

POLICIES FOR RENTAL AND USE  
**Dexter United Methodist Church**

The Dexter United Methodist Church facilities; Sanctuary, Atrium, Newkirk Hall, classrooms in the Education Building, and the church grounds are available for short-term rentals for non-commercial purposes to church members and the general public during non-worship hours.

Reservation for rental use may be made through the DUMC Office at 734-426-8480. The fee schedule is attached. Rental fees reflect the nature and size of the event, and are two-tiered with a **lower rate for church members who help support the church**. In addition to rental use, DUMC has historically allowed free or nominal charge use for some groups such as Boy & Girl Scouts. Fees for fundraising events are determined on an individual basis.

*For Newkirk Hall, the Atrium and the Sanctuary, there may be a \$200 damage deposit. This is due with your paperwork. Your check will be held and returned when the key is brought back to the church office. **At this time a separate check for the rental fee is also due.***

You will need to make arrangements with the church office to pick up a key ahead of the scheduled event. If for any reason your request is denied your paperwork with deposit will be mailed back to you.

*Please note that the Sanctuary, Atrium, Newkirk Hall, the Education Building, and the church property are the Dexter UMC's secular and spiritual home. Appropriate conduct is expected and appreciated.*

1. RENTER'S/USERS ARE RESPONSIBLE FOR ANY LOSSES OR DAMAGES TO THE BUILDINGS, PROPERTY OR EQUIPMENT.
2. NO SMOKING is allowed in the buildings, and NO ALCOHOLIC BEVERAGES are permitted at DUMC facilities.
3. Non-church property is OFF-LIMITS, including the area BETWEEN the RIVER and the FENCE behind the buildings.
4. Because of the proximity of Dexter UMC facilities to residences, please keep NOISE from music, entertainment, and guests to a minimum.
5. Please BE CONSIDERATE of other renters/users/church members who may be using the facilities also.
6. Please PARK in designated areas only.
7. NO NAILS, TACKS, SCREWS, TAPE, or other hangers are to be used for decorations. There are strategically placed screw eyes for your convenience.
8. Groups are responsible for their own disposable kitchen supplies as well as beverages & food items. NO PURPLE or RED beverages are allowed, as these colors may stain the carpeting.
9. SAFE and APPROVED candles may be rented from Dexter UMC; no others may be used.
10. RENTERS/USERS ARE RESPONSIBLE FOR CLEAN-UP. Please remove any decorations, tablecloths, foods, and all other items brought to the facility. Renters/users are responsible for putting up and taking down tables and chairs. The condition of all areas used should be as good or better as when received. Failure to adequately clean up may result in additional cleaning charges being deducted from the security deposit.
11. Renters/users must comply with special rules posted in specific locations such as the kitchen and bathrooms.
12. Renters/users of the classrooms in the Education Building must return the tables and chairs (if re-arranged) to the posted configuration.
13. Dexter UMC's white plastic older folding tables and chairs may be borrowed by church members only. Please contact the church secretary for availability and she will direct you in the current sign-out procedure.
14. NO Electronic equipment is available for use by non-church members.

THANK YOU FOR YOUR COOPERATION

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Hold Harmless Policy:

- A. The church, its agents and members, shall not be held liable for:
  - 1. Any damage or injuries occurring as a result of your group's use of the church property.
  - 2. Any claims, demands, or actions arising from your group's use of the church
- B. Your group and you will defend, hold harmless and indemnify the church, its agents and members from all expenses, court costs, attorney fees, settlement sums and judgments occurring or arising from A (1) and A (2) above, and
- C. To the degree anyone makes a claim based upon an assignment or subrogation by your group, you will wholly satisfy or release this claim.

I have fully read and understand the requirements for the use of the church building and will comply with them.

\_\_\_\_\_  
Signature of group contact person

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Address

Phone \_\_\_\_\_ Key# \_\_\_\_\_ Date \_\_\_\_\_

Authorized by \_\_\_\_\_

<sup>1</sup> *Non-Ministry bookings are made no more than 2 months in advance, beginning on the 1<sup>st</sup> of each month.*