

Jamestown United Methodist Church
Building and Facilities Policy
as approved and enacted by the Board of Trustees May 19, 2002
REVISED JANUARY 2019
REVISED MARCH 2022
REVISED MARCH 2023

The Board of Trustees, in accordance with *The Book of Discipline of the United Methodist Church*, and in light of what we deem to be responsible stewardship, set the following requirements for use of our facilities:

General

- Church-sponsored groups and church-related functions have priority for any building or property use with funerals taking priority over all functions. Non-member use will be allowed on a case-by-case method based upon the availability of the campus, the circumstances of the event, and the payment of fees. All use of the building and property is to be scheduled through the Facilities Manager.
- Alcoholic beverages, illegal substance, smoking, or the use of tobacco products of any kind, are not permitted anywhere on our campus.
- Church property is not to be removed from the campus without advance notice and approval of the Facilities Manager.
- Should a building key be required, the person in charge of the event is responsible for contacting the Facilities Manager at least 3 working days in advance to schedule a time to pick up the key, and for returning the key the next business day.
- Outside groups requesting use of any JUMC property will be required to sign the JUMC Outside Group Facilities Use and Indemnity Agreement indemnifying the church and its representatives for any liability or claims made against the church. (See attached.)
- Waiver of the fees for the use of the facility will be at the discretion of the Facilities Manager, Board of Trustees Chairperson or Senior Minister
- Any expenses or repairs required due to damage or misuse of church property will be the responsibility of the individual requesting the reservation and will be billed accordingly.

Special Services/Events

- *Worship Services*: Our Sanctuary is designed for worship services, including weddings and funerals. Any other request for use of the Sanctuary must have the approval of the Senior Minister and the Board of Trustee Chairperson.
- *Weddings*: Use of the facilities is governed by this policy along with the JUMC Wedding Guidelines.
- *Funerals*: Funeral services have priority over all other functions. JUMC Funeral Guidelines will be provided any member wishing to schedule a service on our campus.
- *Other Events (church related)*: Use of the campus for other church events will be scheduled by the Facilities Manager on a first-come, first-serve basis. Every attempt will be made to accommodate all requests as to time and place; however, scheduling must be done so as to best utilize our facilities for all users. Should a conflict arise, the Senior Minister and Chairperson of the Board of Trustees will be consulted.
- *Other Events (non-church/non-member related)*: As stated above, all other events will be allowed on a case-by-case method based upon the availability of the facilities, the circumstances of the event, and the payment of fees.

Equipment

- Use of any church-owned equipment including sound systems, televisions, musical equipment, DVD players, etc. must be requested in advance and scheduled through the Facilities Manager. Fees may apply for the use of this equipment.

Financial Obligations

- *Weddings*: All events surrounding a *wedding* are covered by fees as outlined in the JUMC Wedding Guidelines.
- *Funerals and Worship Services*: There is no required financial obligation pertaining to the use of the building or property for these services; however, fees may apply for optional offerings as outlined in the JUMC Funeral Guidelines.
- *Church Related Events*: There is no financial obligation pertaining to the use of the building or property for a church-related event.
- *Non-Church Related Events (MEMBERS)*:
 - Fellowship Hall: Monday-Wednesday \$50; Thursday, Friday, Saturday, Sunday on a limited case-by-case basis \$100
 - Classrooms, Parlor, Library, Atrium: Monday-Wednesday \$50; Thursday, Friday, Saturday, Sunday on a limited case-by-case basis \$50
- *Non-Church Related Events (NON-MEMBERS)*
 - Fellowship Hall: non-member rental is not allowed
 - Classrooms, Parlor, Library, Atrium: Monday-Wednesday \$50, non-member rental not allowed Thursday - Sunday
- *School/Community Sports Teams*:
 - Fellowship Hall: Monday-Wednesday \$50; no rentals Thursday, Friday, Saturday, Sunday
 - Classrooms, Parlor, Library, Atrium: Monday-Wednesday \$50; no rentals Thursday, Friday, Saturday, Sunday

These policies set forth herein should be reviewed annually and revised whenever it is necessary or appropriate.