

First United Methodist Church of West Allis
7520 W. Lapham Street
West Allis, WI 53214
414-774-5500



BUILDING USE POLICY
REVISED 03/2016

First United Methodist Church of West Allis has established the following building use guidelines in keeping with Our Mission, "**OPEN HEARTS, OPEN MINDS, OPEN DOORS.**" The purpose of these guidelines is to ensure appropriate use of the church for members, as well as outside groups. Customary Church Ministry groups do not need to fill out Building Use Forms.

Due to liability insurance, the Trustees, with the recommendation of the pastoral staff, must approve the use of the building. A building use form must be completed and returned to the church office at least 30 days prior to the event to be approved by the Trustees. Groups who use our facilities on a regular basis, need to fill out only one Building Use Form per year. These regular-use groups are responsible for renewing their applications for church use on a yearly basis and must resubmit the required Building Use Form one month prior to the beginning of their next year of proposed use.

Funerals always take priority over other scheduled events.

FACILITY USE GUIDELINES:

- + No alcohol on church premises.
- + No smoking indoors or within 15 feet of entry way.
- + Groups are restricted to only those areas of the facility that the group has reserved.
- + Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
- + All lights must be turned off upon departure.
- + Satisfactory clean-up, including returning facility to the condition in which it was found, must be done.
- + Abusive or foul language, violent behavior, or drug abuse are strictly prohibited on church premises.
- + First United Methodist Church of West Allis will not be held responsible for personal property left at the church facility or for any lost items.
- + Doors in the church building that are not necessary for the user's needs shall not be unlocked.
- + Blessed are the peacemakers. No weapons allowed.
- + Depending on the size of group and activity, additional fees may be assessed.

Weddings and funerals need approval from the Pastoral staff.

WEDDINGS - members and regular attendees

Please consult with Pastor for availability, policies and fees.

WEDDINGS - non-members

Please consult with Pastor for availability, policies and fees.

FUNERALS

Please consult with Pastor for availability, policies and fees.

BUILDING USE FEES

Custodial Fees_____ \$25.00 per event

Building Presence_____ \$10.00 per hour

Kitchen Use - please obtain the Kitchen Use Form.

FIRST UNITED METHODIST CHURCH
West Allis, Wisconsin
BUILDING USE PERMIT

Date _____

ORGANIZATION NAME _____

CONTACT PERSON _____ Phone # _____

REQUESTED DATE OF USE _____ E-MAIL _____

TYPE OF ACTIVITY: _____

TIME OF USE: From _____ To _____ SIZE OF GROUP _____

(Please include set-up & clean-up times)

EQUIPMENT REQUESTED:

of tables _____

of chairs _____

ROOM REQUESTED:

_____ Gathering Room

_____ Fireside Room

_____ Fellowship Hall

_____ Small Dining Room (NO
Kitchen Access)

OTHER:

FOR OFFICE USE

Availability (Office) Yes _____ No _____

Board of Trustees: Approved _____ Denied _____

Entered on Calendar: (Office) _____ Church Presence & Custodian Informed: _____