

Helena United Methodist Ministries – Facility Use Agreement

Welcome to Helena United Methodist Ministries Church. St. Paul's United Methodist Church is located in Helena, Montana, at the corner of East Lawrence and Logan, and the business office and mailing address is 512 Logan Street, Helena, Montana, 59601. Covenant United Methodist Church is located at 2330 E. Broadway Street, Helena, Montana, 59601. We are happy to be able to provide accommodations for your activities.

Building use activities fall under the Facilities Coordinator, who manages the use of the building facilities. No commitment for building use is finalized until the "Facility Use Agreement" has been completed and executed by the Facilities Coordinator. The following are policies and procedures established for our ministries and the community for building use. It is important to read, understand, and become familiar with these policies and comply with the guidelines that have been established:

1. Masks and social distancing are optional, but strongly recommended for any who are immunocompromised or symptomatic.
2. The space you have requested to use is granted to your organization provided it does not interfere with the on-going program of this church. It is important to remember that all rooms belong primarily to HUMM's programs. Room arrangements and decor are at the church's discretion. Additionally, please make room reservations at least a week in advance so that we have time to set door schedules, make preparations, and check availability.
3. Restore any area used to its **original condition**:
 - a. Please clean and disinfect any surfaces or spaces that are used to decrease the spread of pathogens. All available rooms have a station with necessary cleaning supplies.
 - b. Please sweep the floor of any debris (ask Facility Coordinator for location of cleaning supplies)
 - c. If you set up tables and chairs for your event, please make sure to dismantle them and return them to their original location.
 - d. If you have a significant amount of garbage from your event, or garbage that will spoil, please empty the garbage cans and place them in the dumpster. The St. Paul's dumpster is located behind the Susanna Wesley Place office building at 512 Logan Street.
 - e. If you have moved anything around, such as tables, chairs, etc., please make sure to put everything back in its original place and configuration.
 - f. Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.
4. Doors are operated on an internet-based door system, which can be scheduled for your event. Please contact the Facility Coordinator to schedule the doors for your requested times.
 - a. Please be aware that, since the doors are scheduled to be open so that your group may access the building, other people may enter the building while the doors are open. If a person enters the church, and is not a member of the church or someone given permission to use the space, please feel free to call the police or the emergency contacts listed below.
5. If you need to visualize the space, or use tables or chairs for your event, please schedule a tour of the facility with the Facility Coordinator before your event. Office hours are posted on our website.
6. Observe standard church rules while on church grounds or in church buildings:
 - a. NO SMOKING (anywhere in or within 30 feet of the doors of the church building)
 - b. NO POSSESSION OF ALCOHOL or ILLEGAL DRUGS
 - c. NO UNSEEMLY BEHAVIOR (Maintain respect for other people and for the physical property.)

7. Child Care: Young children are to be supervised at all times during any meetings taking place in the church. Do not leave them unattended or unsupervised.
8. Rooms must remain fire code-compliant. Please do not block fire exits or keep fire doors open.
9. Please adhere to all posted requirements in each room. We appreciate you reading all signs carefully.
10. The use of audio, visual, musical, or other church equipment requires the assistance of our A/V Team, and a fee will be charged for their time. Our A/V Team needs to be involved if you are utilizing any of the following elements: projections, microphones, live streaming, slides (pictures, lyrics, etc.), and other media (only the St. Paul's Sound Team is allowed access to the Sound Booth). Any of these additions to an event requires prep time by the A/V Team, so please account for this time for your event. Our Sound Team needs a minimum of 7 days' notice to prepare for an event. Please see the Fee Schedules on the last page. If you use our A/V Team services for an event, all materials/files *must* be submitted to our A/V Team *no later than 24 hours prior* to the event.
11. Security:
 - a. If security is needed for your event, your group or organization is responsible for providing your own security, or if needed, for calling the non-emergency police department.
 - b. The congregation works to maintain a safe and secure environment within the facility. However, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The congregation is not responsible for theft or damage to personal property.
12. If you need add-ons such as pastoral services or organ/piano music, we will provide you with their contact information so that you may coordinate these services directly with the pastor or musician.
13. No person(s) are allowed to camp, loiter, sleep, use the facilities, and/or store their personal belongings on the St. Paul's United Methodist Campus, including in the church, Susanna Wesley's Place, under the stairs, or in any area on the SPUMC properties, unless given explicit permission by St. Paul's staff or administration. Person(s) who do so will be asked to leave immediately and authorities will be called if the person(s) refuse to leave, or continue to try to use the campus in this way. SPUMC may press trespassing charges if necessary.
14. Please note, there are All-Gender Restrooms available in the church on the 3^d floor.
15. Pets are not allowed in the facility except for working service animals that are registered. It is requested that prior notification be given to the Facilities Coordinator for this purpose.
16. Emergency Situations:
 - a. If you encounter any situation in which you feel your immediate safety is threatened, please do not hesitate to call the police or emergency services.
 - b. If you encounter non-immediate safety hazards, please notify our after-hours emergency contacts so that it may be remedied.
 - c. There are fire alarms throughout the facility, and our fire alarm system will automatically call emergency services if a fire is detected.
 - d. If you are in the church elevator, and the elevator experiences a malfunction, or there is an emergency situation, please press the "TYPE HERE" button, and emergency services will be called to your location.
17. St. Paul's Internet:
 - a. Wired Connections:
 - i. Susanna Wesley Place:
 - There are Ethernet wall ports available in every room.
 - ii. Church:

- There is an Ethernet wall port available by the stage in the Sanctuary, and in the Fellowship Hall.
 - b. Wireless (Wi-Fi) Connections:
 - i. Wireless Network: UMCguest
 - ii. Password: community
18. Handicap Accessibility:
- a. If you are using a space in the Susanna Wesley Place (SWP) office building, please be aware that the 2nd floor is not handicap-accessible. There are no elevators available in this building.
 - b. The only room that is fully handicap-accessible in SWP is Room 104.
 - c. There is a ramp available at the back (West) of the building, which leads to the rear entrance.
 - d. Handicap parking is available for both buildings.
19. Funerals:
- a. For funerals, our UWF (United Women of Faith) group can assist with the funeral, and will provide cookies and beverages (coffee, tea, juice, and ice water). The Funeral Reception Coordinator, Shirley Warehime, will contact you regarding the memorial service.
20. Parking: Employees, members, and visitors shall park at their own risk and the church will not be responsible for theft or damage to any vehicles parked on or near church property. HUMM will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.
21. Disclosures must be made to HUMM regarding any situation or activity that would put our church or its members at risk.
22. To use any part of the HUMM facilities, including grounds, any person, group or organization must be law-abiding and non-discriminatory.
23. HUMM requires that all users follow these guidelines. Exceptions to guidelines and restrictions may be made for HUMM members with approval from the Church. It is the responsibility of the “authorized representative” identified on the “Facility Use Agreement” to notify all participants of these guidelines. We reserve the right to cancel any facility use agreement at any time based on HUMM ministry needs.
24. The Congregation reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.
25. Permission to use the organ or piano must be granted by the Facilities Coordinator. If the user wishes to have instruments tuned, a craftsman approved by the Facilities Coordinator will tune them at the user’s expense. The piano cannot be moved except by permission, and the user is liable for damages.
- a. Sanctuary Piano: Yamaha C6 (Baby Grand), 2005, SN: 6115009
26. It is expected that United Methodist churches abstain from the use of raffles, lotteries, bingo, door prizes, other drawing schemes, and games of chance for the purpose of gambling or fund-raising.

HUMM Fee Schedule

(You may keep this page as a reference)

Sanctuary Usage Fees

Church Member Weddings	\$350
Non-Member Weddings	\$650
For-Profit Events	\$300
Not-For-Profit Events	Donation of your choice

Weddings: All payments for weddings are due at least one week prior to the event. Any costs due to damages caused by any person(s) within the group/party are the responsibility of the renter. This includes, but is not limited to, vandalism, damage, or destruction caused by abusive use of garbage left at the site, etc. The space must be returned to its original condition.

Non-Sanctuary Usage Fees

For-Profit Events	Potential 10% charge of event net profit
Not-For-Profit Events	Donation of your choice

FEE NOTE: If you or your group are using a room other than the Sanctuary, and the event is not for profit, there is no charge. We simply ask you to please consider a donation to our church for upkeep (cleaning, electricity, heating, etc.). Thank you!

Add-On Services

A/V Team: Sound Only	\$20.00/hour (1 A/V Team Member)
A/V Team: Sound + Slides/Video	\$40.00/hour (2 A/V Team Members)
A/V Team: Sound + Live Stream	\$40.00/hour (2 A/V Team Members)
A/V Team: Sound + Slides/Video + Live Stream	\$60.00/hour (3 A/V Team Members)
Organist/Pianist Add-on	\$100.00/hour
Clergy Service Fee	Sliding Scale: \$150-\$250 (Coordinate with clergy)

Payment Information

Please submit payment (check or cash) within a week after your event (except weddings: please read section above). You can mail the payment to the office, drop it off in the mailbox in front of the office, or deliver it in-person to the office during office hours. If you have any questions, please do not hesitate to contact the office.

Facility Checklist

After using our space, use *this checklist to ensure that all clean-up and post-event tasks are completed (as applicable)*:

1. Has everything been returned to its original position/placement?
2. Have all used or touched surfaces been cleaned and sanitized?
3. Have the floors been swept of debris?
4. Have the garbages been emptied, taken to the dumpster, and the liners replaced?
5. If doors or cabinets that were used were locked, are they once again locked?
6. Have all the lights been turned off?
7. Have all of your belongings and supplies been retrieved?

For after-hours emergencies, please contact the following people, in order:

Primary Contact: Margaret Gillikin - (406) 410-0216
 Secondary Contact: John Madsen - (406) 459-9409
 Tertiary Contact: Debbie Stone - (406) 461-2136
 Quaternary Contact: Mike Swisher - (307) 421-8501

If you encounter a safety issue, please do not hesitate to contact the police.

** HUMM reserves the right to modify, supplement, or revise any policy, provision, or fee, with or without notice, as it deems necessary or appropriate. **

FACILITY USE AGREEMENT
Helena United Methodist Ministries

This agreement is subject to the provisions outlined in **Helena United Methodist Ministries Church Use Policy** and allows the undersigned representative the use of church property as stipulated below:

Group Name: _____

Representative Name: _____

Event Description: _____

Date(s): _____

Hours (Add extra time for setup & cleanup): _____

Requested Room (please check the room(s) you would like to reserve)

- **Saint Paul's UMC Rooms:** Sanctuary, Balcony, Kitchen, Fellowship Hall, Choir Room,
Library, Practice Room, Other: _____
- **Susanna Wesley Place Rooms:** Fireside Room, Meeting Room 104, Meeting Room 204,
Classroom 203, Classroom 201, Other: _____
- **Covenant UMC Rooms:** Sanctuary, Kitchen, Fellowship Hall, Library, Classroom, Theater,
Other: _____

This agreement may be entered into only by a responsible person of no less than 21 years of age.

Revocation or alteration of the agreement shall be at the discretion of HUMM's Pastors or the Pastors' delegate, with adequate notice. This would happen in the event of irresponsibility to guidelines and continued neglect of church property by the group. Agreed upon fees for Sanctuary use will be paid prior to the event.

It is the responsibility of the groups' designee to communicate with the HUMM office regarding access to the building. Depending on the event or room usage, the designee needs to pick up keys during office hours prior to the event or provide details for the door lock schedule. Unless prior arrangements are made, keys must be returned to the office within 24 hours. A church representative will inspect the area of use to check for damage and general order of the facility. Failure to return or loss of key(s) will result in a \$20 charge. Rooms will not be re-scheduled to the same group until the lost key charge is paid.

The undersigned has read, understands, and agrees to the rules and regulations and payment terms set forth in the Facilities Usage document and Fee Schedule provided. The user group is liable for damages to the buildings, to grounds, to furniture, and/or to equipment and for the safety of all guests. The user group will be held responsible for the costs of repair that exceeds normal wear and tear. The user group also agrees to indemnify and hold harmless HUMM from any loss, damage, or liability to property or persons resulting from facility use.

Signature

Date

Printed Name

Phone

Address

Email