

Facility Use Policy and Procedures

Our Goal at Avon United Methodist is to encourage, embrace, and minister along-side groups while providing a safe, clean, and welcoming environment for meeting and fellowship.

- All groups will need to fill out a room request form online two weeks prior to date requested.
 - REQUEST WILL NOT BE ADDED TO THE CALENDER UNTIL APPROVED and you will be notified via email/phone when your group has been added.
 - All scheduling made through Kelly Lane (Office Assistant) office hours are: Mon-Fri 9 am-2 pm
 - Each group will only provide one leader/contact person.
 - Each group will need to provide proof of insurance AND 501C certificate before scheduled event.
 - All groups with children 17 yrs. and under and/or vulnerable adults are required to watch our “Safe Sanctuary Policy” video and sign the release form.
 - Meetings must end by 8:00 pm unless other arrangements have been made prior.
 - Church will not be open for groups to meet on holidays or during church holidays i.e. Holy Week and between Christmas and New Year’s Day.
 - Outside church groups must be finished by 5:00 pm Saturdays.
 - Church groups can meet beyond custodial hours as long as requirements are met.
 - A Post Activity Check List will be provided.
 - We will strive to keep your group in the same location with the understanding that this is not always possible. If changes to your meeting have been made, your contact person will be notified in advance.
- Expectations of facility care:
 - Leave the space you are using looking equal or better than when you found it.
 - Pick up after yourself
 - Wipe down tables
 - Turn off lights
 - If required lock doors (If needed, you will be notified.)
 - If required put down tables & chairs (If needed, you will be notified.)
 - If these are not followed, it may inhibit your future use of our facility.
- Only an authorized person may go through Play-N-Share area during their operating hours and they MUST be accompanied by an AUMC staff member.
- We see ALL space used for the ministry of the church:
 - Youth Area (Youth will have priority of this area first.)
 - At this time, no outside group will be able to reserve this space.
 - Gaming Systems are not to be used for any reason by any group other than youth.
 - Office Assistant will reach out to Youth Director to make aware and avoid conflicts.

The Administrative Branch and Lead Pastor of Avon United Methodist Church will seek to live out these policies supported by the Trustee Committee.