

**LEXINGTON UNITED METHODIST CHURCH**

1211 South Business Hwy 13  
Lexington, MO 64067  
660-259-2483  
FAX 660-259-2685

**FACILITY USE AGREEMENT**

Date requesting use: \_\_\_\_\_

Time requesting: \_\_\_\_\_

Type of event: \_\_\_\_\_

Room(s) to be used: \_\_\_\_\_

Group Name: \_\_\_\_\_

Person Responsible:  
Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

LUMC Member: \_\_\_\_\_

**PROCEDURES FOR RESERVING AND LEAVING THE BUILDING**

The responsible person is to see that the following tasks are accomplished as applicable:

1. The activity is scheduled and cleared through the church office. Door access code will be given by church office if necessary.
2. Appropriate fees are paid in advance (as applicable).
3. Damaged or broken items are reported and a fair restitution is made if clear negligence or abuse is evident.
4. Lights are turned off, thermostats are properly set, and doors are locked. (The FLC thermostat is in a locked box and cannot be changed.)
5. Food preparations areas are cleaned.
6. Church equipment is left in good, clean, serviceable condition.
7. Furniture and furnishings in the space being used is returned to its initial configuration unless other instructions have been provided.
8. In situations in which a deposit is applicable, after the responsible person has turned in the checklist, a determination will be made regarding refund of the deposit by the church office representative.

Signed: \_\_\_\_\_  
Responsible Party
Date
United Methodist Church
Date

Deposit: \_\_\_\_\_ Fee: \_\_\_\_\_

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### **GENERAL RULES FOR USE OF CHURCH FACILITY**

1. Participants are expected to recognize the Christian atmosphere of the United Methodist Church and conduct themselves accordingly.
2. No activity thought to be contrary to the policies of the United Methodist Church will be permitted.
3. Every group is expected to have at least one individual designated as the responsible person. That person will be responsible for tasks outlined in the Facility Use Agreement. An LUMC member will be available at non-member activities.
4. Those using the building should be aware that other groups may be in the building also, and should conduct their activities in a way as to minimize conflict with others.
5. The activity must be confined to the general area to which it is assigned. Children will not be allowed to roam through the building and are to be supervised at all times. Participants will use restrooms and building entrances adjacent to the FLC.
6. No drinking or drugs are permitted on premises. Smoking is allowed outdoors only, using receptacles provided.
7. No swearing or fighting will be tolerated in this Christian atmosphere.
8. Nothing is to be put on the walls without prior approval.