

# Plainfield United Methodist Church

## Building Use Policy

### *PUMC Groups*

- ❖ PUMC Ministries and Groups are responsible for returning the room to the same (or better) condition as found, unless other arrangements are made.
- ❖ Custodial Services may be obtained by paying the appropriate Building Use Fee.

### *Non-PUMC Groups and Individuals*

- ❖ Only requests from not-for-profit organizations and individuals will be considered.
- ❖ No sales type "parties" (Tupperware, Pampered Chef, etc.) are allowed, except as fund-raising projects approved by the Finance Committee.
- ❖ Use of the kitchen (beyond Incidental Use) by Non-Church Groups and Individuals requires the presence of a Kitchen Monitor approved by the Kitchen Coordinator.

The Board of Trustees reserves the right to make exceptions to these policies and fees as circumstances arise.



**Plainfield United Methodist Church**

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### *Church Use Fees*

*(Reference only, see Application for current fees)*

#### ROOM USE FEES

Clayton Hall.....	\$75	Koinonia Room (30max) .....	\$30
Clayton Hall (1/2) .....	\$55	Conference Room (12 app.) ....	\$10
Clayton Hall (partial) <sup>1</sup> .....	\$20	Class Room.....	\$10
Kitchen &/or equipment .....	\$45	Crib Room.....	\$20
Kitchen (incidental) <sup>2</sup> .....	\$10	(users responsible for linens)	

<sup>1</sup>No "Center" walls to be moved.

<sup>2</sup>Incidental use of kitchen is limited to use of refrigerator, water, ice, and coffee maker.

Plainfield United Methodist Church welcomes you!  
It is the intent of PUMC to encourage the use of the church and its facilities in a manner that brings glory to God and supports the Social Principles of the United Methodist Church, including use for family and fellowship.

You are among a very large group of people who share in the use of our facility. We are pleased to be able to share our facilities for your use and want to continue sharing these facilities. We ask that the following guidelines for groups and individuals be observed.

# General Guidelines

*(Applies to all room usage unless other arrangements have been approved)*

The use of PUMC facilities is limited to PUMC members, ministries, sponsored groups, church organizations and not-for-profit organizations that support the *Discipline* of the United Methodist Church.

- ❖ Smoking and alcoholic beverages are NOT permitted.
- ❖ Please use only the area you have reserved
- ❖ Please do not move equipment from one area to another without permission. Return equipment to its proper place.
- ❖ Upon request, the Custodian will make a **reasonable** attempt to set-up the room. When multiple groups use the same room on a given day, it may not be possible to re-set the room between groups.
- ❖ **Each group is responsible for returning the room to the same condition (or better) as found.**
- ❖ Groups or individuals using the facility are responsible for all damage occurring during use. Report all damage to the church office.
- ❖ Report any equipment malfunction to the church office.
- ❖ Youth groups will have adult supervision at all times.
- ❖ Movable walls in Clayton Hall are to be moved **by authorized PUMC personnel only.**
  
- ❖ Groups may be asked to relocate (without penalty) to accommodate additional requests.  
Note: **In extreme cases, (as with the loss of a member of our PUMC family), it MAY be necessary to cancel a previously approved request and refund the deposit.**
  
- ❖ Please vacate the area by the end of your reservation period.
- ❖ For evening events, lights should be turned off and doors locked when leaving.
- ❖ **Any individual or group that fails to meet their obligations may be denied future use, or may be required to pay additional service fees.**
- ❖ **Non-PUMC Groups or Individuals may be "sponsored" by Church Groups or Ministries to meet requirements for Building Use. (Payment of Church Use Fees is still required for "sponsored" events.)**

# Sanctuary Use

The consecrated purpose of the Sanctuary is for prayer, meditation, worship, and study. Any use of the Sanctuary must be approved by the Senior Pastor.

## Kitchen

- ❖ No food is to be left in the kitchen unless it is clearly marked (including date) and planned to be used within one week.
- ❖ Food left for General Use should be marked:  
**"FOR EVERYONE".**
- ❖ Fees for the use of the kitchen include reasonable use of kitchen supplies (unless marked "FOR EVERYONE").
- ❖ Please do not use items marked for other groups.
- ❖ Please mark personal items (pans, knives,...) and take them home.
- ❖ All items used must be washed and returned to the proper storage area.
- ❖ PUMC Groups or individuals using the kitchen are responsible for laundering towels and returning them in a timely manner. Alternately, you may supply your own towels.
- ❖ The Kitchen Monitor is responsible for laundering towels for Non-PUMC Groups and Individuals.
- ❖ Items taken or borrowed from the kitchen by church members must be signed out on the sheet provided in the kitchen (above desk or in Pantry) or at the office.
- ❖ All countertops and cooking areas should be cleaned.
- ❖ All trash cans should be emptied and liners replaced.
- ❖ All floors should be swept and spills mopped.
- ❖ **Incidental Use of the kitchen is limited to use of refrigerator, water, ice, and coffee maker. It DOES NOT include use of supplies, utensils, dishwasher, stoves, or ovens.**

Church equipment and furnishings must remain on the premises and are not intended to be "loaned out".

Exceptions include:

- ❖ Tables and chairs stored in garage #3.
- ❖ Limited Kitchen equipment (sign-out sheet is in the Pantry)