

**Utica United Methodist Church**  
**626 North Street, Utica, Ohio 43080**  
**Phone: (740) 892-2621**

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**Church Use Guidelines**  
**Approved by Trustees October 2015**

**Scheduling the church building:**

- Seek permission and clearance of date you want by calling the administrative assistant or pastor at 892-2621.
- Church use is free of charge to all active members and active constituents of the church for non-profit use.
- Community use:
  - o Wesley Hall: \$100 per event (This includes custodial fee)
  - o Sanctuary: \$150 per event (This includes custodial fee)
- The fee will be due 10 days before event.
- There will be no charge if using the church for funerals.
- Folding chairs belonging to the church may only be borrowed by those active in the life of the church at no charge.

**Using the church building:**

- Use of alcohol and tobacco is forbidden.
- If we know that your group is meeting, the thermostats will be left on.
- When you leave it is your responsibility to ensure that:
  - o All lights are turned off
  - o All doors are locked
  - o Thermostats are turned down (unless otherwise instructed)
  - o All windows are closed
- Use of kitchen:
  - o All kitchen equipment has been purchased by our United Methodist Women (UMW). Any function requiring the use of kitchen and/or equipment should be first approved by them.
  - o A UMW member must be on hand when the kitchen is in use, unless other arrangements have been made.
  - o If you plan to serve refreshments, you should furnish all items and not use coffee, napkins, etc. that belong to UUMC.
- Outdoor use:
  - o If you plan to meet outdoors, or have children play outdoors, please be mindful of landscaping.
- Clean Up:
  - o Please clean up after church use and leave church in same or better condition than you found it.