

P&P Property Use

Purpose: Ensure consistent and compliant facility and ancillary area usage

Scope: Requested use of SHUMC property, single event or multiple event cycle

Effective Date: Immediately upon reopening of church properties 2021

This is a multi-step process, requiring various committee approvals

Application Process

1. Application:

- Determine if request for property use will be one date/time, or multiple
- These forms must be submitted to requestor:
 - Application
 - Single Use (Version 4.2021)
 - Multi Use Application (Version 4.2021)
 - COVID Guidelines – applicable form
 - Outdoor (under review Re-Opening Task Force)
 - Indoor Use (To be created)
 - Fee Schedule (Version 4.2021)
 - Building Use Guidelines (Version 4.2021)

2. Review Calendar for availability

- *This may occur upon initial contact, or when documents are presented*
- Review preferences
 - Notify requestor of availability, and approval if primary date/time is not available

3. Approval Process:

- Note most preferred available date/time on calendar as temporary hold
- Notify Pastor at earliest convenience
- Add to next Church Staff meeting topics
 - If conflict is determined, notify requestor of change
 - Note Staff approval on Application Form
- Submit to Trustee Committee as topic for next scheduled meeting
 - If next meeting is too late for event, send to Trustee Chair/CoChair for interim approval
 - Note approval date and representative on Application Form

4. Notify Requestor of approval

- Prepare Contract

Contract Process

1. Type up Contract

- a. Use most current Contract version
- b. Use information discussed and/or documented during previous communications

SMOKY HILL UNTIED METHODIST CHURCH

2. Property Use Rules

3. Deposit

- a. required Prior to first use

Orientation and key sign out

1. Schedule appointment with tenant

- a. Retain signed documents and payment of all fees
- b. Coordinate with Key Manager who will issue appropriate keys
 - i. Key Card
 - ii. PIN
 - iii. Hard Lock Key
- c. Provide tour of facilities
 - i. Location
 - ii. Doors to be used
 - iii. Lights
 - iv. Cleaning equipment location

Post

1. Schedule in person meeting

- a. Utilize Check Out/Incident Report
 - i. Must be completed by church member affiliated with Trustees or Staff

Additional Notes:

- If multi use group wishes to schedule an additional event, outside of established usage, Single Use Agreement must be completed and approved in advance
- Inappropriate usage of facilities or loss of key(s) incurs fees deducted from Deposit
 - Deposit refund will be available for In Full refund
 - If deductions are required, reduced deposit will be mailed to group representative