

Helena United Methodist Ministries Church Use Policy

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. All HUMM guests must wear a mask whenever possible while on the property, including the campus grounds. The only exceptions include when singing or eating, and if this occurs, please practice social distancing.
2. All guests must register their name and contact information. This information will be kept confidential and is only for use in contact tracing in the event of an outbreak of coronavirus. Please submit this on paper or by email after your event. Please provide the list to the HUMM Facilities Coordinator at office@stpaulshelena.org.
3. Leave the area you use at least as clean and orderly as it was when you arrived. Due to coronavirus, please note that **EVERYTHING THAT HAS BEEN TOUCHED MUST BE DISINFECTED**. All available rooms have a station with necessary cleaning supplies. Please avoid touching anything unnecessarily.
4. 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.)
 - d. NO USE OF SKATEBOARDS OR BICYCLES in the building or on the premises.
5. 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.
6. 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.
7. See the next page for Sanctuary usage fees.
8. For events and groups that utilize our space and do not charge admission, we ask you to consider a donation to our church for upkeep.
9. Rooms must remain fire code-compliant. Do not block fire exits.
10. The use of audio, visual, musical or other equipment in the Sanctuary or Choir Room requires the use of our sound technician and a fee will be charged. This fee is \$17.50 per hour.
11. Continuous-use groups are requested to make a monthly donation.
12. 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.

Signature

Date

Printed Name

Phone

Address

Sanctuary Usage Fees

Church Member Weddings	\$350 (Includes \$100 refundable cleaning deposit, paid 1 week prior to event)
Non-Member Weddings	\$500 (Includes \$100 refundable cleaning deposit, paid 1 week prior to event)
For-Profit Events	\$200
Not-For-Profit Events	Donation of your choice
Sound Team Add-on	\$17.50/hour

NOTE: If you or your group are using a room other than the Sanctuary, there is no charge. We simply ask you to consider a donation to our church for upkeep.

** HUMM reserves the right to adjust fees dependent upon the specific event requirements **