



## **Northbrook United Methodist Church Community Partnership Agreement**

This document is completed on behalf of \_\_\_\_\_, hereafter referred to as the community partner.

Northbrook UMC is excited to support the community by providing space and a platform for social, ministerial, and educational events. The purpose of this agreement is to make sure both Northbrook UMC and our Community Partner understand the expectations and responsibilities of each party. This form is not for event scheduling, but an agreement for ongoing behavior and standards. This agreement should accompany facilities and calendar requests. The community partner must renew this agreement every twelve months. Failure to abide by this agreement may result in the disillusionment of this agreement.

Northbrook UMC agrees to:

- Provide meeting space that is available for the community partner, which must be reserved at least two weeks ahead of time and subject to availability
- Maintain onsite storage for the community partner if needed
- Appoint a staff person as liaison to help coordinate and maintain the church-community partner relationship
- Offer resources to assist the unit with activities (i.e., tables, trashcans, available equipment)
- Publicize the community partner on the website, social media, and inhouse publications where appropriate
- Support the community partner in service projects
- Invite the community partner to all church-wide events including block parties, worship, and prayer services
- Provide guidance on health and safety measures related to accidents, injury, and communicable diseases (COVID-19)

Community Partners agree to:

- Be responsible for activities on church property and the actions of all members and guests
- Keep the church informed of activities
- Keep the meeting space clean and orderly, leaving it as was found
- Background check volunteers working with children, youth, and vulnerable adults
- Abide by the imposed Safe Sanctuary Policy and have volunteers working with children, teenagers, or vulnerable adults complete online training every two years
- Invite members of the church to attend appropriate activities
- Recognize and actively publicize the church's contribution to the stability of the group
- Abide by the guidance provided on health and safety measures related to accidents, injury, and communicable diseases (COVID-19), which is subject to change



## Northbrook United Methodist Church Facilities Use Agreement

Name of Community Partner: \_\_\_\_\_

Parent Organization (if applicable): \_\_\_\_\_

Community Partner Liaison: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

Church Representative Authorization:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)