

Annex - Building Use Policy

Minooka United Methodist Church

<u>Description</u>	<u>Members</u>	<u>Community Renter</u>	<u>Non Profit</u>
Use of Annex	\$100.00 first 5 hours	\$150.00 first 5 hours	\$ 150.00 first 5 hours
Each Additional Hour	\$ 10.00	\$ 30.00	\$ 10.00
Key Deposit (if needed)	\$ 25.00	\$ 25.00	\$ 25.00

*No charge for set up time (**verify set up times as to not conflict with other events**).

*These fees may be adjusted at the Pastor's discretion.

*The use of the Annex for Profit Organizations (i.e. Weight Watchers...) will be decided by Trustees/Pastor on a case by case basis.

*Church Sponsored Non Profit Organizations (Scouts, Chanooka Braves...)

NO FEE - regular scheduled meetings.

See fee schedule above for events that differ from regularly scheduled meetings (Eagle Scout Ceremony).

General Use: *If you have any questions, please call the church office at 815-467-2322*

NO smoking on premises

NO alcoholic beverages or illegal drugs anywhere on church premises

NO birdseed or rice

NO food or drinks in the sanctuary

Keys:

- You will be given a key to the south door of the Annex (door on the church side of the Annex)
- Please do NOT make a duplicate of this key. Thank you

Kitchen Use:

1. Keep traffic in kitchen area to a minimum other than use of refrigerator and coffee pot.
2. There is a refrigerator and coffee pot available for your use.
(Bring your own coffee, please clean after use)
3. There is to be NO COOKING.

Clean Up: Key Deposit of \$25.00 will be returned at time of key return and after Annex observation is made by church Admin. Asst. and renter. Annex should be left in the same condition as was found.

1. Whatever you bring into the Annex has to be taken back out with you, as we have no storage for additional equipment/supplies.
2. If you set up tables, they need to be taken down and put back. Please do not drag tables on carpet.
3. If the carpet needs vacuuming, you need to vacuum.
4. When leaving be sure there is no water running in the sinks or toilets.
5. Seasonal Thermostat Settings:
 - a. **Heat:** please set on 60 degrees when leaving.
 - b. **Air Conditioning:** please set on 80 degrees when leaving.

Thank you!

Trustees of Minooka UMC

God's Blessings on you, your family, and/or your event!