

PENFIELD UNITED METHODIST CHURCH TRUSTEES POLICY MANUAL
Policy 402: Exhibit A
CHURCH BUILDING USE APPLICATION

DATE RECEIVED: _____

NAME OF ORGANIZATION: _____

TYPE OF ACTIVITY PROPOSED: _____

ONE TIME USE?: _____ ORGANIZED PERIODIC ACTIVITY?: _____

WILL FOOD OR BEVERAGES BE SERVED? EXPLAIN: _____

DAY AND DATE REQUIRED: _____ # OF PERSONS: _____

TIME OF DAY: FROM: _____ TO: _____

FACILITIES REQUESTED: _____

SPECIAL SERVICES REQUIRED: _____

SIGNATURE OF INDIVIDUAL RESPONSIBLE: _____

POSITION IN REQUESTING ORGANIZATION: _____

NAME (Print): _____

ADDRESS: _____

PHONE: _____

APPROVED BY PASTOR: _____ DATE: _____

APPROVED BY TRUSTEES: _____ DATE: _____

FEE: _____ Deposit Due: _____ Received: _____ Balance Due: _____ Received: _____
(date and initial) (date and initial)

(see reverse side)

General Rules of Conduct: The users of Church facilities agree to the following:

1. No smoking is permitted in the Church buildings at any time.
2. No alcoholic beverages are permitted.
3. No food or beverages may be taken into the sanctuary.

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Policy 4002: Building Use – Exhibit B
CHURCH BUILDING CLOSING PROCEDURE

1. Shut off all lights in rooms used, corridors and Narthex.
2. Place all waste materials in trash containers in the kitchen.
3. Wash, dry and put away all dishes used.
4. Replace chairs and tables to positions as found.
5. Make certain all entry doors are locked.
6. CHECK THAT THE DOORS ARE LOCKED AFTER LEAVING!

NOTE:

For security, small groups may choose to lock the door immediately after all participants have arrived.

IF YOU HAVE ANY QUESTIONS OR NEED TO CONTACT SOMEONE FOR AN EMERGENCY, PHONE Jason Becker 585.278.2758 or any of the trustees.