

Prince of Peace United Methodist Church

Building Use Policy

Statement of Purpose and Intent

Pursuant to the Book of Discipline of the United Methodist Church, use of the building facilities, equipment, and/or grounds by outside organizations or church members for other than church ministries, events, and activities must be in accordance with the general purpose of Christian fellowship. In this connection, the following policies and rules, as reviewed by the Administrative Council and approved by the Board of Trustees will be observed.

Policy

I. General Regulations

- 1) Only the gray chairs and folding tables may be moved from one room to another. They must be returned to place of origin. No other furniture is to be moved.
- 2) Masking tape or "poster putty" may be used temporarily ONLY on walls of painted concrete blocks and must be taken down before leaving the premises. Nothing will be attached to walls or ceilings except on bulletin boards or tack strips.
- 3) Activities will be confined to the rooms contracted.
- 4) No food or drink is allowed in the sanctuary or Narthex areas.
- 5) Proper authorization is needed to use the audio/visual equipment, organ, or piano.
- 6) Rules for the kitchen are posted on a wall in the kitchen.
- 7) Do not exceed the maximum occupancy for a function.
- 8) Person signing contract accepts full responsibility for any and all damages done to the church properties used both inside and outside as determined by the Board of Trustees.
- 9) The church will not be responsible for any items left or stored on the premises.
- 10) The totals of the fees are due and payable within ten (10) business days prior to the date of the activity. \$25.00 will be charged for any check returned.

II. Special Use

- 1) Any non-profit organization, using the facilities for fund-raising events, must negotiate the use, cost and approval of the required facilities with the chairperson of the Board of Trustees.
- 2) Any non-charitable organization, using the facilities in which instructors/leaders are paid and the organization makes a profit, must negotiate the use, cost and approval of the required facilities with the chairperson of the Board of Trustees.

III. Long Term Commitments

Only commitments up to six months will be considered. This is the maximum amount of time for one contract. If the organization wishes to renew its commitment, it must reapply 30 days prior to the end of the six-month period.

IV. Pre-emptions

Church organizations have the right to pre-empt the calendar, which may require a shift in one direction or the other by the requesting organization. Requesters will be notified a minimum of 30 days in advance if changes in dates are required. This has rarely happened in the past, but the possibility always exists. We will try to work with your organization should preemption be necessary so that the matter is resolved to the satisfaction of everyone.

V. Sunday Schedules

Sunday use of the church facilities will be granted no more than four (4) weeks in advance.

VI. Audio- Visuals

Use of any church-owned audio-visual aids must be cleared with the church secretary at least one week in advance of the planned activity and will require a PoP UMC representative for setup and operation.

VII. Supervision

If children are present at any of the functions, the using organization/individual must ensure that they are supervised and not allowed to run throughout the church.

VIII. Security

- 1) All doors must be closed and locked before leaving the premises.
- 2) No admittance will be permitted prior to 8:00 a.m. unless special arrangements are made.
- 3) All lights will be turned off upon departure. Please double-check the lights in the restrooms.
- 4) Turn off all appliances that were in use.

IX. Heating/Air Conditioning System

The thermostats in the church are pre-set and should not be changed.

X. Clean-Up

- 1) Floors must be left clean (i.e., spills, sticky mess, crumbs).
- 2) Tables should be cleared, wiped clean, and returned to their point of origin.
- 3) All restrooms must be left reasonably clean and free from damage. No clogged toilets, no messes on the floors.
- 4) All trash should be double-bagged and fastened in plastic bags and placed outside in proper refuse receptacles or removed from premises if receptacles are full.
- 5) Make sure all candles are extinguished and sanctuary returned to original condition.

XI. Smoking

Smoking is permitted outside the lower level door only. Please extinguish all smoking materials in the sand receptacle that is provided.

XII. Alcoholic Beverages

ABSOLUTELY NO ALCOHOLIC BEVERAGES ARE PERMITTED ANYWHERE ON THE CHURCH PROPERTY!

XIII. Parking

- 1) Park only in designated spots.
- 2) All posted signs and markings must be obeyed. Handicapped parking is provided at the front and rear entrances.
- 3) Do not park in front of doors.
- 4) Do not litter. Trash is to be put in proper containers.

XIV. Keys to the Church Building

- 1) Requests for keys shall be made to the church secretary.
- 2) A record will be maintained in the church office of persons receiving keys. Any losses should be reported immediately to the church office.
- 3) Individual who has been given a key will not duplicate the key and will not allow it to be duplicated by any other person.
- 4) Individual will return keys to the church secretary on the date promised.

(NOTE: Church members may use the key maintained in a lock-box outside the rear entrance at no charge; however, the key must be placed back in the lock box immediately after each use. Contact the Church Secretary to obtain the combination.)

XV. Wedding Regulations

- 1) Only musicians approved by the church (Pastor or Trustee) may use the organ/piano. The church organist may be called to play for weddings or offer other suggestions. The church organist's phone number can be obtained from the church office. Guest ministers shall coordinate use of the church organ/piano with our minister.
- 2) Please, no flash photographs during wedding services. Pictures from the back of church only are allowed during the services, however, stationery video cameras may be placed inconspicuously in the chancel area or from side doors (from stairwell or sacristy). Pictures/reenactments may be posed for photographing after the service.
- 3) A wedding director is suggested. This person would direct the entrance of the wedding party in the processional (i.e., ushers will be directed as to where and when to seat mothers, light candles, etc.), and could make suggestions for arrangements, flowers, candles, wedding party layout, timetable, etc.
- 4) Birdseed may be thrown in parking lot. Rice is not permitted.
- 5) Weddings may be scheduled one year in advance.

XVI. Schedule of Rates

Security Deposit: A \$100.00 security deposit is mandatory for both nonmembers and members. All security deposit(s) are required at the time this agreement is signed. Additional charges will be incurred if damage(s) exceed the deposit. The deposit will secure the date(s) required. Deposit is refundable within ten (10) working days if facilities and grounds are left undamaged and

cleaned. Deposit is not refundable if less than fifteen (15) days notification is given for cancellation.

Ministerial Service: An honorarium of \$200.00 is suggested for the minister for non-members. There is no fee for church members; however, if you feel a need to make a gift, you may use your discretion.

Organist: A fee of \$ 100.00 is suggested for the organist.

Keys: \$10.00 deposit for the use of the church key. Deposit will be refunded when the key is returned to the church secretary on the date promised. (NOTE: Only members may use the key maintained in a lock-box outside the rear entrance at no charge; however, the key must be placed back in the lock box immediately after each use. Contact the Church Secretary to obtain the combination.)

Building Use Rates

Building Space	Non-member rates		Member Rates	
	Hourly Rate (2 Hour Minimum)	Hourly Rate (Additional Hours)	Hourly Rate (2 Hour Minimum)	Hourly Rate (Additional Hour)
Sanctuary	\$100.00	\$50.00	\$25.00	\$10.00
Fellowship Hall	\$75.00	\$25.00	\$25.00	\$10.00
Classrooms	\$30.00	\$10.00	No Charge	No Charge
Kitchen	\$30.00	No Charge	No Charge	No Charge

XVII. Building Use Approval

- 1) General Use applications are approved by the Chairperson of the Board of Trustees.
- 2) Wedding Use applications are approved by the Pastor.

XVIII. Procedure

- 1) PoP UMC members and non-members requesting use of the building facilities, equipment, and/or grounds must complete a General Use or Wedding Use application (see attached).
- 2) The Church secretary shall submit the application for approval. The requester shall be notified of the approval or disapproval decision.
- 3) Approved and disapproved applications shall be filed in the Church office by the Church secretary.
- 4) For approved applications, the Church Secretary shall apply applicable fees on the User Agreement and provide the User Agreement to the Requestor for review, acknowledgement and signature. The signed original User Agreement shall be given to the Requester; a copy of the signed User Agreement shall be filed in the Church office by the Church secretary.

- 5) The requester shall pay all applicable deposits and fees at the time the User Agreement is signed. If payment is by check, separate checks are required for each individual deposit and for total fees.
- 6) Upon satisfactory completion of all post-event requirements (clean-up, no incurred damages, and return of keys) deposits shall be returned to the Requester. Failure to properly clean the facility, any damages incurred, or failure to return the key will result in forfeit of the applicable deposit(s).

Attachments

User Agreement

General Use Application

Wedding Use Application

Checklist for Church Rentals

Review

This policy shall be reviewed annually by the Board of Trustees. All changes to this policy must be approved by the Board of Trustees.

Approval

This policy is hereby adopted by the Prince of Peace United Methodist Church.



Chairperson, Board of Trustees

4/11/2013
Date

General Use

APPLICATION FOR USE OF ROOM (S), EQUIPMENT AND GROUNDS

All information must be furnished before application can be processed.

Date & Time Requested: _____

Number of Total Participants: _____

Space Requested (✓):

Sanctuary (time needed) _____

Classroom #____ (time needed) _____

Kitchen (time needed) _____

Nursery (time needed) _____

Fellowship Hall (time needed) _____

Equipment Requested (✓):

Piano

Organ

Audio/Visual Equipment (Requires a PoP Representative)

People Needed (✓):

Pastor

Pianist/Organist

Sound Person

Cleaning Crew

Requester: _____

Home Phone: _____

Work Phone: _____

Address: _____

Name of person responsible for supervising activity: _____

Phone: _____

Date (*today's date*): _____

Approval: Yes No

Trustee Chair _____

Date _____

Wedding Use

APPLICATION FOR USE OF ROOM (S), EQUIPMENT AND GROUNDS
All information must be furnished before application can be processed.

Wedding Date/Time Requested: _____

Reception at Church? Yes / No

Number in Wedding Party: _____

Number of Expected Guests: _____

Rehearsal Requested (the night before): Yes / No Time: _____

Name of Bride: _____

Name of Groom: _____

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

Address: _____

Address: _____

Space Requested (✓):

People Needed (✓):

Sanctuary (time needed) _____

Pastor

Classroom # ____ (time needed) _____

Pianist/Organist

Kitchen (time needed) _____

Sound Person

Nursery (time needed) _____

Cleaning Crew

Fellowship Hall (time needed) _____

Requester: _____

Equipment Requested (✓):

Home Phone: _____

Piano

Work Phone: _____

Organ

Address: _____

Audio/Visual Equipment (Requires a PoP Representative)

Name of person responsible for supervising activity: _____

Phone: _____

Date (today's date): _____

Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Pastor _____	Date _____

User Agreement

I have read the Building Use Policy and agree to abide by the rules set forth in the policy. I will make all participants aware of the pertinent aspects of the regulations. I will assume responsibility for their enforcement. I acknowledge the fees applied below.

<i>To be completed by PoP UMC</i>	
Date Requested: _____	
(✓ one) <input type="checkbox"/> Member	<input type="checkbox"/> Non-member
<u>Fees:</u> (✓ all that apply)	
<input checked="" type="checkbox"/> \$100.00 Security Deposit	Date received: _____
<input type="checkbox"/> \$200 Ministerial Service Honorarium	Date received: _____
<input type="checkbox"/> \$100 Organist Fee	Date received: _____
<input type="checkbox"/> \$10 Key Deposit	Date received: _____
<input type="checkbox"/> Sanctuary \$ _____	Date received: _____
<input type="checkbox"/> Fellowship Hall \$ _____	Date received: _____
<input type="checkbox"/> Classrooms \$ _____	Date received: _____
<input type="checkbox"/> Kitchen \$ _____	Date received: _____
Total amount of fees: \$ _____	

Make check payable to Prince of Peace United Methodist Church.

Requester's Name: _____
(Print Name)

Requester's Signature: _____

Requester's Phone Number: _____ Date: _____
(Today's Date)

***Original: Requester
Copy: PoP UMC***

Checklist for Church Rentals

- Return all tables & chairs to original locations

- Sanctuary
 - Carpet clean (check for candle wax on floor)
 - Any added accessories/decorations removed

- Restrooms
 - Clean
 - Water off
 - Trash removed

- Kitchen
 - Floors & countertops clean
 - Appliances off (stove, coffee makers)
 - Water off
 - Dishes cleaned & put away
 - Trash removed

- Make sure all areas used are cleaned
 - Floors
 - Tables

- All trash removed from building

- Lights out

- Doors locked

- Key returned to secretary