

NUMC Building Meeting Guidelines (Church groups)

Updated 4/28/22

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

1. All meeting space must be pre-scheduled with the church office by filling out a “room reservation” form which can be found on our website northfieldumc.org or by contacting the church office at 507-645-5689 or 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. Please follow the current COVID-19 prevention protocols of the NUMC building.
4. Each meeting participant must sign the building access form found at either the North or South entrances with their name, date, time in and time out. This is for the security of our staff, volunteers and NNS.
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 reservation – HVAC and cleaning 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 within one week of the event. The key has been assigned specifically to you and may not be transferred to another group or person for use.

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

Name of meeting group

Signature of contact person

Date