

Building Use Form

First United Methodist Church of Howell

Form must be filled out to ensure adequate assistance. Please allow up to 4 weeks for event approval.

If this event requires set-up the day before, that request also needs to be submitted on this form.

All worship services, memorial services, funeral services, and wedding services must be approved by the pastor.

Date: _____ Filled Out By: _____
Member of First UMC? Yes _____ No _____

COVID-19 Compliance Designee: _____

Person(s) in Charge of Event (if different from above): _____

Cell Phone: _____ Email: _____

Purpose/Nature of Meeting: _____

Date(s) of Meeting: _____ Set-up Time: _____ **Start Time:** _____

Finish Time of Event (including clean-up of assigned area) _____

Approximate Number Attending: _____ Person Responsible to Open and Lock Up: _____

Rooms To Be Used:

Café (mtgs only) _____ Fellowship Hall _____ Room 11-12 _____
Children's Area _____ Room 13-15 _____
Parlor _____ Room 10 _____
Other _____

**Handrails in Sanctuary at Choir Loft are available if required. _____*

Special Needs: *Pre-set furniture cannot be moved.

Will furniture set-up be required beforehand? (Yes/No) _____ Group will do? (Yes/No) _____

Is custodial assistance required for set-up? (Yes/No) # of tables _____ # of chairs _____

If custodial assistance is requested beyond regular work hours, a charge will apply.

*No Food or Beverage allowed at any meeting / event at this time.

Equipment Needs:

Easel/paper _____ DVD/TV _____ Podium _____ Microphone & Stand _____ Projector/ Screen _____
Other _____

Church office will check for calendar conflicts. Form will be forwarded to the Board of Trustees for event approval.

IT IS YOUR RESPONSIBILITY TO NOTIFY THE OFFICE IMMEDIATELY OF ANY CHANGES IN THE ABOVE INFORMATION.

Rules for All Organizations:

- 1 Smoking and alcohol are always forbidden on church property.
- 2 Profanity is not acceptable at any time.
- 3 Rooms, kitchen facilities, and equipment must be kept neat and orderly.
- 4 Everyone must be respectful of church property and remain in area assigned.
- 5 Your organization/committee will be held financially responsible for damage to property.
- 6 Youth group activities must always have adequate supervision and leaders must arrive before youth.
- 7 COVID-19 compliance must always be met. – If more than meeting, compliance outline provided.

Calendar Checked By _____ (Initial & Date)	Conflict? (Yes/No) _____
Room Use Approved _____ (Date)	Trustee Chr. _____ (Signature)
COVID Team Rep _____ (Initial & date)	Charges (if applicable): Usage Fee: \$ _____

Regular, on-going activities need only to fill out the form for scheduling and equipment purposes.

Guidelines for gatherings inside the church

rev. October 6, 2020

1. The leader or a designated person must have completed the church's COVID training.
2. There must be a person designated to ensure COVID compliance during gathering to include masks covering nose and mouth and 6-foot social distancing. (Covid compliance designee)
3. Attendance (names and phone numbers) will be recorded on church provided form, placed into church provided envelope and placed in the church office door mailbox for potential contact tracing.
4. All gatherings must go through an approval process including the Building Use form.
5. Scheduling will be coordinated with the office manager to ensure no back to back gatherings without opportunity for cleaning/disinfection of areas and equipment used.
6. Requested room use must be able to accommodate group while maintaining social distancing. Please do not move furniture as it has been placed for social distancing.
7. Gatherings other than meetings require written event plan including Covid compliance details submitted for approval along with the Building Use form.
8. All group members will be expected to wear masks covering nose and mouth inside the building AT ALL TIMES and maintain social distancing guidelines. (There is a 6-foot measuring device by the table outside of the office doorway.)
9. No snacks or beverages will be allowed at this time as masks are to be worn at all times.
10. Drivers, family members or others not part of the group gathering must remain outside of the church building.
11. All touchable, non-upholstered surfaces used shall be cleaned with provided disinfectant before and after group gathering.
12. The privilege of building use is contingent on following these rules.

Appendix A: Room capacities allowing for social distancing

Room 6: Seating for 8 with chairs pushed back against walls

Room 10: (TBD/under renovation) Anticipate seating for 8

Room 13: Seating for 6 with divider closed if another group in room 14.

Room 14: Seating for 12 with 6 at tables and 6 at room perimeter

Room 15: Seating for 8 with use of 4 chairs and one seat in center of sofas/couches

Fellowship Hall: Markings for rows 6 feet apart on carpet. Row on each side will accommodate 3 single chairs or 2 pairs of chairs for family units or single larger family unit.

Cafe:

Children's Play Area: Seating for 11 with chairs set at perimeter of green circle.

Parlor: Set up for worship overflow with seating for 26 in singles and doubles all facing same direction.