

## First United Methodist Church Facility Use Guide

The primary purpose of First United Methodist Church (FUMC) is to make more and better disciples of Jesus Christ. Our programs, our members and our community are our top priorities for the use of the church facility. However, FUMC still wishes to expand our outreach to the community by offering the use of our facilities.

While we welcome you to use our facilities, we also ask you to respect our facilities as we do by following the guidelines below:

- Facilities include: all buildings, rooms, parking lots, sidewalks, grounds, pavilion, and playground
- No events or advocacy that conflict with the policies and practices of FUMC and the United Methodist Church may take place within our facilities.
- No controlled substances, weapons, alcoholic beverages, smoking are allowed in our facilities or on our grounds
- All minor children must be supervised. All users of the facilities are expected to follow Safe Sanctuary policies.
- The nursery may only be used with specific permission and only if there is adequate adult supervision by FUMC nursery staff
- No tacks or nails shall be driven into any furniture or woodwork.
- Pianos cannot be moved except by permission from FUMC Minister of Music
- Sanctuary furniture cannot be moved except by permission from FUMC Minister.
- Permission to use the organ/piano in the sanctuary must be granted by FUMC Minister of Music.
- Sanctuary sound/video equipment may be available upon request but may only be operated by staff or others approved by FUMC minister.
- Group provided sound recording or video equipment may not be attached to church systems (including electrical system) through cables or connectors without prior approval.
- All items associated with your event must be removed immediately after the event.
- Any non-perishable items left following your event will be held for 30 days. After that they will be donated to an appropriate organization.
- All trash (paper goods, decorations, food waste, etc.) should be taken to the dumpster at the back of the church
- If furniture is rearranged for your event, please return it to its original location.
- Failure to remove trash or to return the area to its original condition will result in custodial fees.
- Users will be responsible for the expense of repairing or replacing any damaged items. Report any damages as soon as possible so that a fair and equitable assessment can be made.
- Neither FUMC, the Church Council, nor any FUMC staff members are responsible for lost or stolen articles or for injuries occurring while using the facility.
- FUMC assumes no liability whatsoever relative to the use of the facilities by the user or the user's guests, invitees, employees or agents.
- If multiple events are occurring simultaneously, please respect all groups' use of the building.
- FUMC reserves the right to cancel a reservation for ministry purposes or unpreventable circumstances.

### Steps:

1. Each user/group must submit a Facility Reservation Requisition Form (at least 3 weeks) prior to the event. This includes a signed statement that the user/group understands and agrees with the Building Use Policy
2. Each requesting party will be provided a copy of the Facility Use Policy.
3. Please make arrangements to gain access to your requested building by emailing [office.fumc@charter.net](mailto:office.fumc@charter.net) or by calling 928-9222.

### Who may not use our facilities:

- Partisan/Political Groups
- Groups operating for commercial gain
- Organization whose activities are in conflict with the mission and doctrines of FUMC

**First United Methodist Church  
Facility Reservation Requisition  
Use Application  
900 Spring St.  
Johnson City, TN 37604  
(423) 928-9222**

**Please complete entire form:**

Name of Organization: \_\_\_\_\_

Name of Responsible Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Organization's Purpose: \_\_\_\_\_

Event Name and Description: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Will the event be recurring? One time only \_\_\_\_\_ Weekly \_\_\_\_\_

Monthly \_\_\_\_\_ Day(s) of the week (circle): Mon Tue Wed Thu Fri Sat Sun

Facility requested: \_\_\_\_\_

Number of attendees expected: \_\_\_\_\_

Will participants be charged for the event: \_\_\_\_\_ yes \_\_\_\_\_ no

Will food or drink be consumed? \_\_\_\_\_ yes \_\_\_\_\_ no

Special Needs or Requests

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I have read the FUMC Facility Use Guide and agree to abide by all of the policies.

\_\_\_\_\_ I agree to be responsible for the conduct of those coming to, or participating in the event for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this event.

\_\_\_\_\_ I agree to indemnify and hold FUMC harmless for any and all claims of any type, arising out of the use of the facility under this agreement. Such indemnification shall include the merits of all claims made against the Church, attorney's fees, court costs and all other reasonable costs associated with the defense of any and all such claims.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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