



Porter United Methodist Church

100 E. Beam Street
Porter, IN 46304

open hearts. open minds. open doors
The people of the United Methodist Church

Church Phone: (219) 926-1586
Email: porterumchurch@gmail.com

CONTRACT FOR INDIVIDUALS/ORGANIZATIONS USING CHURCH FACILITIES

Event _____

Date Facility Requested _____

Facility Requested: Sanctuary Fellowship Hall Other

Name of Group or Organization: _____

Address of Group or Organization: _____

Responsible Person of Group or Organization (Print): _____

Signature of Responsible Person: _____ Date: _____

Telephone Number of Responsible Person: _____

Member of PUMC Non-member

Deposit Paid Date: _____ Check (Check # _____) Cash

Contract/Checklist Received At Time of Rental: Yes No

Key Received: Yes (Date Received: _____) No

Deposit Returned to: _____ Date: _____ Amount: \$ _____

Signature of Responsible Person Receiving Deposit: _____

Key Returned to: _____ Date: _____

Signed by Church Official

Date

PORTER UNITED METHODIST CHURCH

CONTRACT FOR INDIVIDUALS/ORGANIZATIONS USING OUR CHURCH FACILITIES - 2011

PORTER UNITED METHODIST CHURCH WILL:

- Porter United Methodist Church will provide time and space in the church building for your use.
- A non church function such as a baby or bridal shower, birthday or anniversary party, graduation parties or any outside meetings will require for non members a \$250 deposit with a \$50 return upon inspection. A \$10 per hour rate will be also charged for a monitor and inspector of the premises when the event is over. ***This charge is for non-members.*** Along with this contract, a check list will be handed out to the party reserving the basement. This list is to be completed and turned into the office in order for you to receive your deposit. Along with your check list, our Trustees will inspect the basement. If the church is found satisfactory, \$50.00 (non members) of your deposit will be returned. If not, we will keep your deposit which will go towards the time it takes our Trustees to redo the area. Member fees are \$50.00 deposit with \$25.00 after return after inspection.
- Porter United Methodist Church will provide key to the side entrance.
- Porter United Methodist Church will provide broom, dustpan, dust mops, and wet mops to clean up any mess made by you. ***You are responsible to empty all garbage in the area you used.***
- Tables and chairs are to be put back **EXACTLY** as shown on the diagram on the bulletin board in Fellowship Hall.
- Porter United Methodist Church will allow tables and metal chairs to be reserved for functions outside of our church facilities. ***Tables are not to be used for rummage sales, due to wear and tear.*** Only take tables out that have the broken ends. No more than eight tables will be allowed to go out at one time.

INDIVIDUALS AND ORGANIZATIONS WILL:

- If kitchen facilities are used, coffee pots, silverware, dishes, etc. they will need to be cleared and put away in cabinets. Be sure to wipe off stoves, countertops and tables. ***Also, sweep kitchen floor and empty garbage.*** If stoves are used, check to see that they are turned off. If you are taking an item home, return this item within 48 hours. Be sure lights are turned off.
- If the fellowship hall is used, you **MUST** put back **ALL** tables and chairs as they were.
- You will not allow children to climb on sinks and toilets.
- If any item gets broken or damaged while in use, be sure to let us know so it can be repaired. The church is to be reimbursed for the damages.
- If you have lost an item or forgotten to take something home, call the church office 926-1586 between 9 a.m. - 1 p.m. Monday - Thursday.
- Porter United Methodist Church will not be held responsible for accidents.
- Parents are responsible for controlling their children's actions inside and outside the church building.

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- If you turn the thermostats up or down, before leaving turn them back down to where they were set.
 - Provide your own materials, i.e. coffee, napkins, crafts, etc...
 - ***Do not use the materials that belong to the church unless granted permission to do so.***
 - Leave the church in as good or better condition than you found it.
 - Keep items that are stored at the church neat and orderly.
 - Contact the church at 926-1586 if storage is a problem.
 - Turn off all lights - including both bathrooms.
 - Be sure all doors are locked tight.
 - All organizations under contract will be subject to review every six months.
 - If you will be placing an ad for your event, please note:
 - ◆ A Trustee chairperson should approve all newspaper ads regarding any political function held at Porter UMC.
 - ◆ When placing the ad, name of church should be in small letters and then the ad still must be approved.
 - When using scotch tape on tables, walls, etc. be sure to remove all tape while cleaning up.
 - A sanitary receptacle has been placed in the ladies washroom. Do not put any items in the toilets.
 - When smoking, do not stand in our doorway and smoke. Discard all cigarette butts in the outside urn with sand, not on the ground.
 - **NO** alcohol beverages permitted on church property at any given time.

Signed: _____
 Church Official

_____ Responsible person of group or Organization

Date Signed: _____

_____ Name of Organization

_____ Address

_____ Phone Number

PORTER UNITED METHODIST CHURCH

CHECK LIST ITEMS - 2011

FELLOWSHIP HALL

- Tables wiped off
- Tables and chairs put back as they were
- Garbage cans emptied
- Lights turned off

BATHROOMS

- Garbage cans emptied
- Lights turned off

KITCHEN

- Garbage cans emptied
- All utensils washed and put away (dishes, silverware etc.)
- All equipment used, washed and put away
- Stoves wiped off
- Counter tops wiped off
- Tables wiped off
- Sweep kitchen floor
- Lights turned off
- All cleaning equipment put back as they were found
- Mop up if you have spilled something
- Lock cabinet doors

LEAVING THE CHURCH BUILDING

- All lights are turned off
- Doors are locked-tight
- Adjust thermostat - Winter: 60 degrees - Summer: turn off

Name of person responsible for check list: _____

Date: _____

Phone Number: _____
