



# *First United Methodist Church*

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## **Building Use Policy**

We welcome you to the First United Methodist Church and are pleased to share our facilities with you. Thank you for your cooperation in helping us take care of our church, by following our Building Use Policy below:

1. **Payment:** All fees, if applicable, are to be paid in full one week prior to the scheduled event for general facility use, and 30 days prior for weddings.
2. **Insurance:** If applicable, please provide a certificate of insurance naming our church as an additional insured.
3. **Room Condition:**
  - Please restrict your group to your designated room(s).
  - Return all furniture/tables/chairs/toys/books to the places you found them. Vacuum, if necessary. (On the first floor, the vacuum cleaner can be found in the broom closet near the kitchen. In the lower level, the vacuum cleaner is kept in the Custodian's Room across from the men's restroom).
  - Remove all decorations and take items with you when you leave. (If you have garbage that needs to be taken out, the church dumpster is located in the Ringling Mansion parking lot, which is across the alley of the church parking lot.)
  - An extra clean-up fee will be charged, if necessary. The user is responsible for replacement or repair of damages caused by any user in its group.
  - The use of rice, confetti, birdseed or other similar items are not permitted on the church property.
4. **Kitchen Use:**
  - Wash all dishes, pots & pans, wash out sinks and clean tables and counter tops.
  - Do not leave food in the refrigerator.
  - Garbage must be taken out.
5. **Alcohol, Drugs, and Smoking:** Smoking, drugs and alcohol consumption are not permitted in the church or on the church grounds. The group or individual using the building is responsible for monitoring the premises to prevent the above.
6. **Publicity:** When an outside group using First United Methodist Church plans to publicize a meeting, the advertising shall contain a clause that states that First United Methodist Church of Baraboo neither endorses nor sponsors the particular group's activity.
7. **Utilities & Locking Up:**
  - If you changed the thermostat, restore it to its normal settings by pressing 'run'.
  - Turn off the lights after use.
  - Lock the doors – please double check all doors. (Note for Sanctuary Use: the wooden door on Broadway and the two sanctuary doors have to be securely shut – they do not lock automatically as someone goes out.)
8. **Renewal:** Reservations for continued periodic use by groups regularly using our facilities are to be renewed by **September 1st** of each year.
9. **Violations:** Violations of these rules is sufficient grounds for First United Methodist Church to immediately withdraw any group's use of facilities and/or deny future use.