

TO: People in charge of weekly, recurring meetings/activities at GUMC

FROM: Granger UMC Office

DATE: 6/2/2021

RE: Building Use Agreement 2021-2022

In order to keep things safe and running smoothly, we ask that each group complete a Building Use Agreement that is effective for a period of one year. Complete the front of the enclosed form and take special note of the items on the back as well. Return the completed form to the church office as soon as possible. If we do not have this form on file, we will assume that you are not using the building this year.

As the form states you are responsible to check church calendars each month at <https://grangerumc.org> to confirm that your meetings/activities are on the church schedule. If there are other people involved in the scheduling, please advise them to check the online calendar as well.

Thank you for your help in coordinating the use of the church and have a great year!

**GRANGER UNITED METHODIST CHURCH  
1235 GRANGER RD., MEDINA, OH**

**BUILDING USE AGREEMENT  
(Weekly, recurring meetings/activities)**

**NAME OF GROUP** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**CONTACT PERSON'S PHONE & ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**THE DATE(S) FACILITIES ARE NEEDED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Use back if necessary)**

**TIME OF DAY ROOM IS NEEDED:** \_\_\_\_\_

\_\_\_\_\_

**WHAT SIZE ROOM IS NEEDED (how many to attend meeting(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature & Date**

\_\_\_\_\_  
**Staff signature & Date**

**\*At end of agreement/term - please return key, or a re-keying charge will be assessed.**

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**FOR OFFICE USE ONLY**

**KEY GIVEN to** \_\_\_\_\_ **: Date** \_\_\_\_\_ **Returned** \_\_\_\_\_

**Fee for use: yes no**

**ADDENDUM TO BUILDING USE AGREEMENT**

- 1. KEY—If you were given a key, it must be returned at end of term/ agreement or a re-keying charge will be assessed.**
- 2. CANCELLATION OF MEETING - If you have to cancel your group meeting for any reason or you have any change in time, etc. - it is imperative that you call the church office and let us know or leave a message on the answering machine.**
- 3. UNATTENDED MINOR CHILDREN - For insurance purposes, children must be supervised at all times, even in the gym.**
- 4. CHURCH FUNCTIONS TAKE PRECEDENCE OVER OTHER ACTIVITIES. It is your responsibility to check the church calendar at <https://grangerumc.org> each month to confirm that your meetings/ activities have been scheduled. *For instance, on Ash Wednesday, during Holy Week, etc., no outside activities/meetings will be scheduled.***