

Application for Use of Facilities
North Lake United Methodist Church
14111 North Territorial Road, Chelsea MI 48118
Church Telephone: **734-475-7569**

By completing this application, **I acknowledge** that **I have received a copy of the Policy** for Use of Buildings, Equipment and Personnel, **understand all regulations** and agree to abide **by them**.

Event **Planner**:

Address:

Phone:

**Type of
Event:**

Email:

Approximate number of guests (not to **exceed: 90-dining, 150-seating**).

Facilities
requested:

Date(s)
Requested:

**Time(s)
Requested:**

Include all **before preparation time and after event cleanup time including** the event **day and** all additional **days** for setup, such as decorating **for** a wedding. If **time is** over or under estimated, **over estimates will be refunded** and under estimates **charged to the Event**

Planner.

Use of Sanctuary:

Use of **Fellowship Hall**:

Use of Hall & Kitchen:

Church Host Fee:

Charges

Date Received

Payment **Type**

Building
Charge

Total:

Church Representative:

Copies to: Event Planner, Administrative Assistant, **Pastor, Board of Trustees**
Chairperson, **SPRC Chairperson, Church** Host, Organist **and** other church personnel
as needed. August 2023

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Facility Inspections

Before and After Use: **If** other than **good**, state any **problems**.

Condition of Sanctuary **and** Restrooms:

Before:

After:

Condition of Fellowship Hall and **Restrooms:**

Before:

After:

Condition of Kitchen: **Inspect** for condition and cleanliness of **all** equipment.

Before:

After:

Signature of those inspecting facilities: I inspected and agree **with** the above assessments:

Before Use:

Date:

Church Representative

Event Planner or Representative

After Use:

Date:

Church Representative

Event Planner or
Representative

August
2023

Use of Sanctuary:

**Use of Fellowship
Hall:**

Use of Hall & Kitchen:

Refunds **for** use of Church Facilities

Initial **Deposit**

**If refund is less than original deposit, explain reasons
below:**

Date refund **or** retained monies requested **for** return:

Date refund was **mailed or** returned:

Signature **of** person closing out this
paperwork:

Refund

Chair ebser
Rutosam



Table Arrangement

Kitchen

Parking *Lot*

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North **Lake** United Methodist Church

Policy for Use of Buildings, Equipment and Personnel For Non-Church Sponsored Special Events

This policy for the **use of** buildings, **equipment and** personnel has been **developed to help offset the** costs of maintenance and personnel expenses. **Use of the buildings** or equipment **should** be cleared with both the **Board of Trustee Chairperson** and Pastor **and appropriate forms** filled out at that **time. All fees are to** be paid in **advance of the** event **as** designated below.

Church Host **and** Event Planner **for the purpose of this** policy are defined as follows:

Church **Host:** A person who represents **North Lake United Methodist** Church and performs **the** following duties:

Opens the **buildings and locks up the buildings** after the event and never loans **the key** to **any other person at the event. If** the host **is not a designated key** holder **for the Church,** a key **will** be assigned to **him/her for the** duration of the event **and it must be returned by Sunday following** the event.

Oversees and protects church property.

Politely **answers** questions, **explains and gives** information as

needed.

If needed, requests the **event planner to direct** guests regarding **appropriate behaviors.**

- **May assist** the pastor at a **wedding with simple** tasks.
Keeps a record of **all his/her time spent** with the event.

Event Planner: **The person applying to use the Church's** facilities and performs **the** following duties:

Orchestrates the event as it relates to **the use of the** church.

Contracts with the Church through the application form.

Assumes all responsibility for **setting up the church** facilities for the event.

Monitors **guest behavior.**

- Supervises the cleanup **of the church facilities when** the event is over.

Checks to see that **all** church property **is returned to its proper place and** garbage is **taken to the collection area** outside.

Removes all **non-church items from** the building. **This** includes all left over **food.** Leaves the Church in the **condition it was** found.

The condition of the buildings used will **be** evaluated with **the** church host, or a **member of the Board of Trustees** and **the** event planner immediately **before and** following **the** event. **Any charges** for damages **or** failure to **leave** the building in the **same** condition **as** found **will be** deducted **from** refundable deposits with a statement **of cause.** Refundable money **or** check will **be** returned **within two weeks after the event.**

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Use of the Fellowship Hall for special events DOES NOT include:

Use of the lower level of the **building.** **Please do not enter the** lower level. **Paper products** or plastic silverware **or** tablecloths that **belong to the church.** **Please** provide **your own paper** plates, **plastic** silverware, **tablecloths,** garbage **bags,** etc. Table and chair **setup.** You **are** responsible **for setup and** take down of tables **and chairs,** leaving the facility as it was **found.**

Use of church containers **for** left over **food.** **Please** do not **take** left over **food home in our** kitchen equipment. **Thank you for using your** own containers or plastic storage **bags.**

The Board of Trustees has developed the following **user** fee schedule. **This**

schedule **applies to weddings, receptions, and all other** private events. A church host is required for **the duration of all events. Please** leave the buildings **in the** same condition **you** found **them**. The church does **not expect** that users do normal custodial cleaning, **but** does expect **the material** conditions **of the** building **to be the same**, (e.g., **furniture** returned **where** found; furniture, **walls**, flooring cared for; **kitchen dishes** washed and **returned to** cabinets; **counters** and appliances wiped down; garbage carried out **and all non-church materials removed.**)

Church Facilities

Use of Sanctuary and Restrooms

Use of Fellowship Hall-**no Kitchen** Use
of Fellowship Hall, Kitchen and
Equipment

Church Host - required

Building Expense Charge

Fee Schedule

Refundable Security Deposits
due **when booking the event**

\$100.00 refundable **if building left in same condition** \$150.00 **refundable if building left in same condition** \$250.00 refundable **if building left in same condition**

Non-Refundable Charges

due 2 weeks **prior to the event** \$20.00 **per hour**

\$75.00

Any combination of facilities can be grouped for an event (e.g., use of Sanctuary with use of Fellowship Hall and kitchen equipment).

If **the pastor, organist or** other personnel are needed **for** the event, **please** contact that person **and** discuss fees and charges with **them**. **The** church office can provide **you with** names **and** contact information. Smoking, alcohol and drugs are prohibited on North Lake United Methodist Church property.

North Lake United Methodist Church

Board of Trustees

Policy and Procedures

Use of Church Buildings

North Lake United Methodist Church (NLUMC) through the Board of Trustees manages and maintains three buildings on its property: the Parsonage, the Fellowship Hall and the Church with the Grange.

Parsonage: The parsonage and its land are for the use of the pastor and his/her family.

The maintenance and remodeling of the parsonage is the responsibility of the Church and falls under the Board of Trustees. All maintenance and remodeling of the parsonage must be pre-approved by the Board. The family may not remodel anything in the house without first receiving Board and/or Church Council approval.

Damages to the property due to acts of nature and normal wear and tear are the responsibility of the Board. Damages to the property caused by the family, friends of the family or pets of the family are the financial responsibility of the pastor's family. It must be reported to the Board of Trustees. The Board will arrange for the repair and the pastor's family will be charged for it.

The day-to-day care of the parsonage is the responsibility of the family, (e.g, housekeeping, lawn mowing, flower gardens, adding softener salts, changing furnace filters). The Board will provide a lawn mover and weed trimmer for the parsonage. It is expected that the house and yard will be cared for according to customary standards. Problems with any of this should be reported to the trustees immediately for resolution. If the parsonage is not maintained as stated above, the Board may hire the work done and bill the pastor.

The long term care of the yard, such as tree trimming, garden replacements and border plantings, is the responsibility of the Board. The Board also arranges for snow removal in the winter.

Church, Fellowship Hall and Grounds: The church buildings' primary purpose is Sunday morning worship and related events and services.

When the church facilities are used for church events throughout the week, in order for the facilities

to be ready for custodial services each week, all furniture and equipment must be returned to its proper place or storage area at the end of the event. See the bulletin board in the Fellowship Hall for a drawing of how to arrange tables and chairs in the gathering room. All chairs not at tables are to be stored in the chair closet and not next to walls.

From time to time the church buildings may be available to church members or community friends for special non-profit, non-church related events. The Church understands that God

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is the source of all we have and we are glad to offer what we have to members and friends of NLUMC. The Church also understands that we are a small congregation and offering use of church property comes with responsibilities and the need of monetary resources and people-hours to carry out that responsibility. **The Policy for Use of Buildings, Equipment and Personnel for Non-Church Sponsored Special Events** is put into effect with that in mind. **An Application for Use of Church Facilities** accompanies the policy so the event can be planned for and the responsibilities of both a church host and the event planner will be carried out with clear understanding of what is expected by both parties. See the policy for the definition and responsibilities of these two positions.

Before filling out the **Application for Use of Church Facilities**, one must understand who can be a church host and how a contributing person of NLUMC is defined. First, a church host is often a contributing member of NLUMC who volunteers to fulfill the position because they are involved in the event in some way or knows the event planner. If no person volunteers to fill the position, then NLUMC must hire someone to be a church host and **that** person is then charged to the event planner.

Non-church related events **are** often sponsored by church families and friends, the Church allows an event planner and a church host to be one and the same person if the event planner is an active contributing person **of NLUMC who regularly attends church services and events, and contributes time and talent for the benefit of NLUMC.** If this **is** the case, then the fee for the church host **is** waived.

Also, if a church attendee who meets the requirement of contributing person as defined by this policy wishes to donate their time as church host to a non-contributing person, the church host fee will be waived,

If a problem arises at the event that the church host cannot handle, the following people should be contacted immediately in whatever order deemed appropriate at the time:
Chairperson of Board of Trustee, Pastor, Police.

Business or Private Organization Use: Groups that are not part of the ongoing ministry of the church who wish to use the building on a regular basis (e.g, exercise groups, Y on **the** Fly) also may be asked to pay a user fee based on the kind of service provided, its consistency with Christian values, and the ability to pay. A contract will be drawn up between the Board of Trustees and the group. It is also required that non-church groups provide a certificate of insurance naming NLUMC as additionally insured and listing the names of responsible parties using the church facilities. Agreement and releases of liability are to be signed by the non-church group.

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