

Stevensville United Methodist Church

216 College Street, Stevensville, MT 59870
connect@steviumc.org ~ 406-777-5443

Facility Use Agreement

This agreement is made and entered into on _____, 20____, by and between the Stevensville United Methodist Church (SUMC) and _____ (referred to as the "Group"). Subject to the terms of this agreement, SUMC will provide the specified space for the Group's use.

Group Name: _____

Address of Group: _____

Contact Name / Phone / Email: _____

Program Date(s): _____

Time Needed: _____

- **One-time** or **Recurring** or **Multiple-day Use** (circle one)
- Set up Time/Clean up Time: _____

Number of Participants: _____

Purpose: _____

Total Donation / Fee: (see Fee Schedule page for calculation) \$ _____

Deposit paid in advance of use: \$ _____

Balance Due: \$ _____

~~~~~  
My signature below is acknowledgement that I have received, read, and understand both the Stevensville United Methodist Facility Use Policy and the Fee Schedule.

Group Representative Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

SUMC Representative Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**General Use - Fee Schedule**

Fellowship Hall: Capacity: 100 w/table and chairs (200 standing room only)  
 Room set up configuration: \_\_\_\_\_

Hall only \$ 75 (up to 3 hours)  
 \$100 / half day (7am-12N; 12N-5pm)  
 \$150 / full day (overnight)

Use of kitchen \* \$100/event  
 (\* includes use of all appliances, dishes, flatware, and napkins.)  
 All beverages, food and condiments are supplied by the rental party.  
 All left over food/beverage items must be removed at the end of the function.

Sapphire Early Learning Center (SELC) After School Classroom (only) / Conference Room / Library:

Capacity -- After School Classroom: 24-32 max. w/4 tables OR  
 45-48 chairs only  
 Conference Room: 10-12 w/table OR  
 15-18 chairs only  
 Library: 17-18 w/table OR  
 Chairs only (20 chairs)

Room set up configuration: \_\_\_\_\_

Classroom/Conference Room/Library only: \$50 (up to 3 hours)  
 \$75 / half day (7am-12N; 12N-5pm)  
 \$90 / full day (overnight)

Classroom with Fellowship Hall Rental: FH rate (above) + \$25 (up to 3 hours)  
 FH rate (above) + \$35 / half day (7am-12N; 12N-5pm)  
 FH rate (above) + \$35 / full day (overnight)

Custodian Fee: \$50/hour for any special cleaning required beyond the room's original condition.

~~~~~

Equipment/Room Needs (please identify below – equipment available for use in any room according to size)

(8) round tables (5-foot diameter) {Fellowship Hall use only} _____

(3) rectangular tables (8-foot x 30" wide) (Fellowship Hall) _____

(2) rectangular tables (8-foot x 30" wide) (After School Room only) _____

(1) rectangular table (6-foot x 30" wide) (After School Room only) _____

(6) rectangular tables (5-foot x 30" wide) _____

Folding chairs _____ per table or _____ total w/o table(s)

Portable sound system (1 mic and 1 speaker) _____

TV & DVD player with HDMI connection _____

White board _____

A deposit of 50% of the fees plus a \$150 refundable damage/cleaning is required at the time of the contract with balance due at the time of use. Checks for the fees for the use of the Fellowship Hall and the Sanctuary should be made out to the order of the **Stevenville United Methodist Church.**

Stevensville United Methodist Church

216 College Street, Stevensville, MT 59870

connect@steviumc.org ~ 406-777-5443

Facility Use Policy

Introduction to Spaces

1. Fellowship Hall: This church, as part of its ministry and outreach to the community, welcomes the opportunity to make available its facilities for use by responsible groups for meetings, seminars, and receptions. In the continuing effort to provide a clean, safe environment and accommodate a variety of users, the church has established the following set of guidelines.
2. Sanctuary: The Unified Board must approve the use of the Stevensville United Methodist sanctuary and piano for any purpose other than normal worship services. The sanctuary is open and available to all who wish to use it for worship and private or communal prayer when the church building is open. The sanctuary is to be treated with reverence at all times. All of the guidelines outlined below for use of the fellowship hall pertain to the sanctuary.
3. Sapphire Early Learning Center (SELC) Classroom: The After School Room (only) is available after regularly scheduled SELC hours during the week and on Saturdays. All of the policies and restrictions herein apply.
4. Conference Room: This room has doors that can be closed for privacy in addition to a private bathroom. While the space is limited, seating can be arranged around an 8-foot table with chairs.
5. Library: Located between the sanctuary and church office, this space can accommodate tables and chairs.

Building Use Specifics

1. Designate a contact person whom the church may call for coordinating the use of the Fellowship Hall.
2. Return the space to the condition you found it and dispose of any garbage.
3. Keep in mind that the supplies in the church building are there for church, church school, church youth groups, and study groups of the church only.
4. Make sure that if a group regularly keeps supplies in the church building, their supplies are put away in a space allotted by the church.
5. Visitors either need to sign in during SELC school hours or bring a roster with them to deliver to the SELC, upon arrival.
6. Be responsible for supervision of any children in your group. We ask this for the protection of the children, yourself and ours in case of an accident.
7. Agree not to remove anything from the church premises.
8. Agree to adhere to alcohol, tobacco, drug, and firearm-free campus.
9. Park in appropriate areas. It is the intent of SUMC to be good neighbors; thus we ask you to observe the following when our parking lot is full. Parking only on the church side of the streets. Parking is allowed on the grass boulevards between the street and sidewalk, diagonal parking, nose to sidewalk for maximum capacity.
10. Security cameras are in use on the premises.
11. The church facilities are reserved for ministry related events and activities on Sunday. The church is open for use from 7:00am until 9:00pm for other events in the remainder of the week.
12. If the church staff or representative determines that your group, or a member of your group, creates problems by use of profanity, threatening or challenging language, disturbing or disrupting the use of the church premises, quarrelling, challenging to fight or fighting, disregarding directions concerning set-up, moving of furniture or equipment, engaging in unsafe or inappropriate conduct or any other situation that makes it difficult to work in a cooperative manner, then the individual and/or entire group will be asked to leave the church premises and the scheduled event will not be allowed to continue.

People/Groups Eligible to Rent

In general, groups using the church facilities will fall into one of three categories. Exceptions will be referred to the Church Trustee.

Category 1: Outreach/non-profit organizations such as scout groups, Cursillos, reunion groups, support groups, etc. In general these groups will use the church facilities on a regularly scheduled basis. There will be no charge to these groups, but they must follow carefully the guidelines for facility use. In addition, they will be responsible for ensuring that the church is properly cleaned up, the heat turned down, and the doors locked before leaving after a meeting.

Category 2: Non-Methodist/For-profit organization requesting use of the classrooms, the Fellowship Hall and/or the kitchen. In the following Use Guidelines, a person from the user group must inform the church of its requirements. All steps will be taken to try to accommodate all requests that fall within the previously described guidelines. If groups require the use of the kitchen, they will be responsible for seeing that the kitchen is left in proper order. User groups will be required to read and complete this form. Fees for above uses are described in the "General Use Fee Schedule".

Category 3: Weddings and funerals at Stevensville United Methodist Church are governed by the separate specific Wedding policy and Funeral policy of the church which is available upon request.

For Church Use

Application reviewed with applicant(s): _____ (date)

Guidelines/Requirements reviewed with applicant(s): _____ (date)

Fees Reviewed/estimate provided: _____ (date)

Approval of Application
By Office Representative

Signature

Date

Building Coordinator for event:
(if assigned/necessary)

Name

Phone / Email

Copy of approved application returned to applicant on: _____ (date)

~~~~~  
The information listed below is to assist the development of the following for internal use:

Identify the steps for confirming the rental:

1. Check the calendar.
2. Check availability of personnel involved, especially the Pastor.
3. Ensure paperwork complete; follow-up with person/group requesting for any missing information / documents.

Signage and information sheet on:

1. Dish use and items available.
2. Directions on the use of the sanitizer equipment.
3. Identify those items/areas off limits such as SELC specific.

Contact Person Information

1. Show renters cleaning supplies and equipment.
2. Ensure the door is unlocked before gathering and teach how to lock the door.
3. Arrange process for the drop-off of any floral arrangements, cake delivery, caterer access, etc.
4. Equipment use – room set up configuration, supplies, etc.
5. Kitchen equipment available (i.e. refrigerator, stove/oven, etc.)
6. If other contact person(s) needed (i.e. sound equipment), ensure what needs to be done and by whom.
7. Location for clothes changing if needed.

**Room Capacities**

Fellowship hall:

Standing only - 200  
Tables/chairs – 100

Conference room:

Tables/chairs -- 10 to 12

SELC After School Room:

(3) Tables/chairs (depending on set up) -- 30 maximum  
Chairs only – 35-37