

NUMC Building Meeting Guidelines (for outside groups)

Updated 5/18/21

Please follow these guidelines when holding your scheduled meeting at the Northfield United Methodist church.

1. All meeting space must be pre-scheduled by contacting the church office at 507-645-5689 or email northfieldumc@gmail.com.
2. Please refrain from using any room other than the room you were assigned as this affects the cleaning/sanitizing scheduling.
3. While we are not mandating mask-wearing, we do encourage it at this time; Northfield Nursery School makes use of the NUMC building, and younger children are not yet eligible for vaccination.
4. Please maintain a list of who attends your meeting. Should there be a need for contact tracing because of a COVID-19 case reported in the church, the leader of your group will be alerted, and it will be his/her responsibility to share that information with the group. If a COVID-19 case is reported in your group that was in the building, alert the pastor (507 403 0071) and she will attend to any contact tracing necessary for the church.
5. Please leave the space as you found it and pick up after your meeting.
6. Garbage/recycling/composting protocols must be followed. See attached sheet.
7. Please arrive and leave at the time you have indicated in your meeting space reservation - new cleaning protocols mean that every room needs to be sanitized before and after use for the health of all and is scheduled based on the time you have reserved the space.
8. If your meeting is outside of regular building business hours, you will be assigned a key. It is up to you to arrange for the pickup of the key during regular church office business hours. After your meeting the key must be returned to the church office during regular business hours. The key has been assigned specifically to you and may not be transferred to another group or person for use.
9. While we do not charge a fee for use of our facility, a donation is always welcome.

If you have any questions or concerns, please call 507-645-5689 or 507-403-0071.