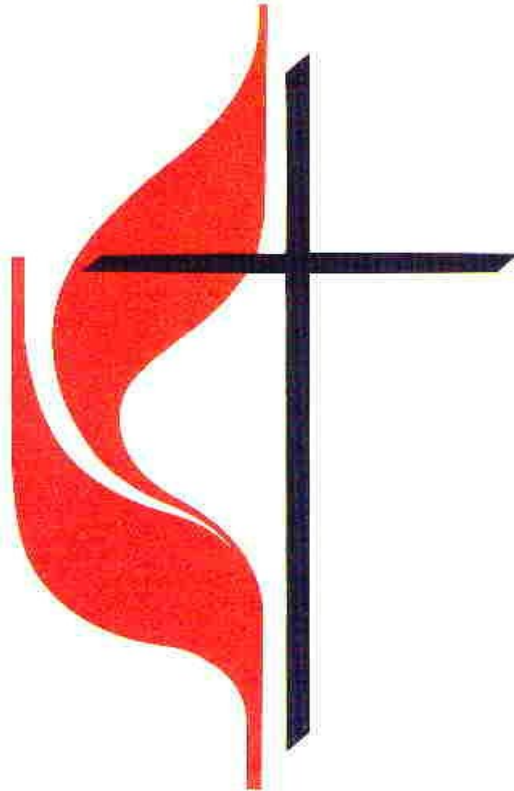


First United Methodist Church

Building Usage Policy



First United Methodist Church

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First United Methodist Church welcomes you! It is the intent of FUMC to encourage the use of the church and its facilities in a manner that brings glory to God and supports the Social Principles of the United Methodist Church, including use for family and fellowship.

You are among a very large group of people who share in the use of our facility. We are pleased to be able to share our facilities for your use and want to continue sharing these facilities. We ask that the following guidelines for groups and individuals be observed.

General Guidelines

(Applies to all room usage, unless other arrangements have been approved)

The use of FUMC facilities is limited to FUMC members, ministries, sponsored groups, church organizations and not-for-profit organizations that support the Social Principles of the United Methodist Church.

- ◆ Smoking, alcoholic beverages or illegal drugs are NOT permitted.
- ◆ Please use only the area you have reserved
- ◆ Please do not move equipment from one area to another without permission. Return equipment to its proper place.
- ◆ Upon request, the Custodian will make a reasonable attempt to set-up the room. When multiple groups use the same room on a given day, it may not be possible to re-set the room between groups.
- ◆ Each group is responsible for returning the room to the same condition (or better) as found.
- ◆ Groups or individuals using the facility are responsible for all damage occurring during use. Report all damage to the church office.
- ◆ Report any equipment malfunction to the church office.
- ◆ **Youth groups will have adult supervision at all times.**
- ◆ Movable walls in Fellowship Hall are to be moved **by authorized church personnel only.**
- ◆ Groups may be asked to relocate (without penalty) to accommodate additional requests.
- ◆ When using the facility on Saturday, arrangements **MUST** be made to ensure that the facility is ready for Sunday morning use.
- ◆ Please vacate the area by the end of your reservation period.
- ◆ **Any individual or group that fails to meet their obligations may be denied future use, or may be required to pay additional service fees.**
- ◆ The Board of Trustees reserves the right to make exceptions to these policies and fees as circumstances arise.
- ◆ No decoration shall be affixed to the walls, doors, or windows by nailing, stapling, or taping.
- ◆ Non-service animals are not allowed in the church.
- ◆ No bikes, skates, or skate boards are allowed in the church building.
- ◆ A Property Usage Contract must be signed by each person, organization or group before they use the facilities, stating when and how the group will use the facilities and how the cleanup will be done. A checklist will be part of the contract each group or person will sign before use. If a group decides not to clean up after use, they will pay a custodial fee of \$35.00

Sanctuary Use

The consecrated purpose of the Sanctuary is for prayer, meditation, worship, and study. Any use of the Sanctuary must be approved by the Board of Trustees and Pastoral Staff.

Equipment Use

- ◆ Pianos, clavichord and Organ are not to be moved.
- ◆ Lecterns are not to be moved except by Trustees.
- ◆ Church equipment is for church use only.
- ◆ Anyone who uses the A. V. equipment must be trained by the A. V. Coordinators
- ◆ We do not loan tables and chairs or kitchen equipment/linens/dishes/etc.
- ◆ When the nursery is in use there are to be two adults (18 or over) to staff the nursery. This is a requirement of the state law.

Kitchen

- ◆ No food is to be left in the kitchen unless it is clearly marked (including date) and planned to be used within one week.
- ◆ Food left for others to use should be marked: "FOR EVERYONE".
- ◆ Fees for the use of the kitchen include reasonable use of kitchen supplies. (Linens are not to be used.)
- ◆ Please do not use items marked for other groups.
- ◆ Please mark personal items (pans, knives,...) and take them home.
- ◆ All items used must be washed and returned to the proper storage area.
- ◆ Groups or individuals using the kitchen are responsible for laundering towels and returning them in a timely manner. Alternately, you may supply your own towels.
- ◆ All countertops and cooking areas should be cleaned.
- ◆ All trash cans should be emptied and liners replaced.
- ◆ All floors should be swept and spills mopped.

Church Groups

- ◆ FUMC Ministries and Groups are responsible for returning the room to the same (or better) condition as found, unless other arrangements are made.
- ◆ Custodial Services may be obtained by paying the appropriate Church use donation.
- ◆ There will be no charge for member use of any part of the church when contract requirements are followed.

Non-church Groups and Individuals

- ◆ Only requests from not-for-profit organizations, individuals and commercial organizations for any non-sales activity will be considered.
- ◆ No sales type “parties” (Tupperware, Pampered Chef, etc.) are allowed, except as fund-raising projects approved by the Finance Committee.
- ◆ Use of the kitchen (beyond Incidental Use) by Non-Church Groups and Individuals requires the presence of a Kitchen Monitor approved by the U.M.W.

Church Use Donations

Room Use Donations

Fellowship Hall.....	\$85
One Room.....	\$35
Kitchen &/or equipment.....	\$75
Kitchen Monitor.....	\$80
Camera/Audio Equip.....	\$50 per hour
(a member of the worship committee must be present)	

Custodial Fees

Custodial Fee.....	\$35
(If 25 or less participants and meet between 8:00 a.m.-2:00 p.m. Monday –Friday no custodial fee)	