



**Emmanuel Community United Methodist Church**

N84 W16707 Menomonee Avenue  
Menomonee Falls, Wisconsin 53051  
262-251-3830

**BUILDING USE FORM and POLICY**

REVISED 05/21/2018

Emmanuel Community United Methodist Church has established guidelines with regard to the use of the church building, including the Sanctuary, Fellowship Hall, Celebration Hall, Kitchen, Chapel Lounge, and/or 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 only to fill out one Building Use Form per year. These regular-use groups are responsible for renewing their applications for 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 is a smoke, alcohol, and drug free facility.

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

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/media 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. Media usage in celebration hall must be run by the Media Team. A Media Tech church member must be contacted ahead of the special event to discuss and coordinate customer requests. A paid tech team member must always be present to correctly use the equipment. This requires a use of a Building Uses Request Form.

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 cleanup 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.

**BUILDING USE FORM application - Please fill out completely and return to the church office, along with a security deposit at least 60 days prior to event.**

**Emmanuel Community United Methodist Church**

N84 W16707 Menomonee Avenue  
Menomonee Falls, Wisconsin 53051  
262-251-3830

Name of group or individual \_\_\_\_\_

Contact person \_\_\_\_\_ Member of Church? Y or N

Address \_\_\_\_\_

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

State purpose for use of building \_\_\_\_\_

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

Date(s) and time(s) of event(s) \_\_\_\_\_

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

Approx. number of persons \_\_\_\_\_ Name of room(s) needed \_\_\_\_\_

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

If media equipment will be used the Media Team needs to be contacted.

- \*Groups/individuals will be expected to do own setup and takedown of tables, chairs, etc.
- \*All areas used will be cleaned properly and trash removed after the event, by the user.
- \*The Building Use Policy is subject to change at the discretion of the Trustees.
- \*The Church and property are a smoke, alcohol, and drug free zone.

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

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

\*Security deposit of \$100.00 must accompany this form. \_\_\_collected\_\_\_returned\_\_\_retained

## Emmanuel Community United Methodist Church

### Use of Building Fees

Any and all arrangements for **weddings and funerals** must be made with the pastors.

Building use of Celebration Hall, Fellowship Hall, Chapel Lounge, or other rooms must have 60 days preapproval from Trustees.

DATE OF EVENT	_/_/___	Sponsoring Member _____			
Security Deposit		\$100			
		<b>Members</b>		<b>Non</b>	
		<b>Costs</b>	<b>X</b>	<b>Members</b>	<b>X</b>
				<b>Costs</b>	
Weddings	Sanctuary and/or Rooms	NC		\$ 200	
	*Pianist/Organist	\$		\$	
	Celebration Hall & Kitchen	\$ 100		\$ 150	
	Pastor	\$ 200		\$ 200	
	Custodian (Required)	\$ 50		\$ 50	
	*Wedding Host	\$		\$	
	Media Team	\$ 10/hr		\$ 10/hr	
		TOTALS:			
Funerals	Sanctuary and/or Rooms	NC		\$ 200	
	*Pianist/Organist	\$		\$	
	Celebration Hall	\$ 100		\$ 150	
	Custodian (Required)	\$ 50		\$ 50	
	Pastor	\$ 200		\$ 200	
	Media Team	\$ 10/hr		\$ 10/hr	
			TOTALS:		
Other	Sanctuary and/or Rooms	NC		\$ 200	
	*Pianist/Organist	\$		\$	
	Celebration Hall	\$ 100		\$ 150	
	Custodian (Required)	\$ 50		\$ 50	
	Pastor	\$ 200		\$ 200	
	Media Team	\$ 10/hr		\$ 10/hr	
			TOTALS:		

\* Need to contact Pastor to arrange meeting with Pianist/Organist and Wedding Host if required

Notes: Celebration Hall or Fellowship Hall, and kitchen: (food must be catered unless other arrangements have been approved): The church provides the following for funerals: Brownies, cookies, and bars. Punch, coffee, tea, and water. Plates, napkins, cups

etc., and table set-up. (Suggested caterers: Sendiks, Cousins, Subway, Pick & Save all have very nice platters available.)

## **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, meeting on the first Tuesday of every month. Additional approval by the staff is also necessary. 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, 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 all areas used, to reset the room as it was prior to their meeting, 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 cleanup, your group will be notified and another check may need to be written and kept on file in the church office. If the check is not used throughout the year, it will be returned.

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

**Final pricing approval is at the discretion of trustee's or pastor's agreement if exceptions to terms are requested.**