

## **RULES GOVERNING THE USE OF THE ACTIVITY BUILDING**

1. Smoking is not permitted anywhere in the building.
2. No pets are allowed in the building.
3. Materials which will damage or cause permanent defacement of the walls are not to be used.
4. All children and youth must have responsible adult supervision while using the buildings or outside play areas.
5. No supplies or equipment should be used by groups that would cause permanent damage to tables, floors, or carpets. (Please report any damage to the office)
6. Individuals or groups using the building must remain in the area requested.
7. A room or area should always have everything returned to its original place.
8. Trash should not be left in rooms, but removed by those using the room, to the outside bins behind the church.
9. All books, papers, charts, supplies of any kind should not be bothered or used by any groups or individual using the building other than those originally assigned to the area.
10. Turn off lights when leaving the area and check windows.
11. Individuals or groups using the building should put signs on doors to direct people to the requested area.
12. Groups need to provide own people to set-up an area for use when changes need to be made with tables, chairs, etc.
13. Key to building to be picked up and returned to the church office. Please check all doors into area of building used and the building itself.
14. If heating or AC adjusted return to original setting.
15. Non-Church members will be required to pay a usage fee per-day.

**St. Paul United Methodist Church**  
**220 West Main Street**  
**Christiansburg, Va 24073**

**Use of Church Activities Building – General Rules:**

Name of Person or Organization \_\_\_\_\_

Event: \_\_\_\_\_

Number of Persons Expected: \_\_\_\_\_

Date and Times Requested: \_\_\_\_\_

Contact Person: Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Each group using the building is responsible for any set up for the event and clean up after the event. The church does not provide special equipment or furnishings that are not already available in the building. Cost for use is \$100 per day for non-members, due when the key is picked up at the church office.

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_