

**LAKE MILLS UNITED METHODIST CHURCH
FACILITIES REQUEST FORM**

Name of Organization:

Contact Person:

Contact Phone Number:

Contact Email:

Organization's Purpose:

Event Description:

Dates Required:

One time only

Monthly

Weekly

Multiple Days: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Rooms Requested:

Narthex Sanctuary Hearth Room Fellowship Hall Kitchen Other: _____

Fees: Custodial \$_____ Other \$_____

Other Notes:

ORGANIZATION/CONTACT

APPROVAL

DATE

LAKE MILLS UNITED METHODIST CHURCH

271 E. PROSPECT STREET, LAKE MILLS, WI 53551

920-648-2614 | OFFICE@LAKEMILLSUMC.ORG

BUILDING USE POLICY

Statement of Purpose

To fulfill our Christian commitment to GROW within and serve the Lake Mills and surrounding communities, Lake Mills United Methodist Church will offer its facilities to church and service groups, both inside and outside of our congregation, as outlined in this policy.

For those requesting use of these facilities, it is understood that Lake Mills United Methodist Church is a religious, not-for-profit, tax-exempt organization. It is further understood the Renter/User will act in a manner that honors the ministry and image of the church and its facilities.

General Building Use

- Approval of facilities use requests may be granted by church administrator, church council, Pastor, or Board of Trustees.
- The LMUMC campus is strictly a no-smoking, no drugs or alcohol facility.
- The LMUMC has adopted a Safe Sanctuaries Policy for children and youth. All LMUMC activities are expected to follow these guidelines. A copy of our Safe Sanctuary Policy will be provided upon approval of the event.
- The LMUMC building is open for use during staffed hours. Contact the office for these hours. Any use outside of these hours must be approved by the Pastor, Board of Trustees, or Church Council.
- There may be occasions that the Board of Trustees or the Church Council deem it necessary to require Proof of Insurance for on-site activities.

Procedures

The Church will consider applications from the following groups or organizations:

- Church groups and church members
- Service and charitable organizations
- Non-partisan, social, civic, non-service, or educational organizations

Requests for use of the church facility shall always be scheduled with the Office Administrator at 920-648-2614.

Upon approval, all groups/individuals requesting use of facilities, whether one-time use or ongoing use, must complete and return the Facility Use Form to the Office Administrator. See Facility Use Form attached.

Kitchen Use Policy

Consult with Kitchen Coordinator regarding use of kitchen facilities.

- Any and all foods brought into the kitchen for an event must be removed the same day.
- All dishes must be washed, dried, and put away after use.
- Any paper goods such as plates, cups, napkins, etc. must be provided by the requestor. Paper goods on church premises are designated for church programs.
- Custodial services are \$150 per event.

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Wedding Policy

Wedding policy, procedures, and fees are specifically outlined in the policy set forth by the Pastor. Please refer to the LMUMC Wedding Policy, available from the church office.

Funeral Policy

Funerals will be performed upon consultation with the Pastor. Please refer to the LMUMC Funeral Policy, available from the church office for policies, procedures, and fees.

Sanctuary Use Policy

Sanctuary furniture may not be moved without the approval of the pastor or Board of Trustees.

Use of Equipment

Permission for use of piano, organ, bells, or other instruments must be granted by the Pastor or Music Director. Permission for use of Sound and Video system must be granted by Director of Tech Team, Pastor or Board of Trustees.

Building Use Fees

- Fees will vary depending upon event, request & LMUMC membership. Other fees are at the discretion of the Board of Trustees and/or Church Council.

Fee Schedule

Building Fees	Active Member	Inactive/Non-Member
Deposit	No Deposit	\$50
Sanctuary	No Fee	\$100
Fellowship Hall/Kitchen Reception	No Fee	\$50
Hearth Room	No Fee	\$50
Prayer Garden Service	No Fee	\$75
Custodian Services	\$75	\$100
Organist	\$TBD	\$TBD
Soloist	\$TBD	\$TBD
Pastor	\$250	\$375
Bulletins Designed & Printed	\$25	\$25
HOSTING Fee		
Building Use	No Fee	\$100
Pastor Host	\$100	\$200