

Minnehaha United Methodist Church

Building Use Guidelines

It is our desire, in inviting you into our facility, to provide you a welcome place in the community to gather for meetings or events. By accepting our invitation, you are agreeing to respect these policies and procedures and the sanctity of our church building.

Church contact information:

Minnehaha United Methodist Church
3701 East 50th Street
Minneapolis, MN 55417
612/721-6231 (phone) www.minnehaha.org (web site)

Church office hours: Tuesday through Friday 9am – 3pm (may vary in summer).

Church office staff & direct e-mail:

Rev. Becky Sechrist, Pastor	becky@minnehaha.org
Heather Klein, Office Administrator	office@minnehaha.org
Steve Meier, Custodian	

If you haven't already done so:

1. Contact the office administrator at the church to verify the availability of your preferred event or meeting dates. You will need to fill out a Facility Use Application. After it has been approved, she will provide you with a room assignment, the proposed fee, entrance key and important alarm instructions.

Remember that:

2. The building may only be used at the times and dates agreed to.
3. Fees for the use of the building shall be paid prior to use, unless other arrangements have been made.
4. Damage to the property must be reported to the church office immediately.
5. You agreed to assume full responsibility for injury to persons.
6. Key deposits and replacements are \$25.

Other important notes:

7. There is no smoking of any kind allowed in the church building. Smoking outdoors is permitted in designated areas only. All extinguished cigarettes must be placed in the receptacles provided for that purpose.
8. No alcohol or illegal drugs of any kind shall be permitted on the Property.
9. No firearms, ammunition, explosive or flammable type materials are allowed on the Property.

When leaving:

10. Return all the rooms and space you used to its original condition.
11. Turn off all lights including hallways and bathrooms. Close all windows.

If you are the last one out:

12. Lock the front doors from the inside. (This includes the wood door.)
13. Set the alarm. See instructions on reverse side.
14. Double check to make sure the doors are locked from the outside. Listen for the alarm to go off to indicate that it has been set.

In an emergency:

15. Call any of the member phone numbers listed on the front door window.

Thank you.
MUMC Board of Trustees

Alarm System

Our alarm system has 6 zones of protection that are wired to protect our building. The alarm system console is located inside the front entrance on 37th Avenue to the left of the wood door by the coat room. Important features of the console are the lights, key pad and word display window.

Lights:

ARMED light (red): When lit, indicates the system is armed. If it won't light when arming, the Display Window will tell you what the problem is.

POWER light (green): When lit, indicates the system is powered but unarmed.

Key Pad:

The top row has three buttons:

The number "1" is the OFF button. This key disarms the system with the 4 digit passcode.

The number "2" is the AWAY button. This key arms the system by using the 4 digit passcode.

We do not use the number "3" button for stay unless we have a group that is visiting overnight.

The bottom right corner has a "#" key. This key permits instant system arming without entering the security code. This is the most preferred way of arming our system.

Word Display Window:

Sample messages –

1. **Fault 07** means that the alarm was not armed or disarmed properly before you. Simply put the passcode in to reset. This should get you back to the READY position.
2. **NOT READY** means that there is a door open. Check to make sure all doors are closed before setting the alarm.
3. **READY** means that all the doors are closed and you can now arm the system.
4. **ARMED AWAY** means that you have successfully set the alarm and you need to leave.

When entering our building:

1. Always check to see if the system is armed or not. If the **ARMED red light** is on, you will need to disarm the system. If the alarm goes off, don't panic. Simply proceed with step 2.
2. Enter the 4 digit **passcode** that the church administrator gave you and then hit the **number "1" key for OFF**. The system will beep once to indicate the system is now disarmed and the green light will come on. If it didn't work on the first try, do it again!

When you are the last one out and are exiting our building:

1. Check to make sure the green light is lit and the display says it's **READY**.
2. Simply push the **"#" key and the number "2" key for AWAY**...to set the alarm. The system will beep twice to indicate the system is now **ARMED and the red light** will come on.
3. Exit the building. Wait outside to hear the alarm signal that it is set and double check to make sure the doors are locked.

Automatic (Handicap) Door Instructions

If you look above each of the doors there is a black mechanism box. On the end of each box, you will see two buttons:

- The top one is for the power only.
- The bottom one is to hold and prop the door open until it is turned off.

Turn the switches as needed:

- Left is **ON**
- Right is **OFF**.

They are labeled accordingly.

If you need to prop the front door open temporarily, simply use the manual doors opposite the automatic doors. Just click into place. Remember to close afterward.