

## Acknowledgement of Acceptance of Church Rules and Guidelines

### Non-Wedding Reservation Form

I/we \_\_\_\_\_ do hereby acknowledge that we have read and accept the rules and guidelines for use of the Maxwell Methodist Church and agree to all the terms outlined below.

- I. Those wishing to use the church building should make their reservations through the pastor at 515-460-8885 or email [office@maxwellmc.org](mailto:office@maxwellmc.org) . A lead time of 60 days is requested.
- II. Church functions always have priority over other meetings. If necessary, other meetings will be cancelled for funerals, weddings, etc.
- III. Rental Fees – Basement Fellowship Room with Kitchen or Wesley Café
  - A. **Church Members:** There is no charge to members for any function other than weddings that meets with approval.
  - B. **Nonmembers:** Rental for any function is a \$50 deposit plus a separate security refundable deposit of \$50 with a prepaid self-addressed envelope at the time of booking. If the church is left in the same condition (cleaned and garbage removed), the \$50 security deposit will be refunded.
  - C. Senior Citizens’ groups and supervised community youth groups may use the basement fellowship room (dining room) and kitchen at no charge.
  - D. The above quoted fees are for use of the building only. If a person or group wants to arrange to use the basement kitchen, you must arrange for help in the kitchen. Our UMW no longer provides this service.
  - E. Donations are appreciated to help in defraying heating and electrical expenses.
- IV. Rental Fee – Sanctuary

There is no charge for the use of the sanctuary for worship services. Arrangements should be made through the pastor. There is a charge for non-members to use the sanctuary other than funerals.  
See Section III – Rental Fees.
- V. General Rules for Use of the Church Building
  - A. The building must be left exactly as found, properly cleaned with the garbage removed.
  - B. Any damage to the building or equipment must be paid for by the renter.
  - C. Rice throwing at a wedding is not allowed inside the building.
  - D. Smoking is not allowed in any part of the church building.
  - E. If you handle the candleholders or cross at the altar, be sure to use a cloth or gloves to avoid tarnishing the brass.
  - F. When using the dining room and kitchen, the rest of the building is strictly off limits.
  - G. No equipment or furniture may be borrowed from the church for other than church related activities with one exception: old tables and chairs may be borrowed for non-church use with approval of either the pastor or the Administrative Council Chairperson. Applications for other exceptions must be received and approved by the pastor or chairperson of the Administrative Council.
  - H. All rental fees should be paid to the church treasurer or the pastor and made payable to: Maxwell Methodist Church, PO Box 307, Maxwell, IA 50161.
  - I. A Certificate of Insurance from the renters’ homeowners’ carrier is required listing a minimum liability limit of \$300,000. This is a requirement by our insurance carrier. This requirement is waived for church members.

Requested day(s) by member(s) \_\_\_\_\_ Time: \_\_\_\_\_

Begin & End date (If more than a one-time event): \_\_\_\_\_

Signature of person using facility: \_\_\_\_\_ Printed Name \_\_\_\_\_

Reason for use of church \_\_\_\_\_ Phone # \_\_\_\_\_

**Detach and keep attached “3 Steps for building use” instruction on thermostat controls.**

## Three Steps for Building Use

At present, the church has no one in charge of coordinating and approving the use of the building. In this interim to reserve a specified date:

- (1) Complete a registration form and leave in the church office.
- (2) Add to the Master Calendar on the pastor's desk with name and phone number.
- (3) Notify [office@maxwellmc.org](mailto:office@maxwellmc.org):
  - (1) For bulletin announcement.
  - (2) Ad Council minutes.
  - (3) Posting on the church's website calendar.

We pray someone will volunteer to assume these duties in the near future.

Secondly, please remember to:

- (1) Secure the building when you leave making sure all doors are securely latched. The south outside entrance door and the door at the top of the west basement stairs needs a gentle nudge to latch.
- (2) Reset the thermostat to how it was when you started if you adjusted it.
- (3) Be sure all lights are turned off.

The church has 3 separate heating/cooling systems;

- (1) The thermostat in the pastor's office controls the office and the basement.
- (2) The choir loft thermostat controls the sanctuary.
- (3) The Wesley Cafe is on its own thermostat.

Please help us reduce our power bill by:

- (1) **Only adjust the temperature in areas being used.**
- (2) Remember to re-adjust thermostat when leaving.
- (3) Keep doors closed between different zones of the church. Closed doors slow the spread of fire and do not allow heat/air conditioning to escape to other areas. Schools and other public buildings have automatic closers that force doors to close in case of fire. Our vigilance in securing the building will accomplish the same result.