



The people of The United Methodist Church

Wesley United Methodist Church
9318 S. Main St.
P.O. Box 431
Whitmore Lake, MI 48189

Effective December 1, 2015

Building Use/Fundraising Policy

1. All Fundraisers must go through the Trustees for permission, calendar check and approval. If other events are scheduled, you will likely have to select another date. You will need to complete the **Building Use Request Form** on the opposite side of this document. All events must be approved at a Trustees meeting at least one month in advance. Currently, Trustees meet on the 3rd Tuesday of each month.
2. After Trustees approval, the Fundraiser must be presented to the Finance committee, for informational purposes only.
3. **10% of all profits** are to be donated to the Wesley United Methodist Church's general fund. You are paying a "tithe" to the church for the use of the property and/or church name. There are **NO** exceptions to this, including church and mission related fundraisers.
4. You are responsible to return the church and/or the grounds back to the proper condition after the event. This includes cleaning, vacuuming, dishes done and put away, all trash taken to dumpsters, and all table tops/counters sanitized. **DO NOT leave any food or beverages behind.**
5. No alcohol is allowed on the church grounds. No smoking is allowed in the building.
6. Noise should not be excessive as to antagonize our neighbors.
7. Due to our beliefs and doctrines as United Methodists, we cannot be involved in any sort of gambling, including, but not limited to: Raffles, any games risking money where there is not a guarantee of a token prize and/or the ability to perform some task (i.e. Jacob's Ladder Rope Climb).
8. No exclusion of any person/s for any reason, unless they are disorderly and will not comply with the expectations.
9. Remember at all times, that you are representing Wesley United Methodist Church, whether on this property or elsewhere for fundraising, and please act accordingly.

Building Use Policy

1. Building use request must go through the Trustees for permission and calendar check. If other events are scheduled, you will most likely have to select a different date for your event. You will need to complete the Building Use Request Form on the opposite side of this document. All events must be approved at a Trustees meeting at least one month in advance. Currently, Trustees meet on the 3rd Tuesday of each month.
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3. **No alcohol** is allowed on the church grounds. No smoking is allowed in the building.
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5. No exclusion of any person/s for any reason, unless they are disorderly and will not comply with the expectations.
6. The church is not responsible for obtaining burn permits for bonfires.
7. If any youth (under 18 years old) are involved, the event must have a minimum of two (2) adults (or one adult and one youth at least 5 years older than the oldest child attending event), within sight, or within hearing range at all times.
8. Remember at all times, that you are representing Wesley United Methodist Church, whether on this property or elsewhere for fundraising, and please act accordingly.

BY ALL MEANS – Do have fun and do be careful.

BUILDING USE / FUNDRAISING REQUEST FORM
Effective December 1, 2015

Date wanted: _____

Request must be submitted to Trustees at least one month before needed.
 Currently, Trustees meet the 3rd Tuesday of the month.

Time building will be in use: _____

This includes set-up and clean-up time.

Reason for use (if Fundraiser, see other side): _____

Equipment and church furnishings that will be used (**Note, use of kitchen equipment other than the coffee maker, refrigerator and freezer require an additional \$50 fee**): _____

Number of persons expected: _____

Date submitted: _____ Date reviewed by Trustees: _____

Contact Name/s _____ Phone: _____

Trustees Use Only

Fees and Deposits

Deposit \$100 Kitchen Equipment Use \$50 Member in Good Standing \$25 Non-Member \$25/hr.
 (3 hr. Minimum)

NOTE: If event is canceled less than 14 Days prior to event Fees and Deposit will not be refunded.

Deposit required? Y N Amount \$ _____ Rec'd _____ Check# _____

Building use fees? Y N Amount \$ _____ Rec'd _____ Check# _____

Kitchen use fees? Y N Amount \$ _____ Rec'd _____ Check# _____

Deposit received? Y N Amount \$ _____ Rec'd _____ Check# _____

Request approved by Trustees on _____. If Fundraiser, Finance notified on _____.

Post event review:

- Facility clean and neat? Y N
- All equipment and furnishings returned to their proper places and in good condition? Y N
- All trash receptacles emptied and trash taken to dumpsters? Y N
- Tables and countertops sanitized? Y N

Any refund due? Y N Amount \$ _____ Submitted to Treasurer on: _____