

**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: _____

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.*