

Bethlehem United Methodist Church Policy on Use of Facilities

We at Bethlehem United Methodist Church have been blessed with buildings of which we can be proud. We believe that our buildings are to be used in the ministry of the people of God and for the benefit of the community. These buildings are a trust, and we are responsible for maintaining the facilities themselves and assuring their proper use as a part of God's kingdom. In order to maintain the beauty of these facilities, this policy has been set regarding usage by members and non-members.

The primary purpose of the building is to provide a place for worship, fellowship, outreach ministry, and growth for Bethlehem United Methodist Church. Group and organizations within the congregation use the building with the expectation that each member of the church family will help to maintain the quality and cleanliness of our church.

This policy is a result of the Trustees of the Church recognizing that they have a responsibility to assure proper care and use of the buildings and facilities of the Church. Therefore, the following policy has been adopted.

I) GENERAL PROVISIONS

- A) There will be no alcoholic beverages served in the building or on the church property.
- B) Smoking is not allowed in the church facilities.
- C) Children and youth should be supervised at all times for events scheduled in the buildings and playgrounds. The courtyard play area is limited to children five (5) years of age and younger. The playground is licensed for children three (3) years of age and older.
- D) Any questions arising concerning the interpretation of the policies will be resolved in consultation with the minister and/or Board of Trustees
- E) No church property may be removed unless pre-approved by the church office. There are certain tables and chairs that may be checked out for personal use. Any damaged items will need to be repaired or replaced.
- F) There should be one person/leader who is responsible for each function. That person will serve as the main contact and will be responsible for turning off the lights, checking the restroom, and locking the doors upon conclusion of any function at Bethlehem United Methodist Church.

II) IN THE SANCTUARY

The sanctuary is a hallowed place of worship for the edification of God in the many areas of worship. These areas include Sunday morning worship, special worship services deemed necessary by the Pastor and Worship Committee, funerals, weddings, and other programs of Church at worship. The sanctuary therefore should be reserved for the purpose of worship and should be respected as such.

A) FUNERALS

The death of a member should be reported to the Pastor as soon as possible, and arrangements for the funeral should be made in consultation with the Pastor.

- 1) If a family wishes another minister to participate in a funeral or to assist the Pastor in a funeral, this should be communicated to the Pastor, who will issue the invitation to the other minister.
- 2) Requests for a funeral for a non-member will be honored, but burial must be arranged through the Cemetery Committee according to the Church Cemetery Policy. Visiting ministers will be invited by the Pastor.

- 3) Use of audio-visual equipment and church-owned musical instruments is restricted to personnel who are capable of their proper operation.

B) WEDDINGS

All arrangements pertaining to the service of marriage shall be made through the Pastor. When scheduling for a wedding, please reserve the facilities to include rehearsals and set up.

- 1) The Pastor shall counsel the couple and help plan and schedule the wedding. All couples seeking to be wedded at Bethlehem shall adhere to the guidelines of the United Methodist Church.
- 2) If there is a desire to have another minister perform the marriage or to assist the Pastor, this should be communicated to the Pastor. The Pastor will issue the invitation to the visiting Pastor.
- 3) Weddings are special, happy times, but we must remind all parties that weddings are considered to be worship services of the Church. As such, certain guidelines need to be followed.

(a) The pulpit and chancel area is to be respected and should not be crowded with flowers or other decorations, which obstruct the view of the candelabra on the altar tables, which should not be moved. Any plans to alter this area need to be pre-approved by the Pastor.

(b) There must always be a pathway available for the Pastor to pass through the chancel area to a place directly in front of the pulpit in order to perform the marriage.

(c) It is recommended that sacred music be used for the wedding, as this is a worship service. Music will be discussed during pastoral counseling sessions.

(d) Use of audio-visual equipment and church-owned musical instruments is restricted to personnel who are capable of their proper operation.

(e) Decorations must be in keeping with the sanctity of the church. Any florist or parties placing decorations in the sanctuary or any other place in the church shall be held responsible for any damages resulting from decorations and shall be expected to make payment to cover costs of repair for those damages.

(f) No decorations should block emergency exits or impede egress through those exits.

(g) In the event the participants in the wedding of a member family feel they cannot properly clean the sanctuary and whatever rooms are used in the education wing following the wedding, they may arrange for clean up by the custodians of the building. These arrangements should be made prior to the wedding, and the fee agreed upon by the family and custodian shall be paid in advance.

(h) For weddings of non-members, the same clean-up arrangements apply, with one exception. Clean-up by non-members after weddings must follow a checklist to be furnished by the Trustees.

(i) The use of flash cameras will not be permitted during any service unless it has been pre-arranged with the minister. Following any ceremony or service, parties may return at its conclusion to pose for pictures. Videotaping of a wedding is allowed with the minister's approval and with the expectation that the camera will be set up prior to the start of the ceremony. All equipment will be placed to avoid interference with the ceremony and the movement of the participants.

Effective January 1, 2018 –
\$100.00 deposit required. See
Appendix A for fee schedule.
See Appendix B for clean-up
checklist.

Effective January 1, 2018 -
no non-member weddings.

III) THE FELLOWSHIP HALL

A) GENERAL USAGE

- 1) Multiple events may be scheduled in various parts of the church at the same time with the understanding that one function should not interfere with or disturb the other.
- 2) When an event of any kind is scheduled in the fellowship hall, as a common courtesy, others should refrain from entering while the event is still underway.
- 3) There should be no sitting on the tables or serving counter in the fellowship hall.

B) CLEAN-UP

1) Members

- a) It should be understood that any member, church group, or church-sponsored group is expected to clean any part of Bethlehem United Methodist Church when used. Cleaning should be done with the idea that the facility will be left in as clean a condition as it was when found.
- b) After functions occur, the group utilizing the facility should return the room/s to the same order in which it was found. This includes setting back up the original number of tables and chairs.
- c) In the event members are unable to clean the facilities after use, such as for wedding receptions, showers, etc., arrangements must be made with the custodian/s through the church office to clean the facilities, and an agreed upon fee will be paid to the custodian/s in advance. Failure to clean the facility can result in a cleaning fee being charged to the member or group as noted on the fee schedule.

Effective January 1, 2018 –
See Appendix A Lines B1– B3

2) Non-members

- a) Non-members using the fellowship hall or education wing will be required to clean the facilities after use following a checklist furnished by the Trustees. Facilities will be inspected by the Trustees after use by a non-member immediately following the function. Deposits will be returned after the Trustees agree the facility is clean.
- b) In the event non-members using the facilities find it to be impractical to clean as required, there will be a Clean-up Fee for facility, as found on the fee schedule.

See Appendix C

Effective January 1, 2018 –
See fee schedule Lines B1– B3

IV) RESERVATIONS OF ALL CHURCH FACILITIES

- A) Scheduling of church facilities may be done one year in advance when not in conflict with the church calendar. Weddings may be scheduled three years in advance. There will be no charge for use of the facilities by church members, their spouses, or anyone having a least one parent as a member of Bethlehem United Methodist Church. Others will be charged in accordance with the fee schedule. It is the host member's responsibility to insure that all policies set forth are adhered to accordingly.
- B) All reservations are to be made with the church's administrative assistant during regular office hours:
Church Office Hours – Monday-Thursday, 8:30AM-4:30PM
- C) Once a reservation is made, no changes will be made to accommodate one party unless an agreement is made with the party who holds the reservation.

Effective January 1, 2018 – Member weddings permitted will include members and their family members, which include – children, grandchildren, and parents.

- D) A member may not reserve any facilities in his or her name for use by a non-member.
 - E) It is presumed that reservations will be by individual members, member families, and member groups. Non-member reservations will be by individuals and families. CIVIC OR RELIGIOUS GROUPS, MUST BE APPROVED BY THE TRUSTEES.
 - F) Groups that meet on a regular basis will need to complete and sign an information sheet to be kept on file in the church office. This information sheet must be renewed each year at the start of the group's meeting year. This sheet will contain leader contact information, meeting dates and times, and the purpose of the meetings.
 - G) Proposed dates may not be placed on the church calendar until any necessary deposits have been received by the church administrative assistant (if applicable.)
- V) FEES FOR USAGE AND SERVICES (Effective September 2005; Updated January 1, 2018)
- A) DEPOSITS
 - 1) Twenty-five percent (25%) of the total agreed upon fees is required to reserve the date for a function. Full payment is due four weeks prior to an event.
 - 2) In the event a function is planned with less than four weeks' notice, full payment is required before a reservation may be placed on the church's calendar.
 - 3) A deposit is refundable up to four weeks prior to an event. If a cancellation were to occur less than four weeks prior to a function, the deposit shall be forfeited.
 - 4) All collected money shall go into the General Fund of Bethlehem United Methodist Church.
 - 5) The security/cleaning deposit will be returned during the week following an event once a Trustee member has verified the checklist and requested the release of funds.
 - 6) Church members using the facilities at no charge may wish to consider a donation to help cover the expense of utilities and supplies.

Appendix A
Fee Schedule (Revised January 1, 2018)

Effective January 01, 2018 the following changes have been made to the Facilities Usage and Fee Policy for BUMC.

- No non-member weddings. (Member weddings permitted will include members and their family members which includes - children, grandchildren, and parents. MEMBER WEDDINGS REQUIRE \$100 CLEANING DEPOSIT – due before wedding date.)
- Non-member facilities usage options ONLY include – Kitchen and Fellowship Hall.
- Hourly rate charged and hours for set up and clean-up must be included in the time calculated for facility use. Maximum usage is 6 hours.
- Security/Cleaning Deposit is required.

Requested Facilities and/or Rooms	Fees	Office Use Only
A. Cleaning Deposit	\$100.00	
B. *Custodial/Cleaning Fees (if required due to non-cleaning.)		
B1. Fellowship Hall	\$100.00	
B2. Fellowship Hall & Kitchen	\$150.00	
B3. Sanctuary & other facilities (not available to non-members)	\$100.00	
C. Facilities Non-Member Use Fees		
C1. Fellowship Hall	\$75.00 per hour; max hours up to 6 & set-up & clean-up hours MUST be included.	
C2. Fellowship Hall & Kitchen	\$150.00 per hour; max. hours up to 6 & set-up & clean-up MUST be included.	
C3. Sanctuary	NOT AVAILABLE TO NON-MEMBERS	
D. *Paper Goods Fee (If applicable.)	\$20.00 (minimum)	
*Applicable to member's weddings & non-members, for all reservations		

Appendix B

BETHLEHEM UNITED METHODIST CHURCH SANCTUARY CLEAN-UP CHECKLIST

Name of Group _____

Responsible Leader Contact _____

Date of Event _____

Start Time (including set up time) _____

End Time _____

Check as completed.

_____ Vacuum all carpeted areas including rugs and the pulpit area.

_____ Sweep the hardwood floors in the open areas and spot check under the pews.

_____ Remove any decorations you placed in the sanctuary.

_____ If candles were used, check for any wax drippings.

_____ Check all pews for trash. Make sure the Bibles and hymnals are in their holder.

_____ Return heat/air conditioning to the proper setting.

_____ Lock all doors.

Please note any apparent damages or concerns you wish to pass on to the church. We appreciate your attention to maintaining this facility.

---Bethlehem UMC cannot be responsible for personal items left in or on the church property.---

Non-church groups need to complete the following section and return to the church office.

_____ Signed by leader that checklist is complete.

_____ Signed by trustee who inspected facility.

Once this signed form is returned to the church office, the security deposit can be returned. If you have any questions regarding the facility, please contact the office or the trustee assigned to your function.

_____ Trustee assigned to this function.

_____ Telephone contact number.

Appendix C

BETHLEHEM UNITED METHODIST CHURCH FELLOWSHIP HALL CLEAN-UP CHECKLIST

Name of Group _____

Responsible Leader Contact _____

Date of Event _____

Start Time _____ End Time _____

Kitchen, Dining Room, and Bathrooms

Check as completed.

- _____ Set tables back like they were set when you entered the room.
- _____ Wipe down counters and tables.
- _____ Wash, dry, and put away dishes (if used.)
- _____ Return supplies to cabinets
- _____ Turn off stoves, turn off all gas, and wipe down the appliances.
- _____ Clean the drain traps in all sinks and dishwasher.
- _____ Sweep floor (please sweep under tables and chairs.)
- _____ Mop if necessary (CLEAR WATER ONLY, NO SOAP) empty water and hang up the mop.
- _____ Empty trash and place in outside trash cans.
- _____ Place new trash bag in the can.
- _____ Check refrigerator (do not leave anything behind.)
- _____ Take home any soiled kitchen towels, wash, dry and return them clean as soon as possible.

Lights

Check as completed.

- _____ Kitchen lights and exhaust fans turned off.
- _____ Hallway lights turned off.
- _____ Dining room lights turned off.
- _____ Women's bathroom lights turned off.
- _____ Meeting rooms (please double check these even if your group was not intending to use them.)

Security

Check as completed.

- _____ Please walk/look into the courtyard play area. Note that all equipment seems to be in proper order.
- _____ Lock all outside doors to the fellowship hall.
 - _____ Double side doors
 - _____ Kitchen door
 - _____ Front exit door towards sanctuary
- _____ Lock door to courtyard play area from the hallway.
- _____ Lock hallway door under south canopy (please check the hallway doors on both ends of the building just in case A member of your group exits from another door.)

Note any apparent damages or concerns you wish to pass on to the church. We appreciate your attention to maintaining this facility.

BETHLEHEM UMC CANNOT BE RESPONSIBLE FOR ANY PERSONAL ITEMS LEFT IN OR ON THE CHURCH PROPERTY.

Non-church groups need to complete the following section and return to the office.

_____ Signed by leader that checklist is complete.

_____ Signed by trustee who inspected facility.

Once this signed form is returned to the office, the security deposit can be returned. If you have any questions regarding the facility, please contact the office or the trustee assigned to your function.

_____ Trustee assigned to this function

_____ Telephone contact number