

## FMCW Building Use Rules and Regulations

### Rules and Regulations

1. Each group is responsible to return the used space, stage or kitchen to its “as found” condition.
2. Behavior and dress will be consistent with a facility consecrated for worship and Christian education.
3. **Maintaining building security during the event. This requires monitoring participants coming/going and locking the facility doors during and after the event.**
4. In Wesley hall the stage and electronic equipment is off limits. Nothing on the stage, including electronic equipment, may be moved or disconnected. Only church approved audio/visual technicians may adjust, move, plug or unplug sound equipment on the stage; only such technicians may operate the audio visual booth.
5. Saturday events which are not directly sponsored by First Methodist Church Washington must conclude by 5:00 p.m. to include breakdown and cleaning. This is to allow the facility to be arranged for Sunday worship.
6. Only church-approved A/V technician may operate A/V equipment located in the sanctuary and Wesley Hall. (NOTE: a commercial A/V Technician may operate FMCW A/V equipment under the observation of an approved FMCW member event sponsor)
7. No furnishings or equipment shall be removed from the church property. Room furnishings must be left in the order and location in which they were found.
8. All lights shall be turned off when leaving the building and all doors locked.
9. Hanging items from the ceiling tiles or ceiling struts in the hallway or rooms is not permitted. No items such as signs, pictures or other memorabilia, are to be placed on the walls. No nails, no tacks, no tape is to be applied to any finished wall or furniture.
10. Smoking is not permitted in the church facilities at any time.
11. Alcoholic beverages are not permitted on church property at any time.
12. All city laws and ordinances are to be observed.
13. First Methodist Church Washington is not liable for any injuries or damage to personal property.

**FIRST METHODIST CHURCH WASHINGTON FACILITY USE REQUEST FORM**

**Requestor Name:** \_\_\_\_\_

Email: \_\_\_\_\_

Telephone #: (C) \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address: \_\_\_\_\_

**Member FMCW:** Yes \_\_\_ No \_\_\_ if no; designate FMCW Member sponsor \_\_\_\_\_

**Name of Group or Organization:** \_\_\_\_\_

Non - Profit \_\_\_\_\_ For - profit \_\_\_\_\_ Tax Identification # \_\_\_\_\_

Event sponsored by First Methodist Church Washington? Yes \_\_\_\_\_ No \_\_\_\_\_

**Event Name:** \_\_\_\_\_

Date of Event: \_\_\_\_\_ Alternate date: \_\_\_\_\_

Event Time: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Set Up and Clean Up Time: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

One Time Event: \_\_\_\_\_ Recurring: Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Annually \_\_\_\_\_

Recurring: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**Type of Activity:** \_\_\_\_\_

Estimated size of group: \_\_\_\_\_

**Facility Requested:**

- |                                  |                              |
|----------------------------------|------------------------------|
| Sanctuary _____                  | Cowell Chapel _____          |
| Wesley Hall w/ kitchen _____     | Parlor _____                 |
| Fellowship Hall w/ kitchen _____ | Asbury Conference Room _____ |
| Wesley Hall _____                | ED Building Classroom _____  |
| Fellowship Hall _____            | Other _____                  |

**Equipment requested:** (refer to schedule for fees)

- |                      |                      |                        |
|----------------------|----------------------|------------------------|
| Lectern _____        | Tables (round) _____ | Tables (long) _____    |
| No. of Chairs _____  | Sound System _____   | TV w/ Dvd player _____ |
| A/V Technician _____ |                      |                        |

**Security & Damage deposit of \$100 is required to secure the event on the calendar.**

Deposit received by \_\_\_\_\_ Date \_\_\_\_\_

**Fee for use:** \_\_\_\_\_ (refer to schedule for fee)

All fees must be paid two (2) weeks prior to the event. Cancellation of event less than two (2) weeks prior to the event will result in forfeiture of all fees and deposit.

Fee received by \_\_\_\_\_ Date \_\_\_\_\_

**Sponsor Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

I have received a copy of the Building Use Guidelines and Fee Schedule concerning use of the building and furnishings of First Methodist Church Washington and agree to abide by them. I will report any known damages to the church office and be responsible for any damages.