

NUMC Building Meeting Guidelines (Non-Church groups)

Revised 4/28/22

Please follow these guidelines when holding your scheduled meeting/event at the Northfield United Methodist 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. Anyone using the church will be liable for any damages resulting from such use.
3. Though unlikely, an unexpected church event may necessitate the rescheduling of your event (funeral services may have as short as a 3 day notice).
4. Please refrain from using any room other than the room you were assigned as this affects the cleaning/sanitizing scheduling.
5. Please check with the NUMC office regarding current COVID-19 protocols.
6. Please leave the space as you found it and pick up after your meeting/event.
7. Garbage/recycling/composting protocols must be followed. **See attached sheet.**
8. The NUMC campus is smoke free.
9. No alcoholic beverages are allowed in the NUMC building or on the church grounds (including the parking lot).
10. Please arrive and leave at the time you have indicated in your meeting space reservation - cleaning is scheduled based on the time you have reserved the space.
11. If your meeting/event 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.
12. Depending on the size/scope/type of meeting/event you are holding a **\$75 custodian fee may be assessed.**
13. While we do not charge a flat fee to non-profit groups for use of our facility (other than a possible custodian fee), a donation is always appreciated.

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

I verify that I have read and will adhere to the above meeting guidelines.

Name of Organization/Event

Signature of contact person

Date