

Wesley United Methodist Church
Mason City, Iowa

Policy of Guidelines for use of Church Facilities
(Other than Weddings and Funerals)

1. Room(s) must be reserved in advance by filling out the form below. Room usage is limited to community event meetings or non-profit organization meetings.
2. Groups using church facilities will agree to hold the church harmless from any claims for personal injury or property damage by any persons whomsoever arising from that group's use. Outside groups or organizations may be asked to provide a certificate of insurance naming Wesley United Methodist church as an additional insured.
3. Wesley United Methodist Church will require a deposit of \$50. The deposit will be retained if the room is not left neat and orderly or if there is any damage. Groups are encouraged to take their trash with them or a fee of \$2.00 per trash bag that is left on the premises will be charged.
4. Red beverages or foods containing red dye are not permitted in carpeted areas.
5. There is no alcohol or smoking allowed in the church or on the grounds.
6. You may pick up the key to the building prior to your event during regular church office hours. (6:30 a.m. – 4:30 p.m. Monday – Thursday). Return the key the next day after your event.
7. The southwest door adjacent to the parking lot is to be used. Designate a responsible member of your group to be the last one out and to be sure that door is locked when you leave. (Security cameras are in use at this entrance.)
8. Reservations for the room(s) will be made after review and approval of the request, based upon availability and compliance with rules stated above.
9. If the event is canceled for any reason, please call the church office (641-423-6549).

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Wesley United Methodist Church
Room Reservation Form

Name of Organization _____ Date and Time of Event _____

Name of Responsible Person _____ Phone Number _____

Address _____

Room(s) to be used _____

Number of People Attending _____ Will you be bringing food and/or beverages: Yes ___ No ___

Certificate of Insurance Attached _____ Room Reservation Approved _____ Deposit Collected _____

I understand that I am responsible for the care and condition of the room(s) used at Wesley United Methodist Church by my organization. I will enforce the no alcohol and no smoking policy. I agree to leave the room(s) and contents as originally provided, with room(s) cleaned and all personal items, food, etc. removed.

Signature of Responsible Party _____ Date _____

(Return Completed Form to the Church Office)