

RENO FIRST UNITED METHODIST CHURCH

209 West First Street, Reno, NV 89501
Phone: (775) 322-4564; FAX: (775) 322-0285

POLICY ON USE OF CHURCH FACILITIES AND EQUIPMENT BY OUTSIDE ORGANIZATIONS

Organized, non-profit groups (IRS 501C3) whose aims and practices are compatible with the policies of the First United Methodist Church (“Church”) are welcome to apply for the use of facilities and equipment of the Reno First United Methodist Church.

Nominal building use fees will be used toward maintenance of the facilities.

1. Requests for use of facilities and equipment must be in writing on an application form provided by the Church and submitted to the Church office.
2. Scheduled meetings of the Church are given priority. Approved use of facilities by outside groups will be entered on the Church calendar by Church office staff only.
3. Requests for use of facilities must be made no less than 30 days preceding the event.
4. Firm commitment of approved facility use will not be made more than 30 days in advance. Tentative approval may be given earlier, but a firm commitment is subject to the 30-day limitation.
5. All approved outside groups meeting at the Church must secure parking facilities off premises. Limited handicapped parking may be available.
6. A 50% Building Usage Fee deposit will be made at the time of approval by the Church of an Application for Use of Facilities Agreement. Balance of Building Use Fees and refundable cleaning/damage deposit will be made no later than three business days prior to the event. Long term groups may pay on a monthly basis. Frequency of use may be considered when determining Building Usage Fee. Checks are to be made payable to the First United Methodist Church.

The Reno First United Methodist Church sees, respects and loves our building as an expression and an extension of our mission and ministries of compassion and commitment, joy and justice – in, for and with our larger community, city, world, and all of creation. In doing so, we are guided largely by “Social Principles” of the United Methodist Church. *(Copy available on request.)*

Therefore, we seek to abide by these priorities of building Use:

1. Those who do the existing and emerging life and work of the congregation and members.
2. Those who share the open and inclusive life and work of Jesus and Christian tradition, and those who share the missions and ministries of peace with justice among all people of all faiths and traditions.
3. Those for whom obtaining space for their life work is problematic because they are newly founded, or under-funded, or challenged in the community.
4. Those who are members and friends of the congregation celebrating personal and family events.

If you have questions, please contact the First United Methodist Church, (775) 322-4564