



White Bear Lake
**UNITED
METHODIST
CHURCH**
Nourishing the Hungers of Life

Rental Policies & Guidelines

White Bear Lake United Methodist Church was constructed to bring glory to God through its use. It is our desire to see the facilities utilized to the fullest, and we are all responsible to be good stewards of the facilities. An emphasis on Biblical fellowship should be the goal for any ministry or event within the church.

1. These policies/procedures/instructions ensure that WBLUMC facilities are used in a manner which preserves the integrity and condition of the buildings and grounds and minimizes expenses for all parties.
2. The first step in setting up an event at WBLUMC is to secure a date and time. Check the church calendar www.wblumc.org to see if date and time you want is available.
3. Start with the WBLUMC Office Administrative Assistant, Lauri Hopple, or Director of Operations, Patricia Kytola, for availability of the building and grounds. They will provide all users with appropriate policies, forms and instructions, or you can find the forms online. Fill them out and submit them.
4. A 50% non-refundable deposit of building rental is required to reserve the date you have chosen.
5. Reservation is not complete until paperwork is turned in, deposit made and all necessary personnel secured.
6. Once date and time have been requested, the next steps will be to find out if any musical personnel, sound/power point or ATV personnel are needed.
7. Any special requests for AV equipment, slide show presentations, televisions and DVD players and other electronic equipment must be prearranged and tested in advance of the event. Last-minute requests will not be honored.
8. WBLUMC technicians will operate the church sound and power point equipment, in the Sanctuary, and a WBLUMC musician will play at all events, unless permission is granted otherwise. Coordinate with Director of Music, John Koziol, or Director of Traditional Music, Peteria Cochran Routt, to find soloist, musician, power point and sound personnel.
9. Depending on the size of your group or type of event. The church may require a building or event coordinator. Smaller groups may only require a key holder for access to the building and lock-up after the event.

10. The Office Administrative Assistant and Director of Operations have the authority to balance the needs and goals of the church and will determine proper use of each room, taking into consideration these needs and goals.
11. Rooms are set up in accordance to the way they are used for WBLUMC meetings and classes. Any deviation of these set-ups will require a Room Set-Up Sheet filled out at least two weeks in advance of your planned event.
12. Events are scheduled in the following priority: Ministry groups of WBLUMC, partner ministries that have direct affiliation with WBLUMC, other ministries, then all others, including secular groups, non-ministry, and non-profit, etc. Rental is not offered to for-profit groups.
13. Rental to outside groups or individuals:
 - a. The outside group/individuals business, purpose and mission must be consistent with the Social Principals and ecumenical objectives of the United Methodist Church.
 - b. The proposed use must be compatible with the church's existing uses, programs and activities.
 - c. If the outside group's activities cause additional operating, maintenance and utility costs, the outside group must pay these charges. For examples:
 - i. If additional heating or cooling is required
 - ii. If a janitor is required for set-up and clean-up
 - iii. If a building supervisor is needed to be on premises to open the building, address concerns and lock-up after the event/activity is completed.
 - iv. If additional snow plowing and shoveling is required
 - v. If additional insurance must be purchased to cover risks associated with the proposed use
 - vi. To avoid having to pay taxes on rental income subject to UBIT, at least 85% of all rental income must be related to the exercise or performance of the church's mission.
 - vii. The lessees' business is performed without compensation and does not involve the selling of merchandise, unless substantially all of which was received as gifts or contributions.
 - d. The outside group must produce an insurance certificate that confirms the group has specific minimum types of insurance coverages and limits, names the church organization as an additional insured and specifies that in claims related to the group's use of the premises, the groups insurance is primary.
 - e. An agreement will be signed specifying the rights and responsibilities of the church and the group with regard to the use of the property.
14. The scheduling of funerals and memorial services will take priority over other events at the church, unless there is a major conflict with an event already scheduled, i.e.: wedding, conference, etc.

15. Your group may be asked to move locations if church groups need the room/s you have requested
16. Any decorations you use should not cause any damage to pews, altar, lectern, carpet or wall surfaces, etc.
17. No alterations of furnishings, altar paraments, wall decorations, musical instruments or sound equipment may be made.
18. Food is only allowed in the kitchen and in the fellowship hall, unless other arrangements are made.
19. Outside groups/individuals events will be scheduled solely on the basis of availability. Once the deposit and paperwork are received at the church you have reserved the date. If the date you select is requested by another group before your deposit is received by WBLUMC, you will be notified. Your deposit will then be expected within three days or the date will be made available to the other party.
20. WBLUMC policy is that this church is a tobacco, alcohol, firearms and drug free environment within the building and on the church property. Please do not plan to smoke or use alcohol or drugs on church property while using the church, and ask all the people in your party to comply with this policy. Firearms must remain securely locked in you vehicles.