



# United Methodist Church of Eagle Valley

*Serving Our Congregation & Community in Eagle and Gypsum*

Office: 333 Second Street

PO Box 546 • Eagle, CO 81631

970-328-6598

2<sup>nd</sup> and Howard • Eagle

fax: 970-328-0407

[www.umcofeaglevalley.org](http://www.umcofeaglevalley.org)

e-mail: [office@umcofeaglevalley.org](mailto:office@umcofeaglevalley.org)

## Basic Rules and Guidelines for Church Usage

In order to insure that full deposit is returned, you must:

- ✓ return keys if given to you. (There will be a \$75.00 charge taken from your deposit to replace.)
- ✓ There is no smoking, drugs or alcohol allowed inside or on these premises.

**You may be subject to a \$100.00/hour cleaning fee if the following are not in compliance:**

- ✓ remove all belongings; leave nothing behind; leave everything as you found it.  
This includes trash, decorations, supplies, cigarette butts or trash left on the ground outside. The dumpsters are at the east parking lot. The combination is 3511.

- ✓ use no pins, nails, staples or tape for any decoration, signage or advertising.

There must be nothing permanent or marking, especially on wood surfaces.

If you decorate pews, plastic pew clips must be used to fasten flowers.

There are no decorations allowed on the walls.

- ✓ no birdseed, glitter, confetti or rice is to be used in or outside of the sanctuary.

- ✓ no flower petals unless used in conjunction with a runner and removed fully.

- ✓ candle burning will require special permission; no wax deposits on surfaces or floors.

- ✓ please clean all surfaces and vacuum; leaving everything as clean as you found it. If the kitchen is used, all surfaces, dishes, ovens, burners and microwaves must be completely cleaned.

- ✓ We will allow for one hour prior to and one hour after your event for set up, tear down and clean up.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date of signature

\_\_\_\_\_  
Date of Event

Witnessed by: \_\_\_\_\_

Responsible Church Member