



Mount Pleasant United Methodist Church
5120 Burlington Road, Greensboro, NC 27405
336-697-0444 * mountpleasantumc.org

GUIDELINES FOR USE OF CHURCH FACILITIES

Effective January 1, 2014

The use of Mount Pleasant Church facilities falls into one of two categories, Fundraiser OR Non-Fundraiser. A Fundraiser must be scheduled and approved through the Mount Pleasant Church Council which meets quarterly. A **Fundraiser Request Form** may be obtained from the church office. A Non-Fundraiser activity must be scheduled through the church office. Weddings & Funerals are the exception and must be discussed with the Lead Pastor prior to being scheduled. Church related activities are given priority over non-church related activities. Priority for scheduling church facilities shall be given as follows:

1. Regular Church Services & Funerals
2. Child Development Center Activities
3. Meetings, Classes, Small Groups
4. Wedding or Special Event by church members
5. Community Service (Boy Scouts, Girl Scouts, 4-H, Lions Club, School activity, etc.)
6. Wedding or Special Event by non-church Members

GUIDELINES SET FORTH BELOW MUST BE FOLLOWED REGARDLESS OF THE TYPE OF ACTIVITY:

1. Each event is required to have one person responsible for the activity.
2. Responsible person (RP) must properly schedule event through Church Council or the church office.
3. RP must arrange for and /or is responsible for set-up & clean- up to include: locking & unlocking of building, resetting heat & a/c, returning things where they belong, reporting any damage to church office immediately.
4. RP must arrange for any needed childcare (children are not to “roam” around the church).
5. Payments must be made to the church Business Administrator no later than one week prior to activity. (See **Use Of Church Facilities Fee Schedule**)
6. Remember you are reserving a part of the church facility and not the whole building. Your activity should be contained to the reserved area(s).
7. No Tape, Thumbtacks, Nail, Staples are to be used in the walls, ceilings, doors, or woodwork.
8. RP is financially accountable for any damages caused by caterers, florist, or decorators. RP must recover his cost from those whom caused damage.
9. All children & youth must be under adult supervision at all times.
10. Church tables/chairs may not be removed from church grounds at any time.
11. Smoking or alcohol consumption are not permitted.
12. Use, consumption, or bringing of food or drink into the sanctuary is prohibited.
13. No rice or confetti may be thrown in the sanctuary or any other part of the building.
14. Use, movement, operation, adjustment, or contact with audio or video equipment is prohibited unless an audio technician is present or by special permission and training from our Director of Music.
15. EVERY Church Member is responsible for the care of God’s House and be good stewards of all within it. Mount Pleasant United Methodist Church should be left looking better that it was found.

“How very good and pleasant it is when kindred live together in unity!” - Psalm 133:1