

**Bellevue Heights United Methodist Church**  
2112 South Geddes Street, Syracuse, New York 13207  
\* Phone: (315)-475-0011  
Email: [bellevueheights@cnymail.com](mailto:bellevueheights@cnymail.com)

**GUIDELINES FOR USE OF CHURCH PROPERTY**

*In support of God's ministry, this building, grounds, and equipment are for the pleasure and enrichment of persons and groups using them. While organizations of Bellevue Heights United Methodist Church have first priority, other organizations and groups, particularly those engaged in public service, are invited to use them when available. The Trustees, as the stewards of the church, have prepared these guidelines. The guidelines ask those using the property to help maintain its attractiveness and usefulness for everyone.*

**ON-SITE BUILDING & EQUIPMENT MANAGEMENT**

1. The Trustees accept and take action on all requests for use of the church.
2. Application forms for the use of the church building and equipment may be requested from the church office via phone (315-475-0011), email ([bellevueheights@cnymail.com](mailto:bellevueheights@cnymail.com)), or printed from the website ([bellevueheights.org](http://bellevueheights.org)).
3. The group requesting the facilities will be assigned a **church contact**. This person will orient the user to the building, open and close the building, supervise furniture handling, removal of garbage & recycling, clean up, turn off lights, etc.
4. The group requesting the facilities will review the church's "Building Safety Policy".
5. The **church contact's** name and telephone number will be given to the group's 'event coordinator' as listed on their application form. Both the church contact and the event coordinator should be familiar with the building-use guidelines.
6. Only the facilities requested and approved may be used. Decorations and displays may be installed. However, no decorations may be hung from the ceiling. Items attached to the walls must be held with removable tape or poster putty. Do not remove anything from existing bulletin boards without prior approval.
7. **NO ALCOHOLIC BEVERAGES** are permitted on church property. **NO SMOKING** is allowed on church property. **NO LOUD MUSIC OR NOISE** is allowed on church property.
8. Church premises will be left clean and in order. All accumulated trash and recycling **must** be taken away.
9. Tables used for any type of craft **must** be covered with newspaper or plastic to protect the surface. After use, tables **must** be cleaned. Do NOT use any abrasives to clean the tables.
10. Persons accepting the privilege of using church property are responsible for breakage, loss, or damage to property while using the building, grounds, or equipment.
11. **All activities, including cleanup, must be completed and the building vacated by 10:00 PM.**

## OFF-SITE EQUIPMENT MANAGEMENT

1. Church equipment or property is available to church members for **off-site** use. An "Application to Borrow Equipment" should be submitted to the Trustees. Application forms are available from the church office via phone or email, as listed above.
2. Borrowed equipment and materials are to be returned in good condition and to their proper place. Damaged items must be reported immediately to the designated church contact.

## ACKNOWLEDGMENT OF RECEIPT OF GUIDELINES

I, \_\_\_\_\_ (the applicant), have read and understand the above information.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Received at church by: \_\_\_\_\_ on \_\_\_\_\_ (date)  
(Print Name)

Signature: \_\_\_\_\_