to properly clean the areas used will result in a cleaning fee of at least \$25. All furnishings should be put back to the same arrangement/setup as it was found. Non-Profit and Recovery Groups are responsible for setup of the room unless otherwise arranged through the office. <b>Special room setup by staff will incur an additional fee, and must be requested in advance during office hours.</b></p>
x _____	<p>Care in handling tables, chairs, and other equipment should be used to assure there is no damage to floors, furniture, or walls. <b>If damage is incurred, the group responsible must report it immediately to the Office Manager and the Leadership Board will assess costs. NO SCOTCH TAPE should be used on the walls or any surface.</b> Please use painters tape or see the office for help hanging papers, decorations, etc. in order to help mitigate damage.</p>
x _____	<p>The parking lot has regular snow removal when there are two or more inches of snow. Sidewalks are cleared Sunday through Thursday during regular church office hours listed above, and during special church events. <b>There is no sidewalk snow removal after office hours or on Fridays and Saturdays. If you require sidewalks shoveled and salted during other times, this can be done for an additional charge, to be determined based on time and amount of snow.</b></p>
x _____	<p>BUMC strives to care for the environment by recycling as much as possible, as it is our Christian duty to care for God's creation. We ask that anyone using the space joins us in this mission by recycling all paper, cardboard, plastic, and metal in the blue recycling bins located throughout the building. Contact is responsible for communicating this policy to all attendees at your event. <b>Please do not use any styrofoam products on BUMC property.</b> Any non-recyclable waste should be left in the provided garbage bins in the rented space. Please leave partially filled garbage bags in their respective bins. If you fill a garbage bin and need additional trash bags, they can be located in the kitchen on the first floor. Once full, please leave trash bags in the green container in the boiler room on the first floor (boiler room entrance near the elevator), or next to the bin if it is full. <b>Please do not place trash bags against the boiler or boiler pipes, or in the green dumpsters in the parking lot—these containers are for paper and cardboard recycling only. Failure to follow these policies will result in a charge of at least \$50.</b></p>

## Scheduling & Cancellation Policies

Initial

x _____	<p>All groups must schedule building use with at least 24 hours notice of event start time, and this form must be completed for all events. Groups with recurring meetings must submit a new Church Facilities Use Form each year before May 1st. Visit <a href="http://BUMClinks.com">BUMClinks.com</a> for the most recent version, or request a copy from the office. Normal office hours are Sunday through Thursday, 9:00am through 3:00pm. <b>Any request received outside of these office hours with fewer than 24 hours notice of the event will not be considered.</b></p>
x _____	<p>Scheduling is on a “first come, first served” basis. The Pastor and/or Leadership Board may cancel or reschedule any event, with the exception of weddings. Advance notice (to the full extent in which it is possible) will be given, and BUMC will make all attempts to accommodate the event by providing an alternate space or alternate dates when possible. A full refund of building use fees will be given in situations where BUMC is no longer able to accommodate the event due to this policy.</p>
x _____	<p>All cancellations and changes should be communicated to the Office Manager. If a group cancels or changes the date one week or more prior to the scheduled date they will not be charged a fee for use. Cancellation within less than one week and more than 24 hours will have a fifty percent charge. <b>Cancellation with less than 24 hour notice will incur the full use fee.</b></p>
x _____	<p>Rooms will be set and ready 30 minutes prior to the scheduled start time. Groups should not arrive more than 30 minutes prior to the scheduled start time and should leave within 15 minutes after the scheduled end time. <b>Building use must end by 9:45 pm. Groups in the building past 10:00pm, will incur a late closing fee of at least \$50.</b></p>
x _____	<p>The first-floor church kitchen is to be entered only by groups that have arranged use of the kitchen in advance. Freezer and refrigerator space in this kitchen is limited, so please notify the Office Manager if this space will be needed as part of your event or preparations. When a kitchen area is used it should be left as clean or cleaner than it was found. Cleaning products and supplies are available in the kitchen cabinets and kitchen pantry. <b>Any group wishing to use the kitchen who has not used the kitchen in the past must schedule an orientation with the Office Manager to go over important notices about the commercial-grade equipment and policies.</b></p>

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Notes on Accessibility:** Our building is accessible through an automatic door located off the parking lot on the first floor, an elevator that accesses all four levels, and ADA-compliant parking spaces nearest the entrance closest to the elevator. The first two rows on both sides of the center aisle in the Sanctuary include space for wheelchairs and other mobility devices. Restrooms are located on the first through third floors. A private restroom with support rails and a shower is located on the first floor near the elevator. Restrooms on the second floor (Sanctuary level) include accessible stalls. However, restrooms on the third floor require one small step to access, and the women’s restroom on the first floor requires three steps to access. BUMC is certified by KultureCity, an organization that trains staff at venues and then certifies venues which have sensory-inclusive modifications, and provides equipment for those with sensory processing disorders. If you would like information to make your event more sensory-inclusive, have any questions about accessibility within the building, or need any assistance or accommodation to complete this form, please contact the Office Manager.