

St. John's United Methodist Church

28 Cataract Avenue
Dover, NH 03820-4304

REQUEST FOR CAMPUS / BUILDING USE

Today's Date _____

Name of Group or Organization _____

Name of Person Responsible _____

Purpose of Activity _____

Number Attending: _____ Area Requested: _____

Day(s) and Date(s) of Use: _____

Hours of use: _____

Set-up time needed: ___ yes ___ no If yes: Date: _____ Time: _____

Set-up and take-down services required (\$50) ___ yes ___ no. If yes, please explain in detail or draw diagram of table arrangements. **There will be no set-up unless specified.**

Key necessary: ___ yes ___ no

The person responsible must see that the **Guidelines for Use of Church Facilities**, on the back of this sheet, are carefully followed.

~~~~~ CONTACT INFO FOR PERSON RESPONSIBLE ~~~~~

Name of Person Responsible (Please Print)

Email Address

Address

Telephone

Signature

~~~~~ BELOW THIS LINE ~~~~~

### FOR CHURCH OFFICE USE ONLY

Suggested Donation:

\_\_\_\_\_ Hall / Room  
\_\_\_\_\_ Kitchen  
\_\_\_\_\_ Date Received

Fees: \_\_\_\_\_ Sexton  
\_\_\_\_\_ AV Technician  
\_\_\_\_\_ Other  
\_\_\_\_\_ Security Deposit  
\_\_\_\_\_ **TOTAL**  
\_\_\_\_\_ Date Paid

|                 |                |                        |              |
|-----------------|----------------|------------------------|--------------|
| Key Given _____ | Returned _____ | _____ Granted          | _____ Denied |
| _____           | _____          | _____                  | _____        |
| Office Manager  |                | Chair of Strategy Team |              |

# St. John's United Methodist Church

28 Cataract Avenue  
Dover, NH 03820-4304

**Telephone: (603) 742-3046**

**Email: churchoffice.sjumc@gmail.com**

## **GUIDELINES FOR USE OF CHURCH FACILITIES**

- I. Users of this facility must understand that this is God's property. St. John's UMC desires to convey our concern for the community, therefore, to the extent our programs permit, we wish to make our facilities available to non-profit organizations in the area.

St. John's does not allow for-profit organizations to use our facilities. Church members\* are permitted to make items available for purchase if the profit benefits a St. John's sponsored event (mission trips, yard sales, etc.).

### **II. Policies for the use of Church property:**

- A. All arrangements must be made through the Church Office.
- B. All requests must be made well in advance and approved by the Strategy Team.
- C. The church reserves the right to make schedule changes to accommodate its own activities.
- D. **Do not drive on the sidewalk; there is a tunnel underneath it.**
- E. Use of the following items is PROHIBITED in all church buildings at all times:
  - 1. Smoking and/or vaping,
  - 2. Alcoholic beverages (also applies to church property),
  - 3. Gambling (e.g. raffles),
  - 4. Helium balloons,
  - 5. Styrofoam cups and/or other dinnerware.

### **III. The person responsible will:**

- A. Be financially responsible for any damage to church property.
- B. **Return all chairs and tables to their original places.**
- C. Close all windows.
- D. Place all trash in dumpster.
- E. Turn off all lights.
- F. Be sure all doors are locked securely.

### **IV. Monetary considerations:**

- A. We allow building use at no charge for civic, service, or fraternal organizations that fall within the mission of St. John's. Monetary donations from these organizations are encouraged, even if one of their members is a church member\* of St. John's.
- B. There is no charge for building use for church members\* hosting a private social event (wedding reception, shower, funeral, birthday party, etc.). Individual services (technology, organist, sexton, etc.) are charged separately to those who use them, including church members\*. The suggested donation schedule is available through the Church Office and is also appended to this document. Fees for services provided must be paid in advance.

- V. All questions not covered here must be answered by the Strategy Team.

**\*Note: "member(s)" is defined as a person who has officially joined St. John's United Methodist Church.**

*Revised June 2020*

## **Addendum to *Request for Campus / Building Use Form***

### **St. John's UMC Reopening Plan**

Approved by Strategy Team 7/12/20 & Updated on 8/23/2021

#### **Use of the Building by other Groups**

Approval will be given by the Strategy Team to other groups agreeing to the following guidelines on a case-by case basis (in addition to all other guidelines for building use):

1. People who are ill or may have been exposed to Covid19 (typically 14 days if symptom free and the person is not vaccinated) are asked not to enter our buildings
2. Sanitize hands upon entering the building
3. Mask wearing is required inside our buildings, as of 8/23/2021.
4. Groups will self-monitor for compliance; if non-compliance is observed and reported to Strategy Team, this could lead to revoked permission to use facilities