

**Mount Pleasant UMC
Terre Haute, Indiana
BUILDING AND FACILITIES USAGE POLICIES**

The facilities of Mount Pleasant United Methodist Church have been constructed to the Glory of God and are held in trust for the United Methodist Church by the Board of Trustees.

The Trustees are responsible for the maintenance and care of the facilities.

Further, compliance with the Safe Sanctuaries policy of Mount Pleasant United Methodist Church will be mandatory for all groups who seek to use these facilities.

INTENDED USE OF THE FACILITIES:

The facilities are intended for the use of the congregation of Mount Pleasant United Methodist Church in worshiping God and carrying out Christian ministries through activities of evangelism, education, stewardship, Christian social concerns, health and welfare, and mission outreach.

It is intended that any use of these facilities will be in keeping with United Methodist traditions in reverence to God and respect for others and in accordance with principles of the *United Methodist Book of Discipline*.

AUTHORIZATION FOR FACILITY USE:

No organizations or activities will be authorized for the facilities which are incompatible with the basic mission or ideals of the Church.

Worship and activities of Mount Pleasant United Methodist Church will have priority in scheduling use of the facilities. The Lead Pastor and Office Manager will make day-to-day decisions concerning the use of the facilities using established guidelines. All users of the facilities are expected to follow the general welfare statements and the guidelines for cleanup and maintenance of the facilities.

POLICIES FOR USE OF THE FACILITIES:

Strict policies concerning the use and care of the facilities will be observed in order to insure the protection of furnishings, cleanliness of facilities, economy of utilities and welfare and safety of all parties concerned. Questions concerning the use of furnishings and equipment should be directed to the Lead Pastor, Office Manager or Trustee Chairperson.

The Trustee chairperson or designated staff member will make a regular inspection of all facilities to insure the proper use, care and maintenance are being observed.

The following activities will usually receive automatic approval of requests for use at no charge, depending on building availability:

Worship functions planned/sponsored by the Church

- Sunday and any other special worship services
- Funerals of Church members and families conducted by the Mount Pleasant United Methodist Church pastoral staff.
- Weddings and receptions associated with weddings of members and families; reservations confirmed through the officiating pastor. (Please note: No public announcements of wedding dates or receptions should be made until approval of the reservation.)

Regular Church Meetings

Church Sponsored Programs

Sunday School Class Meetings/Parties

Study/Devotional Groups

Seminars/Workshops/Trainings

Church Organizational Activities

- Children's ministries
- Youth ministries
- Grace Unlimited
- Celebrate Recovery

Missions Team Events

Community Organizational Activities

- Scouts BSA
- Walk to Emmaus

Church Member Family Functions

- Reunions, Anniversaries, Birthdays, Showers

Important note regarding scheduling:

Due to state regulations, no outside groups may use the Fellowship Center or lower level during Pre-School hours.

GENERAL BUILDING POLICIES

Hours of Operation

Due to the constraints of our security system, no group should plan to use the facilities before 8:00 a.m. or after 10:00 p.m.

Access to the Building

If a group has requested using the building at a time other than regular office hours, the Office Manager will advise on how to gain access to the building.

Limited Use

A group that requests use of any space(s) within the church should use only the areas requested and not disturb any other space, equipment, or group within the building.

The *Book of Discipline of the United Methodist Church* prohibits the following:

Alcohol anywhere on the premises, smoking or tobacco products in any facilities or common grounds, or illegal drug use.

Fundraisers

No outside individuals or groups will be allowed to do fundraising of any type within the building or grounds. Only those church-sponsored or church ministry groups from within Mount Pleasant UMC will be given permission to raise money for missions or ministry expenses.

Adult Supervision

No individual or group under the age of 18 should be allowed to be the church building unsupervised by an adult church member at any time.

Nursery and Small Wonders

These spaces are not to be used without first receiving permission from the Children's Minister.

Child Care

Anyone requesting childcare for an event in which they are using Mount Pleasant, must contact the Children's Minister. All childcare providers will be arranged through the Children's Minister in order to assure that the care follows all Safe Sanctuary guidelines established by Mount Pleasant UMC.

First Aid Stations

Kits are located by the restroom sign in the Fellowship Center, the Fellowship Center Kitchen and in the copy room on the first floor. An AED is located inside the Fellowship Center near the kitchen door and outside the sanctuary.

Lights

Please use only the lights needed for your event and turn them off before leaving.

Sanctuary/Worship Area

Under no circumstances should the instruments and equipment in the chancel area be used or moved by anyone without prior permission.

Any decorations cannot be changed or removed (especially during Advent and Lent) without prior permission.

No one is allowed in the sound booth or allowed to operate any of its equipment other than those who are trained as media team members are given permission.

Security Cameras

Individuals and groups should be aware that there are a number of security cameras recording at all times within the building and outside the premises.

Candles

No wax/flame candles shall be used within the church building at any time except for special worship celebrations as planned by the pastors and staff.

Furniture/Equipment

Furniture or other resources should not be moved from one area to another. When requesting a space to use please make sure to ask for anything you might need ahead of time.

Whiteboards

The whiteboards in all classrooms should be cleaned after use. The markers and erasers are to be left on their shelves. Please keep in mind that these are for educational/instructional use only.

Playground equipment

Is to be used for its intended purposes only and under adult supervision.

Departure

The last group out of the building is responsible to make sure all of the doors are shut and locked.

Risk

All users agree to hold harmless, indemnify and defend Mount Pleasant UMC (including the church's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily illness or injury, personal or emotional injury, or property damage which may result from any person using the premises, its entrances, exits or restrooms, the surrounding areas, regardless of whether such injury or damage results from the negligence of the church (including church's agents, employees and representatives) or otherwise.

Those using the building must have adequate insurance to cover any injury or damage including, but not limited to, medical payment coverage arising out of such use. The user's insurance will provide primary coverage that will not be required to contribute with any insurance obtained by Mount Pleasant UMC.

Legal

The facility will not be used for any unlawful purpose and the users will obey all laws, rules, regulations of all governmental authorities while using the Mount Pleasant UMC facility. In addition, the facility is not to be used for any purpose that is contrary to the mission, purpose or beliefs of Mount Pleasant Church or the United Methodist Church.

Damage

In the event of damage to the Mount Pleasant UMC facility, those using the facility shall accept the amount of repair and replacement costs as estimated or otherwise determined by the Mount Pleasant UMC trustees and shall pay the church for such repair and replacement costs upon demand.

Force Majeure

Neither party is liable for any failure of performance if such failure is due to any cause or causes beyond such party's reasonable control, including without limitation: acts of God, terrorism, war, fire, explosion, flood, civil disobedience or riot, adverse weather conditions, governmental action/regulations or labor difficulties.

Cleaning Policies

Chairs and Tables

- Chairs and tables are to be treated with respect. They should be cleaned with soap and water after each use.
- They are to be stored in Storage Room J (Fellowship Center).
- Chairs are to be stacked in groups of fourteen. Please return to storage room when finished and be careful not to obstruct mechanicals in the storage room.
- Chairs and tables are not to be removed from the Mount Pleasant premises nor loaned to outside groups or individuals.

Trash

- Each group is responsible for picking up all trash and food in the areas they are using and then emptying trash cans. Clean liners should be in each trash can. Trash bags should be thrown into the outside dumpster.
- If there is a meal involved, put a waste can prominently in place for garbage. When it is full, bring out another can so that we don't have four large cans with little amounts in them.
- Liquids should be emptied from cups/glasses into the sink before throwing into the trash can. If liquids are dumped into the garbage cans, they will likely leak when the liners are removed. Please take the waste can outside and empty it outside or in the kitchen. Place a fresh liner (found under the little kitchen sink) in the waste can for its next use.

Whiteboards

- The whiteboards are to be left clean. The markers and erasers are to be left on their shelves. These are for educational/instructional use only.

Floors

- Please dry mop the floor after use. Mops can be found in Storage Room J.

Restrooms

- Please flush toilets and urinals before leaving the building. Turn off bathroom lights.

Vacuum Sweepers

- If you need to vacuum after using a space, vacuum sweepers are in the Janitorial Closet, located in the Preschool section of the building.

Departure

- Before leaving the facility, please check the entire building to make sure that all persons have left the building and that all doors are locked.

Fellowship Center Kitchen Policies and Guidelines

Automatic Washer

The automatic washer is not to be used by groups other than Mount Pleasant UMC.

Cleaning Kitchen

After each activity the kitchen is to be thoroughly cleaned and left in good condition for the next group. The coffee pots are to be cleaned after each use as well.

Refrigerated Food

If using the refrigerator in the Fellowship Center kitchen, please label your items (date/name/event). If there is a large quantity of leftover food, it can be taken to 14th & Chestnut. Otherwise, those helping with event should take it home. Do not leave leftover food in the church kitchen. Leftover drinks should be disposed of after a meal is finished.

Condiments

Salt, pepper, sugar, sweetener and creamers may be used by all groups.

Cutting Boards

At no time is anyone to cut or chop vegetables directly on the countertop. Cutting boards are always to be used for this purpose.

Dish Washing & Disposal

All dishes are to be washed according to the instructions above the sink. There are small plastic wash pans which sit in the large triple sinks. Do not put large quantities of waste down the disposal. Rather, it should be placed in dumpster. **All items are to be dried and put away before leaving the premises.**

Drinks

When serving drinks, one should make sure that there is a drip rug underneath the spout of the container as the container is subject to drip. When liquids are spilled, they are to be immediately cleaned.

Equipment

Equipment should not be removed from the kitchen without prior approval through the church office.

Pantry Food

Any food located in the pantry is not to be used by outside groups. Mount Pleasant groups should leave a note in the Office Manager's box if a pantry item has been used up or quantity is low.

Hot Pans

Please do not place hot pans on the work island without a hot pad underneath.

Ice Machine

Adults in charge of any of the functions held at Mount Pleasant may use the ice. No one, however, is to use their hands to remove ice from the ice machine. Scoops are located on top of the machine.

Paper Ware

Groups other than Mount Pleasant ministry teams must provide their own paperware and are not to use the church's supply.

Tables

When tables are used in the Fellowship Center they are not to be rolled off the cart in such a way that the table is potentially damaged. Please handle gently.

Towels and Dishrags

All towels and dishrags that have been used by a ministry team should be taken home to be laundered by a ministry team member and returned within a week to the kitchen.

Washing Hands/Gloves

Everyone should wash their hands prior to preparing food and wear plastic gloves while serving.

Wide Eyed Café Usage Guidelines

USE OF THE WIDE EYED SHOULD BE SCHEDULED THROUGH THE MAIN OFFICE.

- If you use any dishes, please wash and dry them and put them away. Do not leave dirty or clean dishes in the sink or on the counters.
- If you open packaged food, make sure to seal it up tight and return to the cabinets.
- Wipe off the counters and any tables that are used.
- Sweep the floor. Please mop up any spills or sticky spots on the floor immediately and leave a note for the custodian if you cannot get a stain out.
- Empty all trash and take it out to the dumpster prior to leaving.
- Do not leave leftover food, snacks, pop & other drinks on the counter. This attracts mice and insects. Date any leftovers that go into the refrigerator.
- All lights should be turned out.
- Everything, including the furniture, should be returned to its original location in the cafe.
- If other items are “borrowed” from the rest of the building, those should be returned to their proper location especially items from the main kitchen.
- Kitchen towels and washcloths should be taken home by someone on the ministry team to be laundered.

WEDDING GUIDELINES

Weddings are special! At Mount Pleasant UMC, we recognize that weddings represent a moment before God when a man and a woman agree to love each other until death. Besides our faith, marriage is the most important commitment one can ever make. Therefore, it is a sacred service that demands our best conduct and utmost attention. With this in mind, Mount Pleasant has adopted these wedding guidelines. We ask that each couple read and become familiar with them.

1. "The Service of Christian Marriage," as found in *The United Methodist Hymnal* (1989), is the basis for the marriage ceremony. Alterations may be made only under direction of and consultation with the presiding pastor. Mount Pleasant Church pastors do not officiate at same-sex ceremonies.
2. The marriage license must be brought to the wedding rehearsal. In Indiana, applications for marriage licenses are valid for 60 days (IC 31-11-4-10). Licenses must be obtained in the county of residence of either bride or groom; in the event neither is an Indiana resident, license must be obtained in the county where the wedding will take place (IC 31-11-4-3). The application process can be started online (<https://www.in.gov/courts/services/marriage-license/>), though you will still have to go to the Clerk's office to finish the process.
3. Clergy appointed to a specific United Methodist Church are to officiate marriage ceremonies at that church. Should the couple desire an additional pastor to co-officiate, arrangements must be made through the senior pastor (even if the associate pastor is officiating) before the other pastor is invited. The invitation to participate should come from Mount Pleasant, and a Mount Pleasant pastor will lead the service. Clergy from non-Christian faiths are generally not permitted to officiate.
4. Mount Pleasant pastor(s) shall meet with a couple at least twice for premarital work. The first meeting shall be at least eight weeks in advance in order to discuss the service. The second meeting shall be at least three weeks in advance of the service and will cover marriage as it is designed by God.
5. Couples who regularly attend or are members of Mount Pleasant UMC will have first priority in scheduling a wedding. In general, Mount Pleasant does not reserve wedding dates for non-members or those with no affiliation. "The decision to perform the ceremony shall be the right and responsibility of the pastor" (*United Methodist Discipline* 2016, para. 340.2.a.3.a).
6. Access to the church building will be granted 2 hours prior to the beginning of the service. Exceptions to this must be worked out with the officiating pastor well ahead of time; a member of the wedding party or their designee must be present at all times when the doors are unlocked.

7. **Smoking or alcoholic beverages are not permitted in any of our buildings on the premises.**
8. Profanity will not be tolerated.
9. If a unity candle ceremony is desired, the couple will provide all needed materials.
10. If Holy Communion is desired, bread and grape juice will be provided by the couple. Communion will be offered to all in attendance who wish to partake.
11. The register book shall be closed at the appointed hour so that the time of the ceremony does not get delayed. The book may be reopened following the service or at the reception.
12. Clerical duties are not included in the use of the church. Ceremony bulletins are the responsibility of the couple.
13. Cars of wedding guests should not be left in the parking lot overnight following the service.

Seating

Our chapel will seat up to 30-40 people. The chapel is intended for small, private weddings. Our sanctuary will seat 400 people.

Sanctuary Guidelines

Decorating is to be done no sooner than the day before the wedding unless the wedding is on a Sunday. If this is the case, decorating may not begin until after 12:00 p.m.

Adhesive tape or thumbtacks may not be used on any surface in the sanctuary.. Flowers, bows and ribbons, and/or candles may be attached to the end of the pews with covered wire, string or ribbons. If the apparatus could possibly damage the pew, it will not be permitted.

Weddings scheduled in the sanctuary from Ash Wednesday through Easter and the Sunday after Thanksgiving through New Year's Day must understand that the sanctuary will have unique décor for these liturgical seasons and must be left intact. It should not be removed or changed by the wedding party.

Any instruments, furniture, or other stage items can only be moved or removed with permission from the officiating pastor and under his/her direction.

Candles used in the sanctuary must be dripless. The church candelabra may be used at all weddings. The church will provide the candles for the candelabra.

Confetti, seeds or grains in any form may not be used in or outside the church building.

It is the responsibility of the wedding party to inform the florist or other persons involved in decorating the sanctuary regarding these guidelines.

REHEARSAL EXPECTATIONS

We encourage wedding rehearsals to be on the Thursday or Friday prior to the wedding. If members of the wedding party can't be present, the pastor will provide a rehearsal guide which tells each participant when they're to come in, where they are to stand and what they're to do.

The pastor will direct the rehearsal. At no point will a wedding consultant or similar person be allowed to direct the rehearsal or the wedding service. If changes are to be made in the service, the bride, groom and pastor will have the last word.

It is recommended that the rings be brought to the rehearsal and left in the care of the pastor.

Musical selections will be played only in part at the rehearsal. The rehearsal ceremony should not be used as a practice time.

MUSIC

Music used with the ceremony should be in keeping with the sacredness and dignity of the wedding service.

It is the responsibility of the couple to make arrangements for the music they desire. A list of keyboardists can be provided if necessary. The pastor can provide a standard "wedding music" playlist as an alternative to live music.

Fees for soloists and outside musicians are a private matter and are not the responsibility of the church.

Sound/Media

The sound technician will be available at the rehearsal and wedding to operate the lights and sound equipment. Only those trained and authorized by the church may be in the sound booth area. Sound checks are made 30 minutes prior to the wedding service.

Church video projection equipment may be used only by a trained Mount Pleasant technician. If this additional service is requested, the details for the projection must be made available to the technician at least 2 weeks prior to the service.

Lighting, heating and air conditioning needs will be cared for only by someone authorized by Mount Pleasant Church.

PHOTOGRAPHY/VIDEOGRAPHY

Pictures and video may be taken prior to the point in the service where the minister begins the liturgy. Once the liturgy begins, photography and videography can be taken from behind the second pew. Photographers are not permitted in the chancel area during the ceremony.

CLEANING SERVICES

The cleaning services fee guarantees that the church will be cleaned before the rehearsal and the wedding. The custodian will need accessibility to the sanctuary beginning one hour after the conclusion of the wedding ceremony in order to prepare the church for Sunday worship.

Any outside decorations need to be removed from the church after the ceremony and cannot be stored overnight in the church.

Fees Schedule

All events must be scheduled through the Office Manager and the Lead Pastor.

Mount Pleasant ministry teams will not be charged for use of any facilities but must abide by the guidelines and policies established for church use.

Wedding

Wedding Ceremony

Sanctuary \$175.00

Chapel \$75.00

Fellowship Center \$250.00

(includes use of kitchen facilities, Room 215 and restrooms)

Pastoral Services Honorarium

Lighting/Sound Technician \$75.00 (includes rehearsal and ceremony)

(Additional media requests and fees should be contracted through the technician)

Please Note: Be prepared to write separate checks for each service above.

The Wedding Ceremony and Fellowship Center fees cover the cost of set-up and cleaning services for the rehearsal and ceremony.

Non-Wedding Events

There are no fees for members/constituents to use the building (subject to availability) but an honorarium would be accepted.

Acknowledgement of Receipt:

I acknowledge that I have received and read the Building Use Guidelines document and agree to abide by it.

Signed _____

Date _____