

Arlington Street United Methodist Church

63 Arlington Street

Nashua, NH 03060

(603) 882-4663

Web: <http://www.asumc-nh.org>

Church Property Use Information

The Arlington Street United Methodist Church welcomes the opportunity to offer its church properties to community and/or service organizations for meetings/functions. The Board of Trustees of ASUMC is responsible for administration and maintenance of church facilities. Church facilities include:

- Fellowship Hall (capacity 88),
- Kitchen
- Sunday School classrooms
- Nursery room
- Handicapped accessible rest rooms
- And Sanctuary (granted by special permission only).

General Guidelines:

1. Forms to request use of church facilities can be obtained from the church secretary in the church office or from the ASUMC website.
2. Requests for use of church facilities should be completed and returned to the church secretary at least 30 days prior to the date of meeting/function. Recurrent use: an annual update to the request form is required.
3. Requests for use of church owned tables/chairs by church members at another location require approval of the Trustees.
4. Payment of fees:
 - One time use: Payment is requested within 1 week of notification of Trustee approval. Make check payable to: Arlington St. UMC.
 - Recurrent use: Payment is requested monthly.
 - See Church Property Use Request/Approval Form for Non-church Use for fee schedule.
 - The Trustees reserve the right to waive user fees. Waiver decisions will be made on an individual basis.
5. All groups must agree to abide by the Property Use Rules prior to using the facilities.

To Request use of ASUMC facilities:

1. Obtain a Church Property Use Request/Approval Form from the church office or from the ASUMC website.
2. Complete 2 copies of the form and return to the church office. The church secretary will forward one copy to the Trustees for consideration at the next regularly scheduled meeting.
3. The church secretary will notify the contact person within 1 week of the Trustees decision.

4. Upon approval, the contact person for the group is responsible for contacting the church secretary to reserve the facility on the church calendar. (882-4663)
5. Church events take precedence over non-church events. The contact person will be notified by the church secretary or the President of the Trustees of the conflict.

Property Use Rules:

The Trustees respectfully request that you and your group abide by the following rules:

1. **No smoking is allowed in the building.** You may provide your own ash trays outside of the building and remove them when you leave.
2. **No alcoholic beverages are permitted on church property.**
3. Supervise children at all times.
4. Food or drinks must remain in the Fellowship Hall, kitchen area or Sunday School classrooms.
5. Do not affix items to walls, woodwork, etc., without prior approval from the Trustees.
6. Report any damage to the church secretary ASAP. Call 882 – 4663 and leave a message.
7. Sweep floors, clean up spills and dispose of all trash in appropriate receptacles.
8. Turn off all lights (including rest rooms).
9. Lock door(s) when leaving.

Fellowship Hall (vestry, basement):

1. Lift all tables/chairs when moving them to preserve the surface of the flooring.
2. Return the tables/chairs to their prior arrangement.
3. Do not remove tables/chairs from the building.
4. Protect table surface when using ink, glue, paint, etc.

Kitchen:

1. Disposable supplies, such as cups, napkins, coffee, etc., must be supplied by the group.
2. If your group uses the facility on a regular basis, label your supplies and store them in a designated area.
3. Discard or remove any refrigerated items at the end of the meeting/function.
4. Wash all dishes, utensils, etc., and return to storage.
5. Clean all kitchen surfaces.

Thank you for your cooperation.

The Board of Trustees