

Guidelines for Building Use
Zebulon United Methodist Church

- A. Building usage shall be determined by the following priorities:
1. Church functions and Funerals
 2. Functions of Church Groups
 3. Events already scheduled
 4. Regularly scheduled non-profit activities (UMW, UMM, UMYF, Christian Kids, AA, Historical Society, Scouts, etc.)
 5. Church members
 6. Non-church members
- B. Scheduling of usage should be done through the church secretary, who has a master schedule. Events to be scheduled more than two months in advance are subject to a one week review period. Events may not be scheduled more than one year in advance, nor may they be scheduled during Holy Week or the month of December without the Pastor's approval.
- C. The following rules shall apply to the use of the buildings.
1. NO SMOKING in the buildings.
 2. NO ALCOHOLIC BEVERAGES or ILLEGAL SUBSTANCES are allowed in the buildings or on the church grounds.
 3. All church property will remain on the premises unless used for a church-related function. Prior approval from the Trustees is required for removal. The only exception is for the old tables in the storage shed, which may be checked out by a member through the secretary. Any damage to any item(s) checked out will be the responsibility of the member. All items used must be returned to their proper place before the upcoming Sunday by 8:30 AM.
 4. When leaving, turn off the lights.
 5. Lock the doors.
- D. Sanctuary Usage
1. Altar furnishings, such as the baptismal font, chancel rails, paraments, altar, paschal candle, candlesticks, pews, etc. are to remain in place in the sanctuary. For special occasions, including cantatas, concerts, dramas, weddings, funerals, etc., these items may be moved with the pastor's consent.
 2. No items should be placed on the baby grand piano, nor shall it be moved.
 3. No tape, tacks, or other damaging materials should be used on the walls, pews or other painted or finished surfaces.
- E. Fellowship Hall Usage
1. Members and non-members are required to assist custodian in replacing tables and chairs to their proper storage position.
 2. Members are required to wash and put away all dishes and flatware. Non-members must provide their own dishes, flatware and serving utensils.
 3. Members must launder linens and dishtowels after use, and then return them promptly. Non-members must provide their own linens and dishtowels.
 4. Users should assist custodian in emptying trash cans and replacing the trash can liners.

F. Music for Funerals

The same high standards must be applied to selecting funeral music as are applied to all other worship services. Selected music must meet with the approval of the Church Pastor. The services of ZUMC musicians are available for funerals during most times of the year. If you do not wish to use a ZUMC musician, a substitute musician must be approved by the ZUMC musician and the Pastor.

G. Our facilities are not available for commercial purposes.

H. Fees

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|---|------------------------------------|
| 1. Sanctuary, Wesley Fellowship Class, and classrooms | |
| Member | A lifetime of tithes and offerings |
| Non-member | \$200.00 |
| 2. Fellowship Hall and Kitchen | |
| Member | \$50.00 |
| Non-member | \$100.00 |

NON-refundable fees should be paid to the church two weeks prior to use.

I. Custodial services are required for use of the building.

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| 1. Sanctuary | \$50.00 |
| 2. Sanctuary and Wesley Fellowship Class | \$100.00 |
| 3. Fellowship Hall and Kitchen | \$50.00 |
| 4. Each additional room | \$25.00 |

Fees should be paid directly to the custodian to check for availability.

Our custodian is:

Mel Daughtridge
2125 English Fox Hound Trail
Zebulon, NC 27597
919-269-6153

J. Sound System Operator \$50.00

K. Any damages will be the responsibility of the user. Repairs will be made and the appropriate user will be billed. (Damage to be assessed by the Board of Trustees or their agent.)

❖ MEMBERS MUST BE ON ZUMC'S MEMBERSHIP BOOK

I HAVE READ, UNDERSTAND, AND SHALL ABIDE BY THE GUIDELINES FOR BUILDING USE OF THE ZEBULON UNITED METHODIST CHURCH.

Name/Business Name (if appropriate)_____

Signature_____

Address_____

Phone_____

Date_____

Date of Usage_____

Facilities to be used_____

Pastor's signature_____