

Facility Use Policy

General Policy

For our facility ministry to be successful, it is important that guidelines are followed so that the facility is clean, ready, and available when needed. The facilities covered under this policy are the Chapel, Fellowship Hall, Sanctuary, kitchen, and all meeting rooms, nursery, parlor and restrooms adjacent to these areas. Facility use for weddings and wedding receptions is covered under the Wedding Policy. Use of the kitchen is covered under the Kitchen Policy. Grammer House use is covered under the Grammer House policy.

Priorities and Availability

The Church facilities are primarily used for church functions. All other facility use must be approved by the pastor or the chairman of the trustees and scheduled through the church office on the event calendar. Sanctuary and Chapel usage may be restricted. Reservations can be made up to six months in advance and will be made on a first come, first served basis. Recurring or annual events may be scheduled up to a year in advance. Priority for reserving church facilities will be given to certain groups and individuals. While there is no way to cover every possible scenario, the following guidelines will be used in determining which group takes priority when a conflict in scheduling arises. No scheduled event shall be “bumped” in the time period 30 days immediately prior to the event.

1. Church wide events
2. Small group church events
3. Church members for personal use
4. Non-profit community groups
5. Church members with for profit events
6. Non-church members

When an individual or group for a **non-church related function** (#3-#6 above) is using the facility, it must be reserved by or in cooperation with a church member(s) who will be present during the activity or event. The person reserving the facility is responsible for ensuring that polices are followed and any damage that occurs is reported to the church office or Board of Trustees.

Funerals and Memorial Services

As a part of our community commitment, First United Methodist Church is available for funerals and memorial services for both members and non-members. Arrangements should be made through the church office. There will be no charge for funerals and memorial services provided the facility is free from damage at the conclusion of the service.

Costs

Church members are required to pay deposits for non-church related events. Non-profit organizations and non-church members who wish to reserve areas of the church are required to pay deposits and fees as described. Approved individuals and groups are responsible for clean up as well as any damages incurred during the event. The deposit will be refunded once it is determined that the facility has been adequately cleaned, returned to its original setup, and is free from damage. The deposit and usage fee may be waived for groups who currently use the facility on a recurring basis and are determined to be in good standing by the Pastor and the Board of Trustees. A list of groups considered to be in “good standing” will be kept in the church office, and will be reviewed and maintained on a regular basis.

Area	Refundable Deposit (paid by anyone who uses facilities)	Usage Fee (paid by non-church members and groups)
Chapel	\$25	\$25
Sanctuary	\$50	\$50
Fellowship Hall	\$50	\$50
Meeting Rooms	\$25	\$25
Kitchen	\$50	\$100
Nursery	\$25	\$25
Parlor	\$50	\$50

Terms of Use

A facility use agreement must be completed for each use of the facility.

Fire safety must be enforced: hallways kept clear, all exits unblocked and unlocked, no candles outside of sanctuary or chapel altar areas.

The sanctuary and chapel are places of worship. Activities in these areas should be planned in a manner as to respect these areas. Absolutely no food or drinks in these areas.

Any use of the sound, media, projection and lighting equipment must be authorized by the Director of Music. For program events, the church’s equipment may only be used by authorized technical personnel. Upon request for such events, the Director of Music of the church will provide one or more engineers to operate the equipment. A fee of \$25.00 per person, per hour (or any portion thereof) will be assessed to compensate the engineer(s) for his or her time at non-church events including weddings.

If the nursery is to be used, the church office must be **notified a minimum of two weeks** in advance. Only pre-approved nursery workers with background checks on file will be allowed to

supervise children in the nursery. When a nursery is required for certain events, a fee will be charged.

The room arrangement for each room must be returned to the original setup if items are moved.

Smoking and all other tobacco products are not permitted on the property of First United Methodist Church including the parking lots and grounds.

The consumption of alcoholic beverages is not permitted on the property of First United Methodist Church including the parking lots and grounds.

No food or beverages are allowed outside of the Fellowship Hall and Parlor for non-church events.

User is responsible for all property damage incurred during the use of the facility.

No items or decorations may be attached to any walls, windows, partitions, etc.

No temporary structure may be built anywhere on the premises without the consent and supervision of a Staff Member, Pastor, or Trustees.

User must provide any food and beverages that are needed. The Kitchen and many Sunday School Rooms are stocked with food and drinks that were purchased for church usage. Please refrain from partaking of such items.

All garbage must be carried to the outside dumpster. Watch for leaking bags. Recycling is encouraged. A recycling bin is located outside.

Parking lot and grounds should be cleaned and left free from litter.

Turn off all lights; return heating and cooling units to original settings.

Ensure that all exterior doors are locked.

When applicable, please also refer to Grammer House Policy, Kitchen Policy, and Wedding Policy.

Facility Cleaning Checklist

- Room arrangement returned to original setup
- Property free from damage or damage reported
- All garbage and recycling carried to dumpster/
recycling bin
- Tables wiped clean
- Floors swept, vacuumed and/or mopped
- All special equipment is put away
- Restrooms checked to be sure they are left in the
same manner they were found and empty trash as
needed
- All lights turned off, except those that are
designated to be left on, heat or AC returned to
original settings
- All exterior doors locked