

Facility Use Guidelines

Stull United Methodist Church
1596 E 250 Rd
Lecompton, KS 66050

Rita Lesser (785) 887-6607

Brenna Wulfkuhle (785) 887-6605

1. All groups affiliated with the Stull United Methodist Church, the Topeka District, and the Kansas East Conference may schedule events to be held on the premises free of charge providing that they leave the premises clean with all equipment and furniture stored properly. If janitorial services are needed for the premises after usage, a charge may be assessed. All groups are responsible for checking availability of the facilities and then scheduling through Rita Lesser (scheduler) or Brenna Wulfkuhle (assistant). Groups will be asked to identify which parts of the church property and equipment they will be using.
2. There will be no charge for funerals or funeral gatherings, and parties involved should notify the funeral director of such so that he/she will not collect a fee for this purpose.
3. There will be no charge for the church building for weddings and wedding rehearsals for members of the church and those who attend regularly. Fees for use of the Faith and Friendship Center will still apply.
4. Local non-profit groups such as the 4-H club, FCE, and other similar community service groups will be allowed to use the premises in accordance with these guidelines. These groups must complete a yearly application to request use of the facilities. Yearly or monthly rates will be determined on a case-by-case basis depending upon the areas requested and equipment needed. If cleaning is an on-going problem, the application for use will be revisited.
5. Church members, those who attend church regularly and other groups or individuals who have goals similar to the church may request to use the facilities for non-church sponsored activities by following the scheduling procedures listed below.
6. Members of the church and individuals who attend worship services regularly may request to use church owned equipment away from the church by receiving permission from the scheduling authority (Rita Lesser or Brenna Wulfkuhle). This includes items such as coffee pots, coolers, and folding chairs (tables and stacking chairs may not be removed from the premises). It is suggested that a donation be made for the use of these items.

Scheduling Procedures:

1. At least 30 days prior to the event, groups or individuals desiring to use the facilities or desiring to “hold” a date for the possible use of facilities (like a rain or heat back-up plan for an event scheduled elsewhere) should contact the scheduler (Rita Lesser) or the assistant (Brenna Wulfkuhle) for a facilities use application.
2. As soon as the application is received, the event will be tentatively scheduled pending the outcome of the application review. A response will be made to the responsible party within 7 business days.
3. At least two weeks prior to the event, the use fee needs to be paid to the Stull United Methodist Church and sent to:

Rita Lesser
112 N 1570 Rd
Lecompton, KS 66050

The person listed as being the “responsible party” on the facilities use application will be considered to be the primary contact person and will allow his/her driver’s license to be copied for security reasons. This person is also responsible for being sure all group members abide by the rules and regulations set forth by these guidelines during the day of the event.

4. The church reserves the right to cancel any scheduled event as deemed necessary for emergency or similar situations. Should this happen to occur, any fees collected will be returned.

Expectations for Use:

1. All groups are responsible for their own set up and clean up.
2. Religious artifacts or symbols on the premises may not be covered or removed.
3. There will be no drinking of alcoholic beverages or use of illegal drugs in the buildings or on the church property at any time.
4. There will be no use of tobacco products in the buildings or within 30 feet of any building entrance.
5. There will be no possession of weapons in the buildings at any time.
6. There will be no food or drink taken into the Sanctuary except for bottled water, food and/or drink for infants and other individuals who may have specific health needs.
7. All decorations should be stand alone, and no decorations shall be attached to the walls or ceilings.
8. Candles and other similar items with open flames are allowed only for services held in the sanctuary (such as wedding candelabras and unity candles). Such items are not to be used in the basement of the church or in the Faith and Friendship Center unless special permission is obtained from the scheduler or the assistant.
9. The premises will not be used to sell items or exchange money for personal or business gain.
10. All groups will be asked to identify which parts of the church property and equipment they will be using, and they are asked to limit their meeting/activity to those identified parts/items of the building.
11. Events are expected to conclude by 10:00pm Sunday-Thursday and 11:00pm Friday-Saturday.
12. Phone use is limited to local calls and should be short in nature.
13. All groups will be responsible for cleaning the areas and/or equipment they used. All floors are expected to be vacuumed, swept, and/or mopped as necessary. If cleaning is not completed to a satisfactory level an additional fee may be charged.
14. All groups will be responsible for taking their trash out of the building. Trash should be disposed of in the dumpster located to the West of the playground area in the wooden fenced area. Recyclable items may be placed in the recyclable dumpster on the East end of the parking lot.
15. Dirty dish towels should be left in the basket on the countertop located to the East of the main kitchen sink.

Fee Schedule

The use fee must be submitted at least 2 weeks prior to the event. Checks or money orders should be made payable to Stull United Methodist Church.

Area of the facility to be used	Use Fee
* Sanctuary	\$100
* Audio Visual System in Sanctuary	\$25
* Basement and Kitchenette	see comment
Small Meeting Room in the Faith and Friendship Center	\$50
Large Banquet Room in the Faith and Friendship Center	\$125
Speaker System for the Large Room in the F & F Center	\$75
** Kitchen in the Faith and Friendship Center	\$100
Facilities Holding Fee (non-refundable, will apply to rental, if applicable)	\$25

* There will be no charge for the church building for weddings and wedding rehearsals for members of the church and those who attend regularly. Fees for use of the Faith and Friendship Center will still apply.

*The church basement area may be used by wedding parties for wedding preparation, but the basement will not be used for receptions nor rented to other individuals or groups. There may be times when the basement will be reserved to be used for church sponsored activities.

** There will be no charge for access to the coffee pots, refrigerator, serving area, sink, countertop, or ovens for keeping cooked foods warm while using either the small or large banquet room in the Faith and Friendship Center. The kitchen fee only applies to those individuals/groups desiring to cook and/or prepare food items in the kitchen utilizing the appliances and equipment.

Clean-up Check-out

Banquet Room:

- _____ Chairs wiped down, as needed
- _____ Chairs stacked no more than 12 high and returned to the storage closet
- _____ All tables wiped down with a wet cloth and dried
- _____ Tables put on carts and returned to the storage closet
- _____ Banquet room floor swept with dust mops (located in storage closet)
- _____ Spills in banquet room spot-mopped with a slightly damp mop (located in janitorial closet)

Kitchen:

- _____ Trash taken out to trash cans located at the SW corner of the parking lot (the dumpster at the east end of the parking lot is for recyclables only)
- _____ New trash bags put into all trash cans (located in the kitchen in the lower cabinet south of the refrigerators)
- _____ Equipment and utensils are washed, dried and put away
- _____ Ranges turned off and wiped down, as needed
- _____ All countertops wiped down with a wet cloth
- _____ All sinks cleaned and dried
- _____ Soiled/wet towels left in the basket on the counter to the East of the main kitchen sink
- _____ Kitchen floor is swept (brooms in janitorial closet)
- _____ Kitchen floor is mopped, if necessary (mop and bucket in janitorial closet)

Small meeting room:

- _____ Chairs wiped down, as needed
- _____ Tables wiped down with a wet cloth
- _____ Floor vacuumed (vacuum is located in the janitorial closet)

Restrooms and hallways:

- _____ Restroom trashcans dumped (trash can is located outside at the SW corner of the building)
- _____ Liners replaced in trash cans, if needed (located in the kitchen in the lower cabinet south of the refrigerators)
- _____ Hallway swept (brooms located in janitorial closet)
- _____ Hallway mopped or spot-mopped, as needed.

Extra Supplies:

- *Toilet paper is located in each bathroom cabinet and/or on the shelf in the janitorial closet
- *Paper towel rolls for the automatic towel dispensers are located on the shelf in the janitorial Closet.
- *Kitchen paper towels are located in the kitchen in the lower NE corner cabinet (near the large serving window)

