

## **POLICIES and REGULATIONS FOR OVERNIGHT STAY AT**

Christ United Methodist Church

Fort Collins, Colorado

Name of group \_\_\_\_\_ Date: \_\_\_\_\_

The responsible person for this stay is \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

In case of an emergency please contact \_\_\_\_\_

Best emergency phone \_\_\_\_\_

### **Please note the following:**

While you are staying in our building:

- No valuables should be left unattended. The church is not responsible for missing items.
- Do not go outside of the building after the doors lock unless you have a fob or have designated someone to let you in, as they are locked from the outside. Do not block open a door. If you must go out, ask someone from your group to let you back in.
- You will have use of showers-men/women and snack lounge and designated sleeping rooms. Other rooms may be occupied by meetings or events.
- Please respect the privacy of other groups that are meeting and don't use rooms not assigned to you.
- We ask that you do a "walk through" with a designated church member or staff when checking in to be aware of the conditions of your area, to obtain keys, and have an orientation.
- When checking out, do a walk through with a designated church member or staff so that there is no discrepancy on the condition of the area used. Check out time is \_\_\_\_\_.
- Smoking, other tobacco, vaping, alcoholic beverages, and illegal drugs are not allowed anywhere on the premises.
- Neighbors are located quite close to the church so we ask that music, videos and/or voices be kept down to a minimum volume after 9:00 pm or early morning.
- Whatever you bring in should be taken out when you leave. Please do not leave any foods, beverages, etc. in the refrigerator or snack lounge.
- We ask for a donation to be decided when making the reservation. Please make checks payable to Christ United Methodist Church (CUMC) for the amount due.
- Doors are on a security system and will automatically lock 15 minutes before a meeting/event starts and be locked 15 minutes after the meeting or starts.

Business Office Hours: Monday to Friday: 9:00 am to noon and 1:00 pm to 5:00 pm.