



Building Use Agreement and Rules for Occasional Users

The Mission of Hilltop United Methodist Church is to: ***Invite All to Celebrate God, Grow in Christ, and Serve Others.*** The Trustees and the Pastor have been charged with upholding this mission when determining building use and to make her facilities available whenever feasibly possible for the benefit of God's work, and for the benefit of the communities in which we reside. It is our hope that such availability can be founded on the best of intentions and cooperation. We want to share our facilities as openly and equitable as possible, but know that the realities of life require a degree of formality in such arrangements. Therefore this document will serve as an agreement between Hilltop UMC and the User.

1. Users are expected to occupy only those parts of the facility specifically approved/rented, and to return all area to the prior set-up arrangements, or as directed by the custodian or building host. Report any equipment malfunction or damages to the church following the event.
2. When deposits or rental fees are required, deposits are due upon reservation and rental fees upon arrival. Deposits are refunded following the event when the building has been appropriately cared for. In the event the facility is damaged or not picked up, the deposit will be retained toward additional custodial costs.
3. Children and youth must be supervised by competent adults. The nursery is available for children's use only upon reservation and with appropriate supervision.
4. No alcohol is permitted anywhere on the church property including the grounds; no tobacco products are to be used within the building. If tobacco products are used outside, they are asked to leave no cigarette butts on the property.
5. Facilities are to be returned to proper order after use:
 - Ø Garbage and waste to be removed to outside dumpster.
 - Ø Floors vacuumed as necessary (vacuums are located in storage closet near bathrooms).
 - Ø Furnishings returned to original set-up or as directed by host / custodian.
6. Facilities are to be secured after use:
 - Ø Turn down thermostats (winter - 60^o) or air conditioners (summer - 80^o).
 - Ø Stoves turned off, refrigerated items properly disposed. (see #7)
 - Ø All a/v equipment is to be turned off or returned to storage as directed by host / custodian. (see #8)
 - Ø Close any opened windows.
 - Ø Turn off all lights.
 - Ø Check that all doors are locked.
7. Use of the kitchen for storage, preparation, and serving of food is by specific permission only. Refrigerator and freezer may be used only for storage of perishables immediately prior to a specific event. No food of any type is to be left following the designated event.

8. The use of the sanctuary's audio/video equipment is by specific permission only, and only persons who have been trained and authorized by the church can utilize the recording equipment. Such persons are subject to availability and an operating fee may be required.
9. When a room use deposit is required, the deposit will be retained for building or grounds damage, rooms not cleaned or re-set appropriately, or additional utility costs for heating / cooling not returned to appropriate settings.
10. Renter accepts a responsibility for the conduct of all event participants including responsibility for any damage to the building, grounds, or equipment.
11. When scheduling conflicts occur, the activities of Hilltop United Methodist Church will be given priority over the renter. Therefore every effort will be made to accommodate the needs of Hilltop for its ministries. In such event, Hilltop will make every effort to give advance notice to the renter. However, some events cannot be anticipated in advance (such as funerals).
12. The usage agreement may be terminated by the written agreement of both parties at any time. Hilltop United Methodist Church has the right to terminate the agreement immediately if User has materially breached any provision of the agreement.

It is agreed that this permit is a license only to the use of the facilities and equipment rented for the stated purpose. The user of the Hilltop United Methodist Church agrees that Hilltop United Methodist Church, its agents, employees and/or assigns are not responsible for any personal injury or property damage sustained by people using the Hilltop United Methodist Church, his/her invitees or guests, arising out of the use of the facilities pursuant to this permit. The user of the Hilltop United Methodist Church agrees to indemnify its agents, employees and assigns for any claims for personal damage made against it arising from the use of the facilities pursuant to this permit.

SIGNED: _____ **DATE:** _____



Building Use Information Form

EVENT/ACTIVITY:	
DATE(S) OF EVENT(S):	
RESPONSIBLE PARTY:	
ADDRESS:	
EMAIL ADDRESS:	
PHONE:	
# OF PERSONS EXPECTED:	
HOURS OF EVENT: (actual):	
RESERVATION HOURS: (set up to clean up)	
ROOMS REQUESTED:	
EQUIPMENT NEEDED:	
DELIVERIES EXPECTED: (date & time)	
KEY CHECKOUT: (Pick up & Return Dates)	

FEES: Please make a separate check, when required and as indicated below, payable to Hilltop United Methodist Church

Check #1: \$ _____

Room Use Fee based on number of rooms being used.

Check #2: \$ _____

Deposit which will be held until after event. If conditions of the agreement are fully met, the deposit check will be returned to you.

Please review and sign the attached rental agreement.

Return one copy of agreement and any checks to:

Hilltop United Methodist Church

108 South Manitou Drive

Mankato, MN 56001

Phone : 507 - 387 - 3877

For Office Use Only:			
Date forms Sent Out:	_____	Date forms Received Back:	_____
_____ Deposit Received:	\$ _____	_____ Scheduled on Calendar	_____
_____ Use Fee Received:	\$ _____	_____ Deposit Refunded:	\$ _____
_____ Total Fees Received:	\$ _____	_____ Key Returned:	_____



Building Use Fee Schedule

The fee schedule below may be lowered or waived if so warranted by the pastor and/or the trustees and according to the specific needs and/or financial abilities of the renters.

Room Rental Deposits	\$100
One Time Small Room Use	\$25 / use / 3 hours
Regular Small Room Use	\$10 / use / 90 minutes
One Time Fellowship Hall	\$50 / use / 3 hours
Regular Fellowship Hall Use	\$15 / use / 90 minutes
Sanctuary Use	\$50 / use / 2 hours
Narthex Use	\$50 / use / 2 hours
Parking Lot Use	\$10 / use / 2 hours
Yard Use	\$10 / use / 2 hours
Entire Building Use (nonmembers)	\$250 / use / 4 hours (ex. Weddings)
Entire Building Use (members)	\$150 / use / 4 hours (ex. Weddings)
Video Recording Use	\$100 (trained operator only)
Wedding Coordinator Honorarium	\$75 (required for all weddings)
Pastor's Wedding Honorarium (non-members)	\$100 (suggested)
Pastor's Wedding Honorarium (members)	\$0

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