

Avon United Methodist Church Facility Use Policy and Request Form Updated May 30, 2025

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

Who May Use the Church Facilities:

1. AUMC church groups or church members using the facility as part of the ministry of the church.
2. Outside Organizations recognized by the IRS as exempt for income tax and described in Section 501c3.
3. Outside social, civic, or educational groups.
4. Individual church members (or individuals who have a long-standing relationship with the church and are regular attendees).
5. Non-Members for approved use.

The church may not be used by partisan political groups, groups operating for commercial gain or any activities in conflict with the mission of AUMC.

Non-church sponsored events may not charge an admission fee into an event or profit from the use of the church facilities.

Scheduling:

Individuals or groups desiring to utilize AUMC facilities must fill out the online Facility Request form through our website found under the Facilities Tab on AUMC website at avonumc.com at [Online Facility Use Request](#) (preferred), or by filling out the AUMC Facility Use Request Form dated May 30, 2025, located at page 4 of this policy and submitted via email to office@aumc.com. ***Requests must be received at least 2 weeks prior to the event.*** Facility use is subject to availability and must be approved before use. Requests will not be added to the event calendar until approved. The point of contact on the Facility Use Request Form will be notified via email or phone when your event is approved and added to the church calendar.

- Non-church functions may be scheduled during the times listed below:
 - Monday – Thursday, 8:30 am – 8:00 pm*
 - Friday – 8:30 am – 4:00 pm*
 - Saturday – 8:00 am – 6:00 pm*
 - Sunday: Not available for non-church events

* The Church will not be open for groups to meet during church holidays, Holy Week & between Christmas and New Year's Day.

Holiday Exception: The Wesley Pavilion, North Lawn and Fire Pit area may be reserved any day (including holidays) but note that you will not have access to the restroom facilities if your event is scheduled on a holiday when staff is not scheduled to work and building is closed for the holiday.

Avon United Methodist Church welcomes the use of our facilities as outlined above. We do not charge rental fees except for Weddings venues. We do encourage donations to the AUMC general fund to offset the building operational and maintenance expenses. For information on suggested donation amounts for facility use contact the office coordinator or the treasurer at the church office or call (317) 272-4068. Donations may be made online at <https://onrealm.org/AvonUMC/-/form/give/now> or by check to Avon UMC either by mail or in the church office at 6850 E US Hwy 36, Avon, IN 46123.

Guidelines for Use of Facilities

- Each group will be required to identify a leader or contact person that will be present during the event.
- All groups with children 17 years old and younger and/or vulnerable adults are required to take our “Safe Sanctuary Training” in accordance with our “Safe Sanctuary Policy”. The Safe Sanctuary Policy and online request form are located on our church website at www.avonumc.com or via this link [Safe Sanctuary Policy and online form](#). The link to the training video will be emailed to you if required. **(Fee may apply)**. Once completed training is good for 5 years.
- Any **Organization** will be required to provide proof of liability insurance in the amount of \$1,000,000 naming Avon United Methodist Church as certificate holder and a copy of their 501c3 certificate prior to event being approved.
- We will strive to keep your group meetings in the same location with the understanding that this is sometimes not possible due to other scheduling issues such as church events, weddings or funerals. In the event your group must be relocated or rescheduled, your contact person will be notified. If your group is relocated, the information will be posted on the TV calendar monitors in the hallways.
- The consumption or use of *drugs or alcohol* are **prohibited** in any church facility or on church property.
- Tobacco or vaping products are **prohibited in any indoor Church facility** or within 50 feet of any entrance to the Church building.
- Gambling to include Bingo is not allowed on AUMC property.
- Church thermostats are programmed. Adjustments to the heating or air conditioning settings may only be made by Church staff or a trustee.
- Do not prop open any exterior doors.
- The partitions (movable walls) in the Fellowship Hall may **ONLY** be moved and re-positioned by church staff or a Trustee.
- The contact person that reserves the facilities or a predesignated alternate, must be present for the entire reserved time, including set-up and clean-up. If required, and predesignated the alternate’s name and contact phone must be listed on the Facility Use Request Form along with the primary Point of Contact.
- The contact person (requester) is responsible for safeguarding Church property and equipment as well as for the conduct of all members of their group.
- The contact person (requester) is responsible for reporting any damage to the Church facilities to the on duty custodian or to the office coordinator immediately.
- Use the entrance door assigned and the restrooms closest to reserved room.
- Use of additional rooms or areas are prohibited unless prior approval is given.
- Children under the age of 18 must be supervised at ALL TIMES.
- Allow extra time for set-up and clean-up inserting approximate times for these activities in space provided on the Facility Use Request Form.
- The Church does not assume liability or responsibility for personal injury or loss and is not responsible for theft or damage of personal property while on the Church premises.
- **Trash and Trash bags MUST NOT be placed in the cardboard recycling dumpster. (Fee may be assessed if church is charged by the recycling company)**
- Return all rooms to **original condition**. Pick up after your group. Turn off lights. Close the doors when leaving the building.
- Groups may not store non-church equipment or supplies on site.
- The use of thumbtacks or tape on any of the church furniture, walls or floors is not permitted. Temporary attachments to walls, floors, ceilings, and furniture will be limited to sticky tack and poster putty non permanent adhesives.

Multi-Purpose Room (Gym)

- Sports equipment is available to AUMC ministries only. Individuals should plan to bring their own sports equipment.
- Use of MPR kitchen requires equipment training and a separate kitchen request form. **
- Basketball goals are not to be moved without prior approval. They must be moved by Church staff or Trustees.
- No tape of any kind is to be used on the floor or walls.
- Walls should not be used for practices such as bouncing balls.
- Play-N-Share equipment and toys are not to be used by other groups.

IF PROPERTY IS DAMAGED OR ADDITIONAL CLEANING IS NEEDED, YOU MAY BE CHARGED A CLEANING FEE AND OR FUTURE RESERVATIONS CANCELED OR DENIED AT AVON UNITED METHODIST CHURCH.

Audio Visual Fee: If your event needs to utilize audio visual equipment in the Chapel or Sanctuary a separate AV Technician Fee of \$25.00 per hour (4 hour minimum) will be assessed. (Subject to availability of an AV Technician)

Food and drinks are not allowed in the Chapel or Sanctuary.

Contact person is responsible for notifying the Church Office Coordinator of any accident during the event and of any damage to the facility.

This policy dated May 30, 2025 supersedes all previously dated AUMC Facility Use Policies:

Approved by the AUMC Board of Trustees on May 30, 2025.

Avon UMC Facility Use Request Form **(Revised May 30, 2025)**

Note: All requests must be received at least 2 weeks before the event. A staff member will contact you to confirm your reservation and provide instructions to access the Church building during your requested time. This request may also be submitted online using the Indoor Facility Use Request Form at the following link [Online Facility Use Request](#). (Preferred Method)

Your reservation is not confirmed until your request is accepted and signed by the Church Office Coordinator, and added to the church calendar.

Group / Individual Making Request:

Contact Information: Name: Phone:

Contact Person's Email Address:

Event Name:

Rooms Requested: Additional Room:

Other:

Date of Event: Or Start Date to End Date: Start: End:

Recurring Dates: Day(s) of the Week: ☐ M ☐ T ☐ W ☐ Th ☐ F ☐ Sat ☐ Sun

Actual Dates Requested:

Event Times: Start Time: End Time:

Approximate Set-up start time: Approximate Clean-up time ending at:

Approximate number of people attending event: Adults Children/Youth

Special Requirements:

- **Please notify the Church office during business hours if you must cancel. Monday – Friday 9 am to 2 pm. Office is closed on Saturday and Sunday.**
- **The Church reserves the right to close the building due to inclement weather without warning. (Contact person will be notified in the event of closure)**

FOR OFFICE USE ONLY

Event Date: Date request received: Received by:

Date added to Church Calendar: Request approved by:

Contact Person Notified:

How contact person was notified: Date Notified:

Instructions Given on how to access building:

**** Kitchen Training or agreement required?** ☐ YES ☐ No

Trustee notified if MPR Kitchen Range is Needed: ☐ Yes ☐ No ☐ N/A

Safe Sanctuary Training Completed: ☐ Yes ☐ No ☐ N/A

Additional Notes:

NOTICE: If using this Form Save a copy and Email to: office@avonumc.com