



**Application for Use of Church Facilities**  
**Brecksville United Methodist Church**  
 65 Public Square, Brecksville, OH 44141  
*Creating safe spaces to grow with God and one another*  
 440-526-8938 [office@brecksvilleumc.com](mailto:office@brecksvilleumc.com)

<b>Today's Date</b>
<b>Organization/Event</b>
<b>Name</b>
<b>Contact Person</b>
<b>Mailing Address</b>
<b>Phone Number</b>
<b>Email</b>
<b>Room Requested</b>
<b>Date (s) Requested</b>
<b>Start &amp; End Time of event</b>
<b>Expected Attendance</b>
<b>Room set up requirement</b> <b>*may incur additional fee*</b>

*For office use only*

Total Fee (Room + Setup)	Date Payment Received	Cash	Check

The sponsor/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 organization's use of the BUMC facilities. The sponsor/organization will be responsible for the proper conduct of the activity. The sponsor/organization understands that the facility will be examined carefully after use and 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 Trustees or 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 sponsor verifies he/she has read and understands the BUMC Building Guidelines and Fees and attached Policies and agrees to abide by these policies.

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



**Brecksville United Methodist Church**  
 65 Public Square, Brecksville, OH 44141  
*Creating safe spaces to grow with God and one another*  
 440.526.8938 [office@brecksvilleumc.com](mailto:office@brecksvilleumc.com)

## RENTAL RATES

Room	Capacity*	Regular Rate	Non Profit Rate	BUMC Member Rate
Fellowship Hall	175 150 with tables	\$125	\$100	\$50
Kitchen		Per office agreement	Per office agreement	Per office agreement
Coffee makers only		\$25	\$10	\$0
Parlor	30-50	\$50	\$40	\$25
Room 301	75	\$50	\$40	\$25
Classrooms	15-30	\$40	\$30	\$10
Sanctuary	300	\$150	\$125	\$100
Piano Moving Fee		\$25	\$25	\$25

\*Room setup of tables and chairs may incur additional fees.

\*Failure to properly clean the areas used will result in a cleaning fee determined by the office.

\*Room capacity is subject to change due to COVID-19.

\*After conversation with the Church Office, the Senior Pastor must approve all sanctuary use. If livestream and/or AV equipment is used, additional cost will incur. There is a \$25 to move the piano.

**An application and agreement must be completed, signed and returned with payment prior to using the facilities.**

### **General Guidelines**

The Brecksville United Methodist Church (BUMC) is a Christian community with the purpose of *creating safe spaces to grow with God and one another*. We strive to welcome all. The building and property of the church are used to further this purpose, and to benefit the community where possible. No use should be in conflict with our principles and purpose. All groups should understand that they are meeting in a church and treat the building with respect.

The building and property are owned by The United Methodist Church and managed by the Board of Trustees of BUMC. The Trustees have final authority in decisions about use. The Senior Pastor, Office Manager, and Facility Manager help to manage building use by all groups, ministries, and activities. Questions should be directed first to the Office Manager.

**Alcoholic beverages, smoking and gambling (including raffles or drawings) are strictly prohibited on all church grounds.**

Non-profit, Recovery, and Member groups receive a discounted use rate in keeping with the mission of the church. For this discounted rate these groups are required to leave the room in a condition as clean

as it was found. This includes wiping down all table surfaces when food or beverages have been served. **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. Special room setup by the custodian will incur an additional fee.

Care in handling tables, chairs, and other equipment should be used to assure there is no damage to floors, furniture, or walls. If damage is done, the group responsible must report it immediately and the Board of Trustees will assess costs.. **NO SCOTCH TAPE should be used on the walls or any surface. Please use painters tape or see the office for help hanging papers, decorations, etc.**

### **Scheduling & Fees**

Building use fees are used to defray the actual costs of maintaining, cleaning, heating and cooling, lighting, and so on. This is to allow the church to use our resources for ministry and not as rental property. All groups must schedule building use in advance. Scheduling is on a "first come, first serve" basis. The pastor and/or Trustees may cancel or reschedule any event (except weddings) up to 30 days prior to the event. The pastor and/or Trustees have the final determination in resolving scheduling conflicts based on a priority system giving church and member-related events first preference.

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.

Cancellation with less than 24 hour notice will incur the full use fee. 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. Building use must end by 9:45 pm. **Groups in the building after 10:00 pm will incur a \$50 late fee. An additional \$25 will be charged for each additional 15 minutes in the building after 10:15 pm. A group can schedule an ending time after 10:00 pm for a charge of \$50.**

### **BUMC Smoking Policy**

Brecksville United Methodist Church prohibits smoking on all property and grounds. Groups using the church must make sure this policy is strictly followed. **Cigarette butts should never be thrown on church grounds or in trash cans.**

### **BUMC Snow Removal Policy**

The parking lot has regular snow removal when there are two or more inches of snow. Sidewalks are cleared Monday through Friday during regular church office hours (8:30 – 4:30), Sunday morning, and during special church events. There is no sidewalk snow removal after office hours or on Saturday. **If you require sidewalks shoveled and salted during other times this can be done for an additional charge.**

### **BUMC Closing Policy**

For the security of the church, the building is locked after the last scheduled use each day. To allow the building to be secured, all groups should make arrangements to leave the building by 9:45 PM. If a group needs to use the building past 9:45 PM special arrangements must be made with the church office. Any group that does not make prior arrangements and remains in the building after 10:00 PM will be charged a \$50 after-hours fee.

### **BUMC Kitchen Policy**

The church kitchen is to be used only by groups that have arranged use of the kitchen. When a kitchen area is used it should be left as clean or cleaner than it was found. The main first floor kitchen is a commercial kitchen that must comply with Health Department rules. The rules posted in the kitchen MUST be followed.

<b>Acknowledge and Agreed</b>	<b>Date</b>