



1. **The rental of rooms in the church is limited to church members, those with affiliations to the church, and approved community groups (self-help meetings, scouts, music groups).**
2. Church rooms will be scheduled on a first come first serve basis.
 - a. Application for use of church facility must be filled out and turned into the church office.
 - b. Trustees approve room usage if THE GROUP, BY STRUCTURE OR NATURE, IS NOT IN CONFLICT WITH THE SOCIAL PRINCIPLES OF THE UNITED METHODIST CHURCH.
 - c. One of the Trustees may approve short term usage when time is of the essence.
 - d. Dates approved must be placed on the church calendar after consulting with the Administrative Assistant to make sure the date on the calendar is open and the room is available.
3. In case of conflict, church groups will have first preference.
4. Groups will manage their own table/chair set up and take down. For Fellowship Hall: Chairs go in the provided racks in Fellowship Hall. Four tables for Children’s Place are labeled and remain up. All other white tables need to go back in their racks.
5. You are expected to clean up after your meeting. This includes the kitchen. Failure to clean up can result in refusal for future use and non-refund of deposit. Trash should be taken after the meeting to the green trash bin in the parking lot.
6. Rooms are shared. Please respect the needs of all ministries using these rooms.
7. Evening meetings are to end by 9:00 p.m. Monday through Thursday with clean up to be completed by 9:20 p.m. The church will be locked at 9:30 p.m. On Fridays, Saturdays, and Sundays, meetings should be done by 9:30 a.m. with lock up at 10:00 p.m.
8. Due to the cost of maintenance and upkeep of our church the fee schedule is as follows with an additional \$50 check to be written to the church and held until the room is clean. If the room is not cleaned and straightened, then the check or cash will be kept and deposited in the church offering.

Fellowship Hall.....	\$75 per event/meeting.
Classroom.....	\$10/month for CODA groups/Nicotine Anonymous)
.....	\$10 per meeting.
Parlor.....	\$25 per event/meeting.

All Youth Groups, UMC in Stow groups, Scout groups, and CODA groups are exempt. The Trustees have the authority to waive or lower fees if appropriate. All checks are to be made out to the UMC in Stow.
9. Smoking or the use of intoxicants or mind-altering drugs in or on the premises is strictly prohibited. Failure to comply will result in the loss of the facilities.

II. Room Usage

1. All rooms in the church are the final responsibility of the Trustees.
2. Hanging of permanent items like bulletin boards, chalkboards, cabinets, and other items on walls needs to be approved by Trustees.
3. Cabinet and closet space needs will go to appropriate committee and then to Trustees for appropriate action.
4. Each group (Child Care, Preschool, Sunday School, Youth, etc.) using a room is responsible for storing their supplies, toys, craft items, teaching materials, etc.
5. Rooms need to reflect the different uses. Wall space will be shared as mutually agreed upon by those using the room. In case of conflict, Trustees will decide.

III. Fellowship Hall

The Fellowship Hall, like all other areas of the church, is available as needed. Any groups using this space are expected to leave it ready for Adult Sunday School Classes and Children's Place Learning Center. Items brought into this area must be stored elsewhere and in accordance with fire regulations. This room holds 100 people.

IV. Parlor and Library

The church parlor was dedicated to be used by all as we meet to honor and praise God through church and community activities. It can accommodate small receptions and teas for as many as fifteen persons. It cannot accommodate dinners or luncheons.

The church library can accommodate ten people. It is not appropriate for dinners or luncheons.

To insure good stewardship in using these rooms, the Trustees of The United Methodist Church in Stow has established the following guidelines:

1. **SCHEDULING:** All groups desiring to meet in the parlor or library need to contact the office to post their event on the office wall calendar. Church groups have priority. Any conflicts can be resolved at the time of posting.
2. **FOOD:** Please observe caution when serving food in these rooms; maintaining close supervision of children. Each group using these rooms is responsible for set-up and cleanup. Food is not to be stored in the classrooms. Please return chairs/furniture to proper place. Food left in the refrigerator or freezer must be clearly marked with the name of the group and the date. All labeled food and drinks must be disposed of within one week. Unlabeled food and drinks will be thrown out.
3. The Chancel area is for worship services and is not as a catch-all or storage space.

V. Locks

Because the life of the church involves the spirit of sharing, respect, and cooperation, most inside doors and cabinets will be unlocked. The exception is for items that for insurance purposes need to be stored in a locked area such as the Food Pantry and doors to Stow UMC Preschool and Children's Place Learning center rooms when in use. Staff offices are also locked and under an alarm system.

VI. Bulletin Boards, Display Items and Showcase

1. All items for display on hallway bulletin boards throughout the church, display boards and in the showcase are to be scheduled and coordinated through the office. The exception is Children's Place and the Stow UMC Preschool who may choose to display art work in their hallways in areas not used by the Sunday school or church groups.
The sign-up for the showcase is beside the flower chart.
2. It is up to the individual or committee to place and remove their items as scheduled.

VII. Borrowing of Church Items- Members Only

1. White plastic tables and white plastic chairs may be borrowed by church members. Maximum number of tables that may be borrowed: 8 tables and 50 chairs. This will insure that tables and chairs are left over for Sunday school and the Learning Center.
2. To borrow tables and/or chairs, church members should contact the Administrative Assistant who will fill out a form and make sure that the borrowed items are returned within five days.
3. A deposit of \$30 will be required. Deposit will be forfeited if items are returned late and/or not put in their proper place.
4. These tables must be covered when in use with placemats or tablecloths. They should be wiped down, as should any borrowed chairs, before returning them.
5. No audio or visual equipment is allowed to be borrowed from the church.
6. Items not returned must be paid for at current table or chair market price.