

**Jamestown United Methodist Church
Main Street and Oakdale Campuses
Building and Facilities Policy**

(as approved and enacted by the Board of Trustees May 19, 2002 REVISED JANUARY 2019)

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 campuses.
- 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 a Hold Harmless Agreement indemnifying the church and its representatives for any liability or claims made against the church.
- The person requesting the use of the building or property is responsible for insuring that:
 - a time is scheduled with the Facilities Manager for picking up and returning any needed keys;
 - the building/property is left in the condition/arrangement in which it was found;
 - all items on the *After Your Event At JUMC* form are completed;
 - all lights are turned off and the building/property is secure before leaving.

Special Services/Events

- *Worship Services*: Our Sanctuaries are 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 Wedding Guidelines as established by the Wedding Committee.
- *Funerals*: As stated above, scheduling of funerals takes priority over all other functions.
 - Floral arrangements for the church should consist of one or two vases of flowers (provided by the family) and one blanket or casket spray. If the family so desires they may choose two standing designs, one to be used at either end of the casket.
 - The pall may be used, however, it may be used only in our Sanctuaries and may not be removed from our campuses.
- *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 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

- *Musical Equipment*: Permission to use any musical equipment, with the exception of the sound systems in the Sanctuaries and Fellowship Halls, must be made through the Facilities Manager who will clear the request through the Minister of Music.
- *Electronic Equipment (including sound systems, televisions, DVDs)*: Use of electronic equipment must be scheduled through the Facilities Manager. A \$50 fee will be charged for the used of the audio/video equipment in the main campus Fellowship Hall.

Financial Obligations (both campuses)

- *Weddings*: All events surrounding a wedding are covered by fees as outlined in the Wedding Guidelines.
- *Funerals and Worship Services*: There is no financial obligation pertaining to the use of the building or property for these services.
- *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 (main campus): Monday-Thursday \$50; Friday, Saturday, Sunday \$100
 - Fellowship Hall (Oakdale campus): Monday-Thursday \$50; Friday, Saturday, Sunday \$75
 - Classrooms, Parlor, Atrium (main campus): weekdays and weekends \$50
 - Classrooms (Oakdale campus): weekdays and weekends \$50
- *Non-Church Related Events (NON-MEMBERS)*
 - Fellowship Hall (main campus): non-members will not be allowed to rent the Fellowship Hall
 - Fellowship Hall (Oakdale campus): Monday-Thursday \$75; Friday, Saturday, Sunday \$100 A \$20 refundable key deposit is required.
 - Classrooms, Parlor, Atrium (main campus): Monday-Thursday \$50, non-members will not be allowed to rent rooms Fri, Sat or Sunday
 - Classrooms (Oakdale campus): Monday-Thursday \$50; Friday, Saturday, Sunday \$75. A \$20 refundable key deposit is required.
- *School/Community Sports Teams*:
 - Fellowship Hall (main campus): Monday-Thursday \$50; no rentals Friday, Saturday, Sunday
 - Fellowship Hall (Oakdale campus): Monday-Thursday \$50; Friday, Saturday, Sunday \$75
 - Classrooms, Parlor, Atrium (main campus): Monday-Thursday \$50; no rentals Friday, Saturday, Sunday
 - Classrooms (Oakdale campus): weekdays and weekends \$50
- 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.

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