

GOODRICH MEMORIAL UNITED METHODIST CHURCH  
BUILDING USE POLICY  
June 2014

- SCHEDULING:
  1. Priority for scheduling building use will be governed by the following guidelines:
    - a. Church events – church services and United Methodist events
    - b. Events for church members – if an event has been scheduled for more than two weeks, it will not be preempted by a church event except by action of the Pastor or Trustees
    - c. Events for Non-Church members
    - d. Commercial events are discouraged
  2. Events will be placed on the church office calendar upon receipt of a completed Building Use Policy.
  3. Trustees must approve the continued use of the building by any group. Any changes in the use of the building must be approved by the Board of Trustees and a new Building Use Policy is required.
  4. The church secretary will provide a copy of the Building Use Policy for all events and functions to the janitorial department.
  
- FEES AND DEPOSITS:
  1. All scheduled events will provide a \$75 custodial deposit prior to the event. Deposit will be returned upon inspection if no further janitorial services are needed.
  2. Each party will need to provide a Building Host (Goodrich congregation member) to be present during the entirety of event. If party does not have a building host, one may be provided for a fee of \$20/hour, not to exceed a total of \$100.
  3. No building use fees will be charged to Goodrich Memorial UMC members. However, ALL events must be scheduled and a Building Use Policy signed.
  4. There is no building fee charge for funerals or approved non-profit organization functions.
  5. All fees need to be paid in full prior to event.
  
- GUIDELINES:
  1. A Building Host (current Goodrich member) is required for each event and is to ensure the building is clean and ready for Sunday services, and is expected to be the last person to leave the building.
  2. Multiple day events – tables and chairs will be put away when there are other events taking place before and/or after and always on weekends.
  3. The use of an outside catering service is permitted for any event.
  4. Building Code Compliance limits food preparation to church events. The ovens may be used for food warming. Other kitchen items may be used for making tea and coffee, serving, and cleanup. The dishwasher may be used. If kitchen is used, all cooking utensils and dishes must be washed, and put away and the floor must be swept and mopped.

5. Gym/Family Life Center must be swept and mopped after event.
6. Decorations – rice, confetti, and birdseeds are prohibited within the church building. Birdseed may be used outside the church building.
7. Temporary decorations shall not be used in a manner in which could damage doors, walls or furnishings. They shall NOT be stapled, nailed, tacked to any fixture, wall, or furniture. Simple decorations such as streamers or balloons may be hung from the ceiling crossbeams. NOT THE ACOUSTIC PANELS. Non-marring tape may be used to attach decorations, posters, displays, or directions to walls and doors, but must be IMMEDIATELY AND COMPLETELY removed following the event.
8. NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES.
9. No smoking allowed in the building.
10. A Goodrich sound tech is required to operate the sound system.
11. Persons using the building are responsible for keeping rooms clean and tidy, turning out lights, and locking the doors. Thermostats should be reset to original settings. Trash receptacles are provided (trash is to be taken to the dumpster).
12. **ACTIVITIES WHICH MAY GO PAST 10:00 PM MUST BE COORDINATED WITH THE SECURITY PERSON.**

Goodrich Memorial United Methodist Church  
Board of Trustees  
Policy Date: June 2014