



# Birmingham

## United Methodist Church

*"Where we gather to worship and leave to serve"*

Rev. Dick Kretchmar - Pastor

### Leota Bettcher Hall BUILDING USE POLICIES

All events scheduled will be expected to comply with these policies;  
please review them with your entire group.

#### RENTALS AND RESERVATIONS:

Use of the LBH Community Center and grounds, barn, etc., are available to people of the community, civic, and other groups on a first come, first reserved basis. Scheduling for building must not interfere with previously scheduled groups/meetings, unless special arrangements for this are made.

#### COST:

*If the buildings are used for community and service groups, i.e. Serving Our Seniors, Scouts, etc., we have no set fee, but a donation to help offset the ever increasing expenses of water, heat, lights, cleaning, mowing, plowing and general maintenance would be appreciated. We would also appreciate any volunteer work done to help maintain the building.*

#### CARE OF THE BUILDINGS AND GROUNDS:

**Alcoholic beverages**, of any description, shall not be served or consumed on church grounds during your event.

**Smoking is not allowed in ANY part of ANY building:** If smoking is done outside the building, ashes and butts are to be disposed of properly. There are receptacles provided for these purposes.

If decorations are put up, please use masking tape or freezer tape. Do not use tacks, staples, or cellophane tape. Decorations are to be removed after your activity is done.

Tables and Chairs may be placed as you want. They are to be returned as you found them.

The thermostat is **NOT** to be touched.

Please do not use the fireplace.

#### CLEAN-UP: THE BUILDING MUST BE LEFT CLEAN FOR THE NEXT GROUP

**All trash** is to be cleaned up and garbage bags taken to dumpster (by north side of the barn).

**Sweep the floor**, making sure that all food is swept up.

**Mop spills**, making sure **all** spills are mopped up before leaving the building. Please do not use the dust mop for mopping.

*Building Use Policies (rev. 01/17/2021)*

**Clean the stoves, tables, and counter tops** which you use.

**Be sure that all coffee pots** and appliances are clean and turned off.

**Take** leftover food home with you.

**Utensils and kitchenware** used must be cleaned and put away.

**BEFORE YOU LEAVE:**

**Turn off all lights**, especially making sure that outside lights, hall lights and restroom lights are turned off. Check restrooms for “messes” that need attended to.

**Doors** must be closed and locked.

**Make sure all windows** and doors are closed and locked.

It is fully expected that all groups will abide by these expectations or it may be necessary to not allow a group which does not cooperate to continue to use the facilities. Additionally, any damage to the facility will be billed to you.

**SECURITY:**

We have installed a keyless entry and security system in the Hall. In addition to an entry access code , you will also need a security code to enter the building. Contact the LBH representative 1-2 days before the event to receive your codes.

Thank you for using the Birmingham Community Center or Fellowship Hall.

Name:

Date:

Phone:

Signature:

15018 South Street – Wakeman, OH 44889

Email: [ToRentLBH@gmail.com](mailto:ToRentLBH@gmail.com)

Building Use Policies (rev. 10/31/2020)

LBH reserves the right to cancel or change this agreement at any time.

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