

**BUILDING POLICY**  
**Adopted: 7/16/05-Revised 3/15/13**  
**Wheeler United Methodist Church**  
**Blountville, Tennessee**

- Guiding Principle** Our purpose as a congregation is to strive “for the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ.” *Ephesians 4:12*. Consequently, we shall keep our primary emphasis on persons rather than on property or programs. We shall earnestly endeavor to reach more people with the Gospel of Christ, and to strengthen the discipleship of those already in the fellowship.
- Board of Trustees Church Property Policy and Procedures** The Board of Trustees is empowered by the Church Council to develop, maintain, and revise as necessary these policies and procedures dealing with the use and maintenance of all church property. They are responsible for reviewing this policy each January and keep the information updated, especially the names. In working closely with the Church Council every effort has been made to complement and support the current ministry and outreach of Wheeler. Any revisions must be approved by the Church Council before the revised policy can go in effect.
- What part of the church is covered by this policy?** This policy will cover all church property and buildings and will be referred to as facilities unless specifically specified. Usage of the church van will be covered in a separate policy.
- Who can use the facilities?** It should be emphasized that the programs, ministries and groups sponsored and supported by the Wheeler UMC family will have priority usage of the facilities. This especially includes the Wheeler Child Care, a special ministry of our church. Every effort will be made to accommodate other groups and people if possible.  
**Groups sponsored by the church** include Boy Scouts, Girl Scouts, Brownie Scouts, Cub Scouts, Habitat for Humanity, Holston Senior Citizens, District and Conference Groups.  
**Groups supported by the church** include Ruritan, Optimist, and the Boy Scout Council.  
**Church Members** may use the facilities for private functions such as dinners, birthday parties, etc.  
**Non-profit organizations** may lease the facilities for appropriate events.  
**Profit making organizations** may be allowed to lease the facilities.  
Approval decision will be made by the minister on an individual basis.

**Basketball Teams** may be allowed to use the facilities for practices. There is a 90 minute time limit. A team can only reserve up to 3 practices in advance. It is important to leave the gym at the appointed time because sometimes two teams practice back-to-back. The teams may also be asked to lock the doors and turn off the lights if they are the last team to practice. **Weddings** and wedding receptions covered under separate policy. **Other people** who want to use the facilities may be considered on an individual basis. Contact the church office.

**Fees**

Fees are necessary for non-Wheeler sponsored/supported events to help offset the operating expenses. Fees and damage deposits should be paid before usage date. The fees for the facilities are as follows:

**Family Life Center/Gym/Sports Practice-** \$50 damage deposit

- \$25 per hour not to exceed \$100.

**Kitchen-** \$50 damage deposit, \$50 per meal (Using the kitchen implies you are using the ovens, dishwasher and other equipment. This does not include food, coffee, tea and paper supplies.)

**Classrooms-** For use of 3 or less classrooms there is no charge but donations are accepted. For more classrooms please discuss with the minister. Food and drinks are allowed in classrooms but trash should be disposed of in the dumpster. (The church office reserves the right to assign rooms as appropriate for size and accommodating all groups using the facilities.)

**Sanctuary and Centenary Chapel-** These rooms are for the primary purpose of worshipping God. Examples of these include worship services, Weddings and Memorial Services. The latter two are covered in their own policies. Other uses of these rooms must be approved by the minister. All furniture and furnishings will remain in their normal positions as used during worship services unless pre-arranged with the minister, e.g. children’s play. No food or drinks are allowed for social purposes here. Cost to use these facilities for Wedding and Memorial Services are included in these policies.

**Priority and Fees**

In reserving church facilities, sign-up priorities and who must pay fees will be as follows:

<u>Group/Function</u>	<u>Fees Charged</u>
1. Wheeler UMC groups/events	no
2. Kingsport District events	no
3. Holston Conference events	no
4. Church sponsored/community non-profit groups (Boy Scouts, Girl Scouts, Brownie Scouts, Cub Scouts, Habitat for Humanity, Holston Senior Citizens)	no

<u>Group/Function</u>	<u>Fees Charged</u>
5. Church supported groups/community groups (Ruritans, Optimists, Boy Scout Council, when not fed by a church group)	yes
6. Other United Methodist Churches	yes
7. Basketball Teams	yes
8. Individual church members for non-church activities (private parties, dinners, etc.)	yes
9. Churches of other denominations	yes
10. Out-of-State groups or individuals engaged in ministry	yes

**General Guidelines for all facilities**

In using any of the facilities at Wheeler we expect all the proceeding guidelines to be followed.

1. Christian conduct, safe conduct, consideration of others, and good manners are expected at all times.
2. The individual or group using the facilities shall be held responsible for any breakage or damage to the facility.
3. Use of tobacco products is not permitted inside the facility. Usage of such products is permitted outside when used in a way that is respectful to others and the church property, such as proper disposal of cigarette butts, etc.
4. Alcoholic beverages are not allowed on any part of the church property.
5. Persons under the age of 18 using the facilities must be under adult supervision.
6. Use of the Family Life Center/Gym must be scheduled through the church office.
7. Our church custodian is hired for general cleaning of the church only. Each group is responsible for cleaning and returning the area used to order, unless previous arrangements have been made through the church office. Custodial services may be available at the custodian's discretion.
8. Before leaving an area of the church, each group is expected to:
  - a. turn off unnecessary lights
  - b. return the thermostat setting to its previous position, if it has been changed
  - c. replace any outlet safety covers used by your group (please report any missing covers to the church office)
  - d. coordinate with other groups at the church who will lock the doors and cut off the lights

- e. if appropriate, lock all outside doors as the last member of your group leaves
9. Pets are not allowed in the church building (except classroom animals) unless prearranged for a special event such as Polly's Follies, or guide dogs for people with personal impairment.
10. Persons scheduling meetings should made arrangements through the church office to make sure the facilities are open.
11. A responsible adult must be present for all groups or activities using the facilities.

### **Use of Kitchen**

It is a blessing to have such a well equipped kitchen. It must be cared for appropriately. Equipment in the kitchen (including the dishwasher) must be operated by members of the church or people approved by the Hospitality Committee. It is important that whoever uses the equipment understand how to use it to avoid any personal injury or facility damage. With the exceptions of church-wide events, individuals or groups will be responsible for sweeping the floors, cleaning spills on the floor and counters, and taking trash to the dumpster before leaving. No kitchen equipment or utensils are to be removed from the premises. Each group will be responsible for providing their own food. The coffee pot is available for use at events. Non-church groups are expected to provide their own paper products, coffee and tea. Coffee & cups may be purchased from the church for \$4.00 per pot. Please pay the church secretary. An ice machine is available for limited use (no routine filling of coolers, please). Access to the pantry is by persons authorized by the Hospitality Committee or pastor. Church groups using the linen products such as dishtowels and dish cloths should wash and return within one week. When bringing in food/kitchen type items (even for covered dish dinners), should be labeled with name.

### **Church Office**

The telephone in the office will be unavailable after the office is closed. Visitors should use the phone in the kitchen area in case of emergencies. Long distance calls must be made collect or charged to a calling card. If copies are needed for a non-church meeting, the church secretary will be happy to do so at a cost of \$0.15 per copy. Faxing services are also available at a cost of \$0.15 per page.

### **Reservations**

Reservations must be made for all events including small ones using only one classroom so we know the church is being used and by whom and to keep all the rooms from being taken by a bigger event. Events by groups not connected with church ministries, or church sponsored or supported groups should fill out and sign a Church Building Use Agreement. The

person or persons signing the agreement will be the contact person for the event and will be held responsible if any damage or problems occur. See attachment.

1. Reservations can be made by phone or in person with the church secretary.
2. When fees are charged and/or where there is regular, long-term use, a reservation agreement must be received at the time of making the reservation.
3. Reservations for events by church groups, church sponsored groups, and church supported groups may be made up to one year prior to the event. Other groups' reservations may be made up to 90 days in advance.
4. Where fees apply, a damage deposit is required to hold the reservation and usage fees are due prior to the event. Groups needing to cancel should do so two weeks prior to the event to avoid forfeiture of their damage deposit.
5. Once a group's reservation has been confirmed by the church office, they will be expected to provide two checks:
  - a. A check for the damage deposit (refundable)
  - b. A check for the fee
6. In most cases, the damage deposit will be returned within ten days after the scheduled activity has taken place. The deposit will not be returned if an additional cleanup is required, or any damage is discovered.
7. While using three or less classrooms does not require a damage deposit, any damages done to the room need to be reported and worked out to be paid by the group holding the event.
8. Any scheduled event may be "bumped" or canceled in favor of a church-wide function or a function scheduled by a church group as long as two months' notice is given; a private function may also be "bumped" in the event of immediate and unexpected church needs such as a funeral, memorial service or emergency situation. If a "bumped" event is unable to be rescheduled to the satisfaction of the group having made the reservation, any deposit and fee they have made will be refunded.
9. The pastor has the responsibility for scheduling the use of the sanctuary and chapel and should be informed of all other scheduled events.
10. Long-term contracts (three months minimum, one year maximum) for use of the facilities will be negotiated with a called meeting of the chair of Trustees, Finance Committee, Secretary, and Pastor.

11. For wedding deposits and fees, please consult the Wedding Policy of Wheeler United Methodist Church.

**Tables and Chairs**

Tables and chairs are available for use in events. They are stored in the storage room behind the stage and under the stage in the Family Life Center. These should be returned after use and not left in the Family Life Center, as this creates a safety hazard for small children.

Some tables and chairs are available for use off church property. Please use the older rectangular tables and older, solid metal chairs. These must be signed out at the church office. Unless prearranged please return these tables and chairs to the proper storage area. Some non-fabric table cloths may be available through the church. Contact the Hospitality Committee to get access.

**Use of Nursery**

Baby and toddler nursery rooms are available for use in the church. However these rooms, toys and equipment must be thoroughly cleaned afterward using bleach, Lysol and antibacterial cleaners.

**Use of Day Care Facilities**

The Day Care facilities downstairs are under the control of this organization and should not be used without their permission.

**Use of Playground**

The outside playground and equipment is designed for use by preschoolers and young school age children only while under adult supervision. The playground is maintained by the Daycare. People using this playground should treat it respectfully. After hours use of this facility is your own risk.

**Use of grounds in general**

When the grounds are used for whatever purpose (examples include camping, bonfires, games, etc.) they should be appropriately cleaned up and left as found as close as possible.

**Dumpster**

The dumpster is for church use only. Events held at the church may use the dumpster appropriately. Members and non-members should not bring their refuse to the dumpster.

**Family Life Center**

1. Children are never to be on the stage for play. They might occasionally be on the stage for a planned program- but it is best to keep them off.
2. No drinks of any kind are permitted on the stage (including cups just sitting on the stage).

3. Nothing (including banners, signs, etc.) is ever to be pinned (or attached in any way) to the curtains. Keep sharp objects away from the curtains.

**Liability**

The attached Waiver of Liability must be signed by the person in charge of the event before the scheduled date of the event.

**Sign Building Use Agreement**

The attached Building Use Agreement must be signed by the person in charge of the event before the scheduled date of the event.

**Approval**

Approval for the use of these facilities must be made by either the pastor or the secretary.

**Church Contact Information**

Address: 211 Sanders Street Blountville, TN 37617  
Phone: 423-323-7267  
Fax: 423-323-3892  
Email: wheelerumc@gmail.com

**Church Contacts**

Pastor: Chris Brown- 440-0894  
Church Secretary: Rebecca McLaughlin- 323-7267  
Trustees Chair: Roger Hayes- 323-5773  
Hospitality Committee Chair: Dot Hawk- 323-7556  
Locking/Unlocking: Steve White- 335-4237  
Volunteer Coordinator: Emily Harding- 323-7267  
Childcare Center Director: Linda Bradley- 426-3453

All the persons listed above have a key to the church and may be contacted to gain access to the church if nothing is prearranged with the church office.