

Richland United Methodist Church

Use of the Church building by organizations or groups not affiliated with the Richland United Methodist Church or member

60 Pomeroy Rd., Athens, OH 45701

Church Office: 740-593-8541 richlandumc@richlandumc.org

The Richland United Methodist Church exists for the worship, fellowship, and the teaching of Jesus Christ and the Kingdom of God. The mission of the Church is based on these principles. The Richland United Methodist Church on occasion will extend the use of its facilities to organizations or groups not affiliated with the Church. Use of the Church facilities by any outside organization or group does not necessarily imply that the Richland United Methodist Church subscribes to or endorses the viewpoint of such organization or group. Groups who use the facilities of the Richland United Methodist Church are granted such use as a form of community service.

1. Permission to use the Richland United Methodist Church for meetings or other activities by organizations or groups, not affiliated with the Church, can be granted by the Trustees or designate.
2. Organizations or groups wishing to use the Richland United Methodist Church must fill out the Use of church by a Non-affiliated Organization or Group form. The Trustees or designate will either approve or disapprove the request.
3. Use of the Church is contingent on the availability of the Church facilities. Activities of the Richland United Methodist Church will have first priority in use of the Church facilities. Other organizations or groups may use the Church as approved when not in conflict with scheduled Church activities.
4. The use of the Richland United Methodist Church facilities is limited to the area and equipment indicated by the agreement between the Trustees or designate and the organization or group using the Church. Children under the age of fourteen (14) shall not be in the kitchen area, boiler room, or A/V area..
5. The Richland United Methodist Church assumes no liability for any organization or group using its facilities. Organizations or groups using the Church assume full liability for those in the group using the Church. Such organization or group agree to indemnify and hold the Richland United Methodist Church absolutely harmless on account of any injury, death, or damage or destruction to property arising out of the use of the Church. The Trustees may in certain instances require proof of liability insurance.
6. The Church provides snow removal only when regular Church affiliated activities are scheduled. Such organization or group agrees to indemnify and hold the Richland United Methodist church absolutely harmless on account of injury, death or damage or destruction to property arising out of the use of the Church when snow or ice is present on church property including walks, yard, parking lot and driveway.
7. Use of alcohol, tobacco or drugs is prohibited on Church property. (i.e. building, grounds, etc.)
8. Damages to any part of the Richland United Methodist Church shall be reported within twenty-four (24) hours to the Church office. Emergency situations, such as fire, break-ins, electrical, water heating problems, must be immediately reported. Please call Pastor Karen at: 740-592-2111 to report any problems or Custodian at: 740-593-6297
9. Organizations or groups will be responsible for paying for damages caused to Church property.
10. It is the responsibility of any group using the Richland United Methodist Church to assure that the facility is clean and any chairs, tables or other material utilized are returned to their proper storage location before leaving the premises unless otherwise agreed to.
11. The last organization or group using the Church is responsible in assuring outside doors to the Church are locked before leaving the Church.
12. Approvals for use of the Church by organizations and groups not affiliated with the Richland United Methodist Church that use the church on a regular basis are good for up to one year and then must be renewed unless otherwise approved by the Trustees.
13. The Richland United Methodist Church may require compensation to cover utilities and other associated costs above those incurred by normal Church operations. Compensation will be based on the best estimated cost as determined by the Board of Trustees and will not include any costs for profit.
14. The use of the Richland United Methodist Church can be terminated by the Trustees at any time without cause.

Richland United Methodist Church
Use of Church by a Non-Affiliated Organization/Group form

Date of Request: _____

Group or Organization: _____

Organization or Group Contact: Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ email: _____

Approximate Number in Group: _____

Date (s) of Meeting or Activity: _____

Type of Activity or Meeting: _____

Room (s) Needed: _____

Equipment to be used and other needs: _____

Kitchen to be used: _____ Yes _____ No

Comments: _____

Time slot: set up: _____ event start: _____ event end: _____ cleanup: _____ exit: _____

Additional Terms, Conditions, and Comments: _____

Terms and Conditions accepted (including Church policy: Use of Church Building by Organizations or Groups not affiliated with the Richland United Methodist Church):

Organizational/Group Representative

Date

For Church Use:

Accepted by: _____ Date issued: _____ Date returned: _____

Approval date: _____ By: _____

Placed on Church Calendar? Yes / No Date: _____ By: _____

Was an email sent to custodian, pastor, a/v tech, etc., if needed? Yes / No Date: _____