

**Emmanuel Community United Methodist Church  
N84 W16707 Menomonee Avenue  
Menomonee Falls, WI 53051  
262-251-3830**

**BUILDING USE POLICY**

Revised 01/29/2014

Emmanuel Community United Methodist Church has established guidelines with regard to the use of the church building, including the Sanctuary, Fellowship Hall, Bibliomax, Celebration Hall, Kitchen, Chapel Lounge, and individual rooms. The purpose of these guidelines is to ensure appropriate use of the church for members as well as outside groups.

Due to liability insurance, the Trustees, with the recommendation of the pastoral staff, must approve the use of the building by outside groups.

A **Building Use Form** must be completed and returned to the *church office administrator at least 60 days prior* to the event to be approved by the Trustees. Groups who use our church facilities on a regular basis, need to fill out only one Building Use Form for the year. These regular-use groups are responsible for renewing their applications for church use on a yearly basis and must resubmit the required Building Use Form one month prior to the beginning of their next year of proposed use.

The church property is smoke, alcohol, and drug free.

Emmanuel Community United Methodist Church will not be held responsible for personal property left at the church facility or for any lost items.

Funerals always take priority over other scheduled events.

Doors in the church building that are not necessary for the users' needs shall not be unlocked. All groups or individuals using the church are responsible for turning off lights and making sure the doors are locked upon leaving the building.

The church organ, pianos, keyboard, and/or sound system equipment will not be available to outside groups or individuals unless prior arrangements have been made with the Trustees and/or one of the Pastors.

All groups or individuals using any room in the church are required to leave all rooms used in the condition in which they were found. *Security deposits will be forfeited in full or in part in the event of damage or if excessive clean up is required.*

Building-use checks should be made out to Emmanuel Community United Methodist Church. Please indicate purpose on the Memo line of the check.

## **FEES TO BE CHARGED FOR USE OF THE CHURCH**

Weddings and funerals need approval from the Pastoral staff at our church. The pastors will approve availability of the Sanctuary, Fellowship Hall, Celebration Hall, and Chapel Lounge and will schedule the events.

### **WEDDINGS– members & regular attendees** (and their children who may not be regular attendees)

- Please consult with pastor for availability, policies and fee schedule.

### **WEDDINGS– non-members**

- Please consult with pastor for availability, policies and fee schedule.

### **FUNERALS**

- Please consult with pastor for information, guidelines and fees.

### **CELEBRATION HALL and OTHER CHURCH AREAS**

- \$150 for use of Celebration Hall or Fellowship Hall by a member for a private occasion (includes custodial fee.)
- \$200 for use of Celebration Hall or Fellowship Hall by a non-member (includes custodial fee.)
- \$175 for Kitchen and Celebration Hall or Fellowship Hall by a member. Food service must be catered. Refrigerator space available (includes custodial fees).
- \$225 for Kitchen and Celebration Hall or Fellowship Hall by non-member. Food service must be catered. Refrigerator space available (includes custodial fees).
- \$75 for use of a classroom or Bibliomax

## OUTSIDE GROUPS

Due to the extensive use of our church by our members and internal church groups, there is limited time and space available for outside groups. However, those groups requesting use of the church facilities will be asked to complete a **Building Use Form** at least 60 days prior to the event. The request will be referred to the Trustees for approval at their next scheduled meeting. Approval by the staff is also necessary. The Trustees usually meet the first Tuesday of every month. For groups who use the church on a regular basis, only one Building Use Form is needed at the beginning of your meeting year. These regular-use groups are responsible for renewing their applications for church use on a yearly basis and must resubmit the required Building Use Form one month prior to the beginning of their next year of proposed use.

Excluded from consideration are groups and/or individuals who promote candidates or persons for political office, promote a particular political agenda, political rallies, any illegal activities, or may present undue facility or security demands as determined by the Trustees and the staff.

All groups are expected to clean up the areas used, to reset the room as it was, and dispose of their trash.

A \$100.00 SECURITY DEPOSIT will be required for use of the church facilities. These deposits will be forfeited in the event of damage or if excessive cleanup is required on the part of the church. For groups that meet regularly, one check can be written at the beginning of your meeting year and kept on file in the church office. If the check needs to be cashed due to damage or excessive clean up, your group will be notified and another check will need to be issued. If the check is not used throughout the year, it will be returned.

Checks should be made out to Emmanuel Community United Methodist Church.

**BUILDING USE FORM. – Please fill out and return with check to the church office**  
**60 days before event**

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Name of group/individual \_\_\_\_\_

Contact person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Statement of purpose \_\_\_\_\_  
\_\_\_\_\_

Connection to a larger organization (if applicable) \_\_\_\_\_  
\_\_\_\_\_

Approximate number of persons \_\_\_\_\_

Frequency of meetings \_\_\_\_\_

Date and time of event \_\_\_\_\_

Name of room(s) needed \_\_\_\_\_

Equipment/custodial needs \_\_\_\_\_  
\_\_\_\_\_

- Groups/individuals will be expected to do own set-up and takedown of tables, chairs, etc.
- All areas used by individuals or groups will be cleaned properly and trash removed after the event by the users.
- The building use policy is subject to change at the discretion of the Trustees
- The church property is smoke, alcohol, and drug free.

\_\_\_\_\_  
Signature of responsible person

\_\_\_\_\_  
Date

Room(s) used \_\_\_\_\_

Cost \_\_\_\_\_

**\*Security deposit of \$100.00 must accompany this form.** \_\_\_\_\_ collected \_\_\_\_\_ returned \_\_\_\_\_ retained