

**GRACE UNITED
METHODIST CHURCH
FACILITY USE POLICY**

**APPROVED BY
BOARD OF TRUSTEES**

FEBRUARY 27, 2003

(as scanned by Jay Allison on 04/14/2007)

GRACE UNITED METHODIST CHURCH FACILITY USE POLICY

ADMINISTRATION OF POLICY

Trustees have the sole responsibility for establishing and administering the policy for the Grace United Methodist Church (GUMC) in keeping with the Book of Discipline of the United Methodist Church. This policy shall remain in effect until such time as changes are made in writing and are approved by the Trustees of GUMC.

Changes, additions, or deletions to this policy may be requested by any member of the church. Such requests should be submitted in writing to the Board of Trustees for review and action.

This policy shall be reviewed and approved at least every two years.

Any situations not covered by the current approved policy shall be referred to the Board of Trustees for decision.

The Board of Trustees reserves the right to rescind facility use at any time.

OBJECTIVE

It is the intent of the Grace United Methodist Church to make maximize use of its grounds, buildings and tangible property for the promotion of Christianity, community fellowship, and mission and ministry activities that positively affect the lives of GUMC members and friends. This declaration of intent recognizes that it is the Church that ties the community together in love, fellowship, work, study, and play.

CATEGORIES OF USE

Church Sponsored Activity – Any activity organized and sponsored by a chairperson of a council, committee, or ministry team, an elected officer, or member of the GUMC staff, with the purpose of conducting Church administrative business, and/or planning and implementing church programs. Approval for use is assumed, however, scheduling with the church office is required.

Church Member-Sponsored Activity – Any activity sponsored by a church member, but is not a church organized activity, and one that does not charge a fee for participation [e.g. anniversary celebrations, birthday parties, wedding receptions (see wedding policy), bridal showers, baby showers, parties, teas, guild and club meetings.

Approval for use is assumed, however, scheduling with the church office is required. Scheduled use should not coincide with any church service. An *Event Planning Form* must be completed and returned to the church office.

Community-Sponsored Activity Endorsed by the Church – Any activity managed by an individual or group with no membership connection to the church, and not included in the approved church programs [i.e. civic and community groups, sport groups, music groups, educational groups, youth groups, senior groups, etc.]. A *Facility Use Request Form* must be submitted, approved, and kept on file in the church office.

Non-Member Activities – Includes all non-church, non-member, non-civic sponsored seminars, lectures, meetings, etc., including any activity that charges a fee for

participation. A *Facility Use Request Form* must be submitted 30 days prior to the event. Specific approval action by the GUMC Board of Trustees is required for each activity. Given approval, scheduling with the church office is required. At the discretion of the Board of Trustees, a damage deposit may be required for this category of use.

Emergency General Public Use - Includes short-time accommodations for community members during periods of severe weather, natural disasters, and general public need. The Pastor and/or the Chairperson of the Board of Trustees has the authority to determine emergency need, and approve utilization of resources.

Commercial Activities - Use of the facilities, grounds, or property by any company, organization, or individual for the strict generation of profit is prohibited.

GENERAL POLICY GUIDELINES

It is the policy of Grace United Methodist Church that all persons using the grounds, facilities, and tangible property of the Church should at all times exhibit a loving, Christian presence that will provide a positive example for the care and proper utilization of the resources with which God has blessed this community. To that end, the following guidelines have been established. These guidelines are not designed to inhibit use of the facilities, but rather to enhance and insure continued use and enjoyment.

General Rules

1. Grace United Methodist Church is a smoke-free facility. Smoking is not allowed anywhere on the Grace Campus.
2. No alcoholic beverages are permitted on church property.
3. No weapons of any kind are allowed on the Grace Campus except those authorized for use by local law enforcement officers.
4. Children should be supervised at all times. Grace Children should be instructed that the Church is a place for worship, study, and play, and that there are designated areas for each of these activities. Child supervision and guidance are necessary to insure reverence for God and respect for other members.
5. No exterior signage is to be attached in any way to existing signs or fixtures (i.e. light posts, down spouts, etc.). Exterior signs will be limited to small, staked signs directing participants.
6. No signs may be taped to walls, doors, or any non-glass surface. Interior signs may be displayed on easels or on the bulletin board.
7. No permanent wall hangings shall be placed anywhere in the building without approval of the Trustees. No temporary wall hangings shall be placed in any common area without approval of the Trustees. Every effort should be made to avoid permanently altering (i.e. holes, tom paint) any surface on the interior or exterior of the building.
8. No plants requiring perpetual care. Exceptions are plants in specialty use areas that are maintained by the occupants (e.g. staff offices, Sunday School rooms).

Scheduling and Reservations

The church office is responsible for scheduling and reservations of specific use areas, and equipment. Regularly scheduled events and church programs have priority over special events and programs. All scheduling must be done through the church office. Under normal circumstances the church will not be available for outside use during normal worship and Sunday School hours.

Use of church equipment within the facility (overhead projector, VCR, TV, computers, sound equipment, keyboards, pianos, organ, etc) must have church office approval.

Church property will not leave the facility unless logged out to a member of the church, and logged back in when returned in as good or better condition than when it left. The Church office will maintain a property logbook to account for church property leaving the facility.

Cleaning/Damage

All users are required to return their meeting place to the original condition before leaving. All trash and decorations should be properly disposed to the outside dumpster. All furniture shall be returned to the original configuration. All spills shall be promptly cleaned.

Any damage to church property must be reported promptly to the church office. Users are responsible for repair and/or replacement cost for all property damaged during their use, unless it is a church-sponsored event. If a damage deposit was required, repairs/replacement cost exceeding the damage deposit will be charged to the user.

Keys, Locking, Unlocking

Only the pastor or the Chairman of the Board of Trustees is authorized to issue keys. A key log will be maintained in the church office indicating all persons who have been issued a key, and for what purpose. Only one key will be issued to a user group, and the designated person will be noted on the *Event Planning Form* or the *Facility Use Request Form*. If a key is lost, the church office shall be notified, and the key log annotated. Only the Board of Trustees can authorize duplication of keys. The church office will maintain an inventory of all keys, and will record the quantity, identification number, and type of all keys.

Only the pastor and the Chairman of the Board of Trustees are authorized to divulge the security code. Facility users after normal business hours must make arrangements through the church office for de-activation and re-activation of the security system. A staff member will change the security code periodically at the discretion of the Board of Trustees.

BUILDING AND GROUNDS

No commercial trucks or construction equipment are allowed on the parking lots except for deliveries and approved construction.

The Board of Trustees shall approve all landscape changes (i.e. shrub trimming, tree cutting, and any landscape alterations).

No alterations to any part of the building in any way shall be allowed without written approval of the Board of Trustees.

SPECIFIC DETAILED POLICIES

Policies for specific use areas of the church can be obtained from the church office. These include a policy for Weddings, Kitchen-Use, and Nursery-Use.

All individuals using Grace United Methodist Church facilities should be familiar with the Crisis Management Plan.

APPENDIX

**GRACE UNITED METHODIST CHURCH
FACILITY USE REQUEST FORM**

**FOR USE WITH: Community-Sponsored Activities Endorsed by the Church
Non-Member Activities (Require 30 days prior notice.)**

To be completed by requestor. Recurring activities must submit this form yearly.

Date Submitted _____

Name Of Event _____

Number Attending _____

Date(s) of Event(s) _____ **Time From:** _____ **To:** _____

Group _____ **Point of Contact** _____

Contact Phone # _____ **(Day)** _____ **(Evening)** _____ **(Cell)** _____

Room(s) Requested _____ **Alternate Choice** _____

Equipment Requirements _____

Kitchen Required: Yes () No ()

Nursery Required: Yes () No ()

FOR OFFICE USE:

To be completed by Trustees or Staff.

All Non-Member activities require Trustee approval.

Approved by Board of Trustees _____ **Date** _____

Signature, Chairman

Room(s) Assigned _____

Scheduled for (Date and Time) _____ **Scheduled By** _____

Key Number: _____ **Key Issued to** _____

Key Issued by _____ **Date** _____

Key Returned by _____ **Date** _____

Key Received by _____

Key Lost: Notified By _____ **Date** _____

Fees: _____ **\$** _____

**GRACE UNITED METHODIST CHURCH
EVENT PLANNING FORM**

FOR USE WITH: Church-Member Sponsored Activities

To be completed by chairperson, staff member, or church member.

GROUP _____

NAME (person responsible for group using the facility) _____

PHONE: _____ (Home) _____ (Work) _____ (Cell)

DATE(S) OF MEETING(S)/EVENT _____

TIME OF MEETING/EVENT _____

IF ON-GOING, LIST DAYS AND TIMES OF MEETINGS:

FOR OFFICE USE:

ROOM ASSIGNED _____

SCHEDULED FOR (Date & Time) _____ **SCHEDULED BY** _____

KEY# _____ **KEY ISSUED TO** _____

KEY ISSUED BY _____ **DATE** _____

KEY RETURNED BY _____ **DATE** _____

KEY RECEIVED BY _____

KEY LOST: NOTIFIED BY _____ **DATE** _____