

Russell Springs United Methodist Church

Building Guidelines

(270) 866-5180

NOTE: The UMC does not condone the practice of homosexuality and considers this practice incompatible with Christian teaching. The buildings on the RSUMC church property may only be used for events that do not compromise our Biblical beliefs and the United Methodist doctrine, as contained in the United Methodist Book of Discipline. (i.e. pg. 111 ¶ 161 F; pg. 740 ¶ 2529.1 b) (2); pg. 776 ¶ 2702.1 9 (b)).

The following guidelines, pertaining to the RSUMC Building usage, were adopted by the Board of Trustees, November 9, 1994; revised October 7, 2014.

WHO CAN USE THE BUILDING:

- A. Members/Regular Attenders of our church/church groups (Weddings, Reunions, Funerals, etc.)
- B. Ministry Groups: UMW, Youth, Singles, Emmaus Groups, etc.
- C. Community Groups (not for profit): Habitat for Humanity, AARP, Hospice, etc.
- D. Non-member Groups: Weddings, Reunions, Funerals, etc.
- E. No member/non-member may use the building or any part thereof for their own personal gain—HOWEVER—our own local church groups may have fund raisers. Non-ministry food fund raisers are not permitted.
- F. ALL PERSONS UNDER 18 MUST BE ACCOMPANIED BY AN ADULT AT ALL TIMES.

Ministry Groups take priority over Community Groups and Non-member Groups.

In order to maintain a commitment to ministry, groups can only make reservations according to the time frame listed below. Ministry Groups may book at any time within the calendar year.

- Member/Regular Attender reunions, and anniversary receptions – 6 months prior.
- Member/Regular Attender events (such as birthday parties) – 1 month prior
- Community Groups – 3 months prior
- Non-member weddings and receptions - 3 months prior. All other non-member events – 1 month prior.

**Members/Regular Attenders cannot schedule events for non-members.*

MINISTRY GROUPS:

- A. There is no charge for the use of the building for Ministry Groups.
- B. All ministries must fill out a building use application each January & July.
- C. When ministries have “special events” that require parts of the building that they do not use on a regular basis, they must fill out an additional building use application.

MEMBERS/ REGULAR ATTENDERS OF OUR CHURCH & COMMUNITY GROUPS:

- A. There is no charge for the use of the building for Members/Regular Attenders of our Church or Community Groups, however, if any group would want to make a donation to the Reaching Further Fund it will be gladly accepted.
- B. All groups must fill out a building use application and return it to the church office.
- C. Cost for audio/video technician to train you or to run the media for you (if needed) is \$20 / hour to be paid to technician.

NON-MEMBERS GROUPS:

- D. Fee for building rental is \$25 / hour with a minimum charge of \$50. Monies will be deposited in the Reaching Further Fund. \$300 deposit due with building use application. Deposit will be returned if conditions are met. Cost for audio/video technician to train you or to run the media for you (if needed) is \$20 / hour to be paid to technician.
- E. All groups must fill out a building use application and return it to the church office.
- F. The church must receive a one weeks notice of cancellation in order for the deposit to be refunded.

ALL GROUPS:

The following conditions must be agreed to by all groups prior to using any part of the building:

- A. All groups (member/non-member) are responsible for **CLEAN UP (SWEEPING THE FLOORS, WIPING DOWN TABLES AND COUNTERS, SPOT CLEANING THE CARPET AS NEEDED), TURNING LIGHTS OFF, REMOVING THEIR OWN TRASH FROM PREMISES, LEAVING ROOM SET-UP (TABLES, CHAIRS, ETC.) AS FOUND.** A bucket with cleaning supplies is provided in the ROCK kitchen cleaning closet for this purpose. Use it to return the facilities to the condition in which you found them.
- B. Any group may be charged a clean up fee of \$10 per hour for the custodian to clean if conditions are not satisfactorily met.
- C. With the exception of wedding receptions and church-wide events, all food must be served inside the kitchen.
- D. All groups are responsible for any damage to building (broken windows, dishes, etc.)
- E. No smoking inside any part of the building and no alcoholic beverages and/or drugs are permitted on the church premises.

- F. The church is not responsible for accidents or lost articles.
- G. All reservation requests must be submitted to the church receptionist, (270) 866-5180, who will later contact you concerning approval and any follow-up details.