

## **St. Paul's United Methodist Church – Facility Use Agreement**

St. Paul's United Methodist Church is located in Helena, Montana, at 80 E. Lawrence St., and the business office and mailing address is 512 Logan 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. 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 St. Paul's UMC programs. Room arrangements and decor are at the church's discretion.
2. Please make room reservations *at least two weeks in advance* so that we have time to set door schedules, make preparations, and check availability.
3. St. Paul's UMC requires all users follow these guidelines. Exceptions to guidelines and restrictions may be made for St. Paul's UMC 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 ministry needs.**
4. Masks and social distancing are optional, but strongly recommended for any who are symptomatic or experiencing a transmittable illness.
5. **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 the trash 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 blue/green painter's tape that will not damage the surface. All such decorations must be removed immediately following the event. If you remove or change any decorations in the church, please put them back in their original location after your event.
6. Doors are operated on an internet-based door system, which can be scheduled for your event. If your event is public, or it is a private event taking place in our Susanna Wesley Place building, we will schedule the doors to be open for entry. If your event is private, and is taking place in the church building, we will assign you a code for our keypad (please see our *Keypad Usage* section below). 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 non-emergency police or the emergency contacts listed on page 5.

7. 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.)
8. 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.
9. 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.
10. Rooms must remain fire code-compliant. Please do not block fire exits or keep fire doors open.
11. Please adhere to all posted requirements in each room. We appreciate you reading all signs carefully.
12. 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.
13. 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. St. Paul's UMC is not responsible for theft or damage to personal property.
14. 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.
15. Emergency Situations:
  - a. If you encounter any situation in which you feel your immediate safety is threatened, please do not hesitate to call 911.
  - 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 Emergency button, and emergency services will be called to your location.

16. 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
17. 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. Please be aware, our services may not always be available for the requested date.
18. 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.
19. Please note, there are All-Gender Restrooms available in the church on the 3<sup>rd</sup> floor.
20. Handicap Accessibility:
  - a. If you are using a space in the Susanna Wesley Place (SWP) office building, please be aware that the 2<sup>nd</sup> 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.
  - e. The church is fully handicap-accessible, with an elevator and push buttons for the front doors.
21. Funerals:
  - a. For funerals, our UWF (United Women in Faith) group assists with the *funeral reception*, and will provide cookies and beverages (coffee, tea, juice, and ice water). The Funeral Reception Coordinator, Shirley Warehime, will contact you regarding the reception.
22. 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. St. Paul's UMC will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.
23. Disclosures must be made to St. Paul's UMC regarding any situation or activity that would put our church or its members at risk.
24. To use any part of the St. Paul's UMC facilities, including grounds, any person, group or organization must be law-abiding and non-discriminatory.
25. 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.
26. 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, 2005, SN: 6115009
27. No form of gambling is permitted on Methodist premises. 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.

28. We will do our best to provide the offered services and support. However, please be aware that equipment can sometimes fail or break, and extenuating circumstances can arise. In these cases, please be patient and understanding while we do our best to work through any obstacles.
29. Although we routinely assign one A/V team member to some events, be aware that, should emergency, on-the-spot repairs of equipment become necessary, one A/V team member likely cannot realistically cover your event and also handle repair tasks simultaneously. If you want full A/V coverage in all conceivable circumstances, we encourage you to request at least two A/V team members be assigned to your event when you make your reservation.
30. Any changes to this agreement, or the details listed within, need to be forwarded to this office no later than two (2) weeks prior to the event or meeting date.
31. If you are an external entity with liability insurance, please provide your certificate of insurance.

### **Keypad Usage**

St. Paul's United Methodist Church (SPUMC) has a keypad door lock system on the front door (Sanctuary entrance, far right door). This system is to improve security in the facility. We still have the auto lock system scheduler in use for public events. This way the church doors will be locked while your meeting is in progress and eliminate unintended visitors from entering the building. Propping the doors open will not be tolerated and could lead to losing access to our building.

Groups meeting in our church, especially in the lower level, will not have the front doors unlocked during their meeting. The keypad code will be issued to the leader/coordinator, and they will be responsible for all entries into the building using this assigned code. The group leader is welcome to share the code with the group, but please be aware that your group is responsible for all usage of this code.

There is a record of usage with a time stamp created every time this code is entered into the keypad. **If unauthorized use happens, you or your group will be held responsible.** If your group has a leader or member change, please report this to SPUMC so a new code can be issued. For recurring groups, and for additional security, a new code will be issued annually. For one-time space use, your code will only be active for the day(s) of the event.

To use our keypad, enter the 4-digit code that has been assigned to your group, with the # sign at the end. When the code is entered, the door will unlock (keypad light changes from red to green) and will relock when the door is closed. As a reminder, propping the door open will not be tolerated.

You will receive this code in your reservation confirmation email, which is sent to you from one of the following email addresses: [office@stpaulshelena.org](mailto:office@stpaulshelena.org) or [frontdesk@stpaulshelena.org](mailto:frontdesk@stpaulshelena.org).

### **Communication**

Once you have submitted your request for usage of the facility (Facility Use Agreement), the Facility Coordinator will send you a reservation confirmation email, including all your reservation information. Please be sure to check your email and verify that all reservation details are accurate and meet your needs. If not, please do not hesitate to call or email the Facility Coordinator and see if your reservation can be revised, or if other options are available.

## St. Paul's UMC Fee Schedule

### Funerals

Non-refundable Deposit	\$50
A/V Team Services	\$150
Clergy Service	Sliding Scale: \$150-\$250 (Coordinate with clergy)
Organist/Pianist Services	\$100/hr
United Women in Faith (UWF) Reception Service	Donation of your choice

### Weddings

Non-refundable Deposit	\$200
Church Member Weddings	\$350
Non-Member Weddings	\$650 (\$850 with deposit included)
A/V Team Services	\$150
Organist/Pianist Services	\$100/hr
Clergy Service	Sliding Scale: \$150-\$250 (Coordinate with clergy)
On-Site Coordinator	\$150
UWF Service (Coffee & Cake)	\$75 (first 50 guests)
UWF Service (Coffee & Cake)	\$100 (51-100 guests)
UWF Service (Lunch or Dinner)	\$150 (first 50 guests)
UWF Service (Lunch or Dinner)	\$200 (51-100 guests)

All payments for weddings are due at least two weeks 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, destruction caused by abusive use, or garbage left at the site, etc. The space must be returned to its original condition. For more information, please see our Wedding Brochure. If you decide to utilize the UWF services, please note that they provide a serving crew, but do not provide the food or drinks.

### Sanctuary Usage Fees

Non-refundable Deposit (large event)	\$200
Non-refundable Deposit (small event)	\$50
For-Profit Events	\$300 (does not include deposit)
Not-For-Profit Events	Donation of your choice (plus deposit)
A/V Team: Sound Only	\$30/hr (1 A/V Team Member)
A/V Team: Sound + Slides/Video	\$60/hr (2 A/V Team Members)
A/V Team: Sound + Slides/Video + Live Stream	\$90/hr (3 A/V Team Members)
Organist/Pianist Services	\$100/hr
Clergy Service	Sliding Scale: \$150-\$250 (Coordinate with clergy)

**Please Note: We require at least one A/V person be present for all events held within the Sanctuary.**

All events will be evaluated on a case-by-case basis. Large events include concerts, shows, etc. Small events include recitals, book readings, speakers, etc. To get a better idea about your event, please contact our Facilities Coordinator at (406) 502-1063.

### Non-Sanctuary Usage Fees

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

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. Thank you!

- Please note, if your event does not fall within one of the above categories, we will determine appropriate use and fees on a case-by-case basis.

## Non-Refundable Deposit

We charge a nonrefundable deposit for events to help us cover utility costs, wear and tear on equipment and the facility, custodial costs, and other costs associated with running the facility. This small fee helps us to continue to make this space available for community use and events. We thank you for your contribution!

## Payment Submittal

Please submit payment (check or cash) at least two weeks prior to your event, except for A/V Team fees for weddings or Sanctuary events. You will be notified of the total A/V Team hours after your event. You can mail the payment to the office, drop it off in the black mailbox in front of the office, or deliver it in-person to the office during office hours. Please write **one check to “St. Paul’s United Methodist Church”** for all fees. If you have any questions, please do not hesitate to contact the office. *Staff members of the church are not authorized to accept payment, so please only submit payments directly to the office.*

## Internal Organizations

Any St. Paul’s committees, groups, or organizations are not required to pay for the use of the facility.

## Facility Checklist

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

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?

## Emergencies:

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

1. Primary Contact: John Madsen - (406) 459-9409
2. Secondary Contact: Debbie Stone - (406) 461-2136
3. Tertiary Contact: Mike Swisher - (307) 421-8501

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

1. Police or Medical Emergency: Dial 911
2. Non-Emergency Police: Dial (406) 442-3233

## Room Descriptions:

### *The Church*

1. Sanctuary: Our Sanctuary is the large, beautiful space where our congregation worships. This space is ideal for concerts, weddings, and worship services. It seats 400, with an additional balcony (seats 125).
2. Fellowship Hall: Our Fellowship Hall is a wonderful space for events such as lectures, wedding receptions, birthday parties, and dinners. It is located on the 1<sup>st</sup> floor, and includes access to a small kitchen. It also offers up to 12 round tables and 96 chairs (8 chairs per table). It seats 100.
3. Choir Room: Our mid-sized meeting room on the first floor, the Choir Room is suitable for small musical events, meetings, and receptions. It has a capacity of 70 people.
4. Library: Our Library is a wonderful, intimate space that is perfect for group sessions, book studies, or clubs. It seats 20.
5. Bride Room: Our Bride Room offers a small, private space for Brides to prepare for their big day, and it includes a bench and a space to hang garments for safekeeping. It can hold a maximum of 10 people.

### *Susanna Wesley Place*

1. *Fireside Room*: Our Fireside Room is the perfect space for a book club or group meeting, as it offers numerous comfortable chairs, a television, and a cozy atmosphere. It can seat up to 20 people.
2. Rooms 104/204: Rooms 104 and 204 are small conference/meeting rooms with a large table and chairs, which can seat up to 10 people.
3. Rooms 201/203: These rooms are classrooms, set up with small desks and chairs. Ideal for children's activities and events. These rooms can hold up to 20 people.
4. Room 208: Used for Youth Group activities and gatherings, and can hold up to 20 people.
5. Room 209: Long, narrow room with 2 tables and 20 chairs, and can hold up to 20 people.
6. Room 205: Tiny sitting room that is great for one-on-one conversations, and can hold up to 2 people.
7. Rooms 200/207: Small, intimate rooms with lounge chairs that can only hold up to 8 people.

For more information and pictures, please check out our website: **[www.stpaulshelena.org](http://www.stpaulshelena.org)**

*\* St. Paul's UMC 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

This agreement is subject to the provisions outlined in **St. Paul's United Methodist Church Facility Use Agreement Use Policy** and allows the undersigned representative the use of facility as stipulated below:

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

Representative Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Date(s): \_\_\_\_\_

Hours (Add extra time for setup & cleanup): \_\_\_\_\_

Requested Room & Services (please check the room(s) and service(s) you would like to reserve)

- **St. Paul's UMC Rooms:** Sanctuary, Balcony, Kitchen, Fellowship Hall, Choir Room, Library, Practice Room, Bride Room, , Sun Room
- **Susanna Wesley Place Rooms:** Fireside Room, Room 104, Room 204, Classroom 201, Classroom 203, Room 200, Room 204, Room 205, Room 207, Room 208, Room 209
- **Services:** Clergy, Organist/Pianist, United Women in Faith  
A/V Team (please list the A/V services needed): \_\_\_\_\_

**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 St. Paul's UMC 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 St. Paul's UMC 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, provide details for the door lock schedule, or will be assigned a keypad code for entry into the building.** 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 \$100 charge due to re-keying costs. 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 this 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 St. Paul's UMC from any loss, damage, or liability to property or persons resulting from facility use. By signing, you agree to abide by the policies stated within.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email