

## **First United Methodist Church - Graham Board of Directors' Guidelines**

These guidelines and operating policies are maintained by the Board of Directors in writing to ensure subsequent Board members know the routine practices of FUMC's Board. They should be updated as the current Board deems necessary.

Board responsibilities are defined in the current Book of Discipline of the UM Church and in our incorporation documents.

### **Guidelines for use of the facility &/or property for:**

**Weddings:** The church's wedding coordinator maintains the procedures for reserving and using the facility. Changes to the procedure should be approved by the BOD.

**Fund-raisers:** We do not allow non-members to use the facility for any type of fund raising (even other churches) as we cannot ensure the funds actually go to Methodist or FUMC member approved missions.

- Mission Groups - There are several groups that use the facility without charge as they are approved (by Administrative Council or "AC") missions of FUMC. Each group has a liaison that is a church or staff member reporting through the AC. And all missions should be consistent with the Book of Discipline's social principles. The liaison is responsible for ensuring their use of the facilities is appropriate
- Mission Groups that are predominately FUMC members, use the facility whenever they schedule through the church calendar, and direct their fund raising proceeds as their group determines appropriate, within Discipline principles. Those groups: Sunday School classes, Young in Heart, Wesley Wares, UMM, UMW, Junior & Senior High Youth (UMYF), Adult Work Team, Annual Festival Committees, Memorial Garden & Nell Mooney Garden. Individual church members that wish to use the facility to raise money for UM missions should be working through an existing committee or group.
- Ministries currently include: Boy Scout Troop #41, Girl Scout Troop, Cub Scout Pack #41 (see Scout Cord.), American Red Cross Piedmont Chapter blood drives (see Drive Coordinator), Van Ministry (see VM Coordinator), Play School (see PS Director or Education Director). Individual church members who wish to use the facility to raise money for UM missions should be working through an existing committee or group.
- Business use requests, profit or non-profit, by either members or non-members will not be approved as this is not in keeping with the non-profit status of the church. Rare exceptions would be those entities having a longstanding history/relationship, (in which there are few), with the church, and such use by these entities is mutually beneficial to the church and its ministry. Such requests will be evaluated on a case by case basis by the BOD and evaluated on this merit.

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### **Facility use for any reason:**

- The BOD should ensure that any group requesting use of the facility has a church committee (or staff) sponsor. And there should be one church (or staff) member that takes responsibility for unlocking/locking/lights/HVAC duties...that person should know how to complete those duties, and know our Safe Sanctuaries policy if youth will be in the facility. Normal use may not require any special discussion of cleaning or janitorial needs, but groups serving food or creating extra cleaning demands should handle those themselves.
- FUMC members requesting to use the facilities for one-time events such as a birthday or anniversary party, wedding or baby shower, graduation celebration, etc. No fee for these types of events or gatherings will be charged for FUMC members and regular attendees. **However, donations are suggested to offset the cost for utilities and other costs associated with building use.** Suggested donations to cover the expenses for increments of 4 hours or less including the time to set up, clean up, and close up are as follows: Classrooms, Parlor, Library, playground area and other small rooms \$25, Stafford Hall \$50, Sanctuary \$100. For periods longer than 4 hours, Board will determine fee, if any, based on the room (s) & time requested to be used.
- In addition a separate \$100 cleaning/damage deposit is required of all persons using any church facilities and due at the time the Application for Use of Church Facilities is made. If the facility is found to be in good order and does not require additional cleaning, the \$100 deposit will be returned within 30 days. However, if additional cleaning is required, doors are not locked, heating and air condition systems left running or damages have been incurred, the \$100 deposit will not be returned and will be applied to cleaning charges or damage repair costs.
- If any question arises about whether an individual or group should use the facility, it is referred to the BOD, using an "Application for Use" form. We use the form to document non-routine use of the church, which allows us to ensure the user/member knows the basic requirements. See attached form, which is maintained by the Board. Completed forms go to BOD Chair for a decision by the Board, and are then filed for future reference.

### **Considerations:** Items the BOD considers when reviewing requests:

Safe Sanctuaries Policy, Book of Discipline, purpose of the church, Insurance coverage, protecting the assets, common sense, other requests for use, security of individuals

### **Items for consideration by those using the facility:**

- There must be a designated church or staff member, at least 21 years of age, who is in charge from each group that uses the facility. That person will make the necessary arrangements through the church office. If there is any question about whether the use of the facility is allowed, contact the BOD.

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- If youth will be at the function (or accompany adults to the facility) the designated person is responsible for following our Safe Sanctuaries policy.
- Check church calendar for availability of room(s) that you will need and have secretary add this event. Usually the schedule is first come, first served.
- Security of group, staff, and facility. All access doors must be locked before leaving the building. Key to be returned to the church office after the event. We require a deposit on door keys to encourage their immediate return.
- We ask that you leave the church clean and neat.
- If you move anything, make sure it is returned to its original place before leaving.
- In the event of damage to equipment or facility, please discuss with office or BOD.
- Lights, heat/air conditioning, and water should be off when leaving, including upstairs & downstairs bathrooms. Make sure responsible party knows how to do this.
- Heat or air conditioning may need to be turned on prior to your event.
- Food - do not leave open containers of food anywhere. Do not leave your leftover food in kitchen, or refrigerator.
- Trash - remove full trash bags & place in dumpster on Market Street. Close dumpster door. Secure lids on all trash cans inside building.

**Property:** Note that the Board is responsible for disposing of or approving the disposal of furniture, appliances, electronics, or other "non-supply" type assets.

### **Property use:**

- Office equipment and supplies shall not be used by members for personal or private business use. Tables & chairs, furniture, etc. are not generally removed from the facility but may be used by FUMC classes or members meeting off-site if needed for church related functions and approval of the BOD prior to their use. If removed from facility, care should be taken to ensure all property returned as soon as possible.
- When requests come in from non-members for use of any church property, the answer is "no". There may be special circumstances when loaning property would fit within our mission, and those should be referred to the Board for consideration.
- Information property or "people info"...our aim is to protect the privacy of our congregation, so generally we do not give out information to anyone seeking to promote their business or raise funds. However, our church directory is available to church members and we do not restrict the members' use of that information.
- Print or electronic lists of membership information, our suppliers, contractors, or staff should not knowingly be made available to anyone for business promotion purposes.

**Storage:** Use of the storage areas is coordinated as needed through the Board.

## FUMC Graham - Application for Use of Church Facilities

Church or Staff Member Requesting Use: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date(s) Wanted: \_\_\_\_\_ Times: \_\_\_\_\_

Organization or Group Represented: \_\_\_\_\_

Address & Phone

# \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Areas Requested:     Kitchen     Stafford Hall     Goley Chapel

Sanctuary     Library     Parlor/Kitchenette

Classroom(s): \_\_\_\_\_ Other: \_\_\_\_\_

Approximate # of People: \_\_\_\_\_ Any children?  Yes  None

Equipment Needs:     Chairs     # Tables    Other: \_\_\_\_\_

Cleaning/damage deposit \$100 Paid: \_\_\_\_\_ Returned: \_\_\_\_\_

If cleaning/damage deposit not returned, list reasons on back of this sheet \_\_\_\_\_.

Door key required, need a key?:     No     Yes (key returned \_\_\_\_\_ )

Member who will ensure equipment set up & return of all items to proper place: \_\_\_\_\_

### Considerations:

1. Church calendar has been checked and rooms required are available. If room needs decorating before the event, reserve for that time also.
2. Group is responsible for the cost of paper goods (plates, napkins, cups, etc.) or supply your own. Large group should check with Board before date to ensure adequate supply.
3. Adult supervision is required if a child or youth are present. For their safety, the Safe Sanctuary Policy should always be followed.
4. Please leave church clean & neat. Leave no open food containers, leftovers, nor open trash cans.
5. All exterior doors to be locked following event (or if practical, after all attendees arrive, lock doors).
6. Turn off water, lights (including restrooms), heat or air before you leave. If you do not know location of switches or how to use thermostats, ask for help before the date.
7. If anything damaged or not working properly, please let office or Board know.

**Signature of person responsible:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For BOD use: Application for use: \_\_\_\_\_ Approved, or \_\_\_\_\_ Not Approved by Board on date \_\_\_\_\_

Donation or Use Fee collected: \$ \_\_\_\_\_ Use Form, Page 1 of 1, Approved 2/09/2010, Dispose of prior copies