

Facility Use Policy

The Facility Use Request (FUR) is used to request the privilege of using of the facility and exception to this policy. Verbal applications are not acceptable. The FUR is in PDF form for the approval process. The Board of Trustees is responsible for the supervision of the FUR process.

The use of the CUMC parking lot is limited to temporary use of light vehicles of attendees and maintenance and playground activities.

FURs during inclement weather may be suspended unless you can provide plowing/salting to ensure safety.

No equipment is to be brought onto the facility or removed without prior FUR approval, except for their present possessions and light food handling items.

CUMC is not liable for User possessions.

The use of alcohol or gambling or smoking are prohibited.

Use only rooms/area specified in the FUR.

The Narthex is used only for Church Services as a gathering area for entrance into the other rooms, and a reading/relaxation room, not a play, nor eating nor drinking area. It is also used by an adult to observe the front doors for security purposes. When not possible, the doors are to be locked. The porch right front door has a door bell to signal Fellowship Hall and the Hallway. Fellowship Hall and it's back door is assigned to other Users.

When the Narthex door is unlocked, for security purposes Users of the facility should visually screen the traffic in the Narthex. This traffic may occur for a Sanctuary or major Fellowship Hall (FH) public event. The concern can be avoided by entering either using a Narthex side door or the Fellowship Hall (FH) door. The FH door has a door bell and an Allen key to be turned to the right with handle pushed to keep the latch open (unlock) for entry without reusing the outside key. Do not prop open the door. The restrooms are accessed via the FH - Narthex entrance left door. An adult should escort children leaving FH for a restroom. The Nursery toilet may be used for very small children. Do not pass through the Kitchen which is strictly used by authorized food preparation persons. The water cooler is not to be used.

When the User's activity includes children, the Users must have a Safe Sanctuary Policy that has minimum requirements of at least two background checked adults in a room with a child, and indemnifies the CUMC from any wrong doing.

Users may be asked to reimburse the CUMC for damages they incur, or compensate a CUMC worker to complete the items the User missed after completing the Close-up Check List.

The fee donations check for the week is due the last use day of the week, payable to CUMC, and is to be placed in the Trustee's mail box outside the office.