

## **Helena United Methodist Ministries – Facility Use Agreement**

Welcome to Helena United Methodist Ministries Church. St. Paul's Methodist Church is located in Helena, Montana, at the corner of East Lawrence and Logan, and the business office and mailing address is 512 Logan Street, Helena, Montana, 59601. Covenant United Methodist Church is located at 2330 E. Broadway Street, Helena, Montana, 59601. We are happy to be able to provide accommodations for your activities. In return, we ask that you read and adhere to the following stipulations concerning the use of the church building:

1. Masks and social distancing are required. Thank you for keeping everyone healthy!
2. Restore any area used to its **original condition**:
  - a. Please clean and disinfect any surfaces or spaces that are used to decrease the spread of pathogens. All available rooms have a station with necessary cleaning supplies.
  - b. Please sweep the floor of any debris (please ask the Facility Coordinator for cleaning supply location before your event)
  - c. If you set up tables and chairs for your event, please make sure to dismantle them and return them to their original location.
  - d. If you have a significant amount of garbage from your event, or garbage that will spoil, please empty the garbages and place them in the dumpster. The St. Paul's dumpster is located behind the Susanna Wesley Place office building at 512 Logan Street.
  - e. If you have moved anything around, such as tables, chairs, or decorations, please make sure to put everything back in its original place and configuration.
3. Doors are operated on an internet-based door system, which can be scheduled for your event. Please contact the Facility Coordinator to schedule the doors for your requested times.
4. If you need to visualize the space, or use tables or chairs for your event, please schedule a tour of the facility with the Facility Coordinator before your event. Office hours are posted on our website.
5. Observe standard church rules:
  - a. NO SMOKING (anywhere in or within 30 feet of the doors of the church building)
  - b. NO POSSESSION OF ALCOHOL or ILLEGAL DRUGS
  - c. NO UNSEEMLY BEHAVIOR (Maintain respect for other people and for the physical property.)
6. Child Care: Young children are to be supervised at all times during any meetings taking place in the church. Do not leave them unattended or unsupervised.
7. The space you have requested to use is granted to your organization provided it does not interfere with the on-going program of this church. It is important to remember that all rooms belong primarily to HUMM's programs. Room arrangements and decor are at the church's discretion.
8. Rooms must remain fire code-compliant. Please do not block fire exits or keep fire doors open.
9. The use of audio, visual, musical, or other church equipment requires the assistance of our A/V Team, and a fee will be charged for their time. Our A/V Team needs to be involved if you are utilizing any of the following elements: projections, microphones, live streaming, slides (pictures, lyrics, etc.), and other media. Any of these additions to an event requires prep time by the A/V Team, so please account for this time for your event. Please see the Fee Schedules on the last page.
10. If you need add-ons such as pastoral services or organ/piano music, we will provide you with their contact information so that you may coordinate these services directly with the pastor or musician.
11. Please adhere to all posted requirements in each room.

**FACILITY USE AGREEMENT**  
**Helena United Methodist Ministries**

This agreement is subject to the provisions outlined in **Helena United Methodist Ministries Church Use Policy** and allows the undersigned representative the use of church property as stipulated below:

Group Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_

Requested Room (please check the room(s) you would like to reserve)

➤ Saint Paul's UMC: ☐ Sanctuary, ☐ Kitchen, ☐ Fellowship Hall, ☐ Choir Room, ☐ Other: \_\_\_\_\_

➤ Covenant UMC: ☐ Sanctuary, ☐ Kitchen, ☐ Fellowship Hall, ☐ Library, ☐ Other: \_\_\_\_\_

**This agreement may be entered into only by a responsible person of no less than 21 years of age.**

Revocation or alteration of the agreement shall be at the discretion of HUMM's Pastors or the Pastors' delegate, with adequate notice. This would happen in the event of irresponsibility to guidelines and continued neglect of church property by the group. Agreed upon fees for Sanctuary use will be paid prior to the event.

**It is the responsibility of the groups' designee to communicate with the HUMM office regarding access to the building. Depending on the event or room usage, the designee needs to pick up keys during office hours prior to the event or provide details for the door lock schedule.** Unless prior arrangements are made, keys must be returned to the office within 24 hours. A church representative will inspect the area of use to check for damage and general order of the facility. Failure to return or loss of key(s) will result in a \$20 charge. Rooms will not be re-scheduled to the same group until the lost key charge is paid.

The undersigned has read, understands, and agrees to the rules and regulations and payment terms set forth in the Facilities Usage document and Fee Schedule provided. The user group is liable for damages to the buildings, to grounds, to furniture, and/or to equipment and for the safety of all guests. The user group will be held responsible for the costs of repair that exceeds normal wear and tear. The user group also agrees to indemnify and hold harmless HUMM from any loss, damage, or liability to property or persons resulting from facility use.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

*For Fee Schedule & Facility Checklist, see next page.*

## **HUMM Fee Schedule**

*(You may keep this page as a reference)*

### **Sanctuary Usage Fees**

Church Member Weddings	\$350 (Includes \$100 refundable cleaning deposit, paid 1 week prior to event)
Non-Member Weddings	\$650 (Includes \$100 refundable cleaning deposit, paid 1 week prior to event)
For-Profit Events	\$400
Not-For-Profit Events	Donation of your choice

### **Non-Sanctuary Usage Fees**

For-Profit Events	Potential 10% charge
Not-For-Profit Events	Donation of your choice

**FEE NOTE:** If you or your group are using a room other than the Sanctuary, and the event is not for profit, there is no charge. We simply ask you to please consider a donation to our church for upkeep (cleaning, electricity, heating, etc.). Thank you!

### **Add-On Services**

A/V Team: Sound Only	\$20.00/hour
A/V Team: Sound + Slides/Video	\$40.00/hour
A/V Team: Sound + Live Stream	\$40.00/hour
A/V Team: Sound + Slides/Video + Live Stream	\$60.00/hour
Organ/Piano Add-on	\$100.00/hour
Clergy Service Fee	Sliding Scale: \$150-\$250 (Coordinate with clergy)

### **Payment Information**

Please submit payment within a week after your event. If you are writing a check, please make it payable to **St. Paul's United Methodist Church**, and please put an **event description on the Memo line**. Please coordinate directly with the A/V team, pastor, or any other utilized services to establish the number of hours worked before submitting payment. You can mail the payment to the office, drop it off in the mailbox in front of the office, or deliver it in-person to the office during office hours. If you have any questions, please do not hesitate to contact us.

### **Facility Checklist**

After using our space, *use this checklist to ensure that all clean-up and post-event tasks are completed (as applicable):*

1. Has everything been returned to its original position/placement? ☐
2. Have all used or touched surfaces been cleaned and sanitized? ☐
3. Have the floors been swept of debris? ☐
4. Have the garbages been emptied, taken to the dumpster, and the liners replaced? ☐
5. If doors or cabinets that were used were locked, are they once again locked? ☐
6. Have all the lights been turned off? ☐
7. Have all of your belongings and supplies been retrieved? ☐

*\* HUMM reserves the right to modify, supplement, or revise any policy, provision, or fee, with or without notice, as it deems necessary or appropriate. \**