



121 Wisconsin Avenue
Waukesha WI 53186
262-542-4256

Member/Partner Facility Use Application

Organization: _____ Event: _____

Responsible Person: _____ Phone: _____

Responsible Person Email: _____

Responsible Person Address: _____

Date submitted: _____ Date of Event: _____

Expected number of Participants/Guests: _____

Specific dates for program year: _____

Start Time of Event: _____ AM/PM Vacated by: _____ AM/PM

Doors Open: _____ AM/PM Doors Locked: _____ AM/PM

Room set-up requirements (please use reverse side for diagram):

of Tables: _____ # of Chairs: _____ DVD/TV: _____ Podium: _____

ROOMS REQUESTED:

Dining Room w/o kitchen _____
Dining Room with kitchen _____
Asbury Room w/o kitchen _____
Asbury Room with kitchen _____
Fellowship Hall w/o kitchen _____
Fellowship Hall with kitchen _____
Wesley Room (#216) _____
Sanctuary _____
Classroom _____
Child Care Room _____
Music Room _____

Room Capacity:

100 w/tables, 120 w/o

65 w/tables, 85 w/o

50 w/tables, 75 w/o

30 w/tables

350

Room # _____

SUGGESTED DONATION: \$ _____

APPROVAL DATE: _____

BY: _____

For Possible Partner Facility Use

First United Methodist Church (FUMC) is delighted to hear of your interest in using our church facility. We strive to become an integral part of the Waukesha community, to be respectful of the needs of all who share this space, and to grow genuine connections with others. To accommodate your needs, **and** to be respectful of the needs of all who share this space, let's clarify both of our responsibilities and requests.

At the outset, we need to ascertain whether we have the capacity, equipment and resources to accommodate a request. If, after consultation, we have both capacity and resources, we can explore the collaboration of possible partnership.

First UMC strives to:

- Create a collaborative relationship of partners.
- Further our vision to make Christ known in our relationships.
- Maintain a safe and effective environment for children and vulnerable adults.
- Enhance our mission of making disciples of Jesus for the transformation of the world.

First UMC covenants to:

- Share the space at these agreed on times.
- Collaborate about set up and take down.
- Set the security system for your events.

We who are exploring partnership covenant to:

- Share the space at the established times.
- Collaborate about the span of time we need and security system settings.
- Collaborate in setting up and taking down.
- Adhere to our Safe Sanctuaries Policy of two adults per room supervising children or vulnerable adults. Sign Safe Sanctuaries Overview form.
- Consider that needs for First UMC's ministry may arise, such as funerals or the unforeseen, and that we can work together to accommodate everyone.
- Look for ways we can be supportive of other groups in the building so we can all experience a sense of community.
- Provide ongoing communication with church staff regarding any concerns or opportunities for improvement.
- Adhere to the rule of no alcoholic beverages, weapons and the non-smoking policy.

I HAVE READ AND UNDERSTAND THE FACILITIES USE POLICY AND AGREE TO ABIDE BY THESE GUIDELINES.

Please sign here stating you have received our Safe Sanctuaries Overview form and understand the policy.

Member/Partner Signature: _____ Date: _____

FUMC Staff Signature: _____ Date: _____

A copy of the signed document will be given to you for your reference.

In an emergency: Call 262-542-4256 for the on-call Pastor's phone number.

Attachments: Yellow room set-up form and Safe Sanctuaries Overview



Group name _____

Event name: _____

Date _____ Day _____ Time _____

Room(s) requested _____

Special equipment _____

Set-up: Please give a detailed drawing of the location of tables, chairs, and any special equipment.

Requested by _____

Phone _____

Please give completed form to Office Manager at least **one week** prior to your event.
The office is open Monday-Friday 8:30 am to 3:30 pm. Thank you.

FUMC Safe Sanctuary Policy Summary

Purpose of the Policy The purpose of the Safe Sanctuaries policy is to create a safe nurturing environment to facilitate our relationships with vulnerable persons. It also serves to ensure that adults interacting with vulnerable persons at FUMC have clear guidelines which help to protect them as well.

Definition of Vulnerable Person Vulnerable Persons include persons under eighteen years of age or any person who has a physical condition that substantially impairs their ability to care for their own needs.

Two Adult Principle Two adults must be present for all activities involving vulnerable persons; no one staff person or volunteer adult may be left alone with a vulnerable person.

Expectations of adults working with vulnerable persons:

Submit forms for a background check every two years.

Self-report -report to the church office any citation or charge made against them involving offenses alleging injury to person.

Fill out driver forms if providing transportation. No one may provide transportation services if they have not followed through with this screening.

Treat all persons with respect and consideration.

Use language and behavior consistent with our Christian faith.

Never use physical discipline, humiliate another, inappropriately touch another person, flirt with a youth or another adult.

Interact with vulnerable persons in a public environment and not behind closed doors. When a medical emergency arises, call 911 as appropriate and otherwise act according to the provisions of that person's medical release and authorization form.

When an adult enters an area where there is scheduled programming for vulnerable persons, provide that person with assistance. If, however, they are threatening, contact appropriate authorities.

Never use controlled substances, weapons or illegal or controlled drugs or use other illegal materials.

Never have private interactions with vulnerable persons via social media, texting or email.

Discipline through verbal correction.

Use physical discipline only when necessary because the person is in imminent danger of harming themselves or others. Such physical discipline should only be used to the least extent necessary to protect the vulnerable person or others involved.

Expectations of vulnerable persons participating in FUMC programming:

Remain onsite and attend all activities associated with that program.

Observe curfew and stay out of rooms designated for persons of the opposite gender.

Never use tobacco, drugs or alcohol.