

SMOKY HILL UNITED METHODIST CHURCH

Guidelines for Use of Property

1. Events and programs of the congregation will have priority over activities of all other groups.
2. The Trustees and Staff of the Church are responsible to approve who will use the church and for what purpose.
3. No smoking, drug use, or drinking of alcohol on Church property.
4. The Church facilities and grounds are available for use between the hours of 9 a.m. and 9 p.m. Monday through Friday, Saturdays rental is possible if prior to 4 p.m.
5. In case of snow the church follows the policies of the Cherry Creek School District A recorded message can be heard on the Church's main line (303) 690-9816 if the Church is closed.
6. Approval of applications and completion of process through contract and payment of fees and deposit requires at least three weeks prior to the date of the event.
7. Rooms that have been requested and approved and identified in the contract are the rooms to be used. If there are unforeseen circumstances that necessitate a move, please check the schedule on the monitors or the printed schedule located at the front or back entrance. Please email or call Donna Harris to advise of the move and why. crystald@smokyhillumc.org or 303-690-9816 ext. 216
8. A deposit is required to hold the calendar date.
9. If the event is cancelled a part of or the whole deposit may be forfeited.
10. If the application is approved, an orientation meeting will be scheduled to go over the following policies, rules, and instructions that are applicable to said group: Rules & Regulations, SHUMC Network Access Policy, All Church Family and Property User Cleaning Procedures, Prep Procedures for Spanish Worship, and Security System instructions.