

Avon United Methodist Church General Rules and Guidelines for Use of Church Facilities

1. Church functions take precedence over all other functions. An application for use of church facilities should be submitted at least 7 days prior to the event and must be approved before they are placed on the church calendar.
2. The Requester will be responsible for all property and equipment as well as the conduct of the group and their guests.
3. The Requester will be responsible for ensuring that the facility is left in the same condition as when the event started including trash pickup.
4. Non-church functions may be scheduled
 - Monday – Friday 8:30 am - 8:00 pm.
 - Saturday 9:00 am – 5:00 pm
 - Sunday 2:00 pm – 8:00 pm
 - *Excluding church holidays

The exception to the policy is in the reservation of the Wesley Pavilion. The pavilion may be reserved any day (including holidays) but note that you will not have access to restrooms if your event is scheduled outside regular hours.
5. Loud and boisterous behavior should be kept to a minimum in order to avoid disturbing others.
6. Use of additional areas/rooms of the church other than common areas (such as bathrooms) and those approved for the event is not permitted.
7. The partitions in the Fellowship Hall are **only** to be moved and repositioned by a custodian.
8. In case of damage to the property, equipment, or building, the person responsible shall notify the custodian on site immediately, call the church at the first opportunity during office hours, and put all damages in writing and provide a copy to the office within 24 hours.
9. No equipment may be removed from the building.
10. Smoking is prohibited in all buildings and on the church grounds.
11. No alcoholic beverages or look-alike containers are permitted on the premises.
12. AUMC will not be responsible for theft or damage of personal property nor personal injury.
13. Adjustments to settings of the heat and air conditioning controls are not permitted.
14. Wax candles or open flames are not allowed.
15. No outside group will be allowed to use church facilities for any event where a fee for the event will be charged or collected in exchange for attending the event.
16. The Trustees may determine that a damage deposit is required for certain events. In that case, checks for damage deposits are to be made payable to Avon United Methodist church and given to the church office when the space is reserved. All damage deposit checks will be deposited into an AUMC bank account. Deposits will be returned within 45 days after the event minus any itemized damages assessed.

Any deviations from these guidelines must be approved by the Senior Pastor or the Board of Trustees prior to the event.