



PSUMC Church Policies Facility and Building Use

Purpose:

*The mission of Panther Springs United Methodist Church is to let H.O.P.E. be our next step. **H**earing God's word through the Holy Spirit as a house of prayer; **O**pening our hearts to Christ our Savior; **P**roclaiming the good news of salvation through Jesus and **E**xtending God's grace and love to our neighbors.*

Facilities / Building Use:

- This policy will outline who may use the facility, rules for use of the facility, and fees and deposits for building use. Church facilities include, but are not limited to, the sanctuary, fellowship hall, classrooms, pavilion, playground and parking areas. All requests must adhere to the Discipline of the United Methodist Church and the Mission of PSUMC. Generally speaking, ministries of PSUMC take precedence in use of the facility. All requests for use of facilities must be made through the Church office. An administrative group consisting of the Pastor, Lay Leader and Trustees Chairman will take action upon the request and a confirmation will be sent to the requesting party. At this point, the event will be placed on the church calendar. The Pastor reserves the right to review and approve any worship, ministry or religious service activity.

The following guidelines are set forth for facilities and building usage:

1. Who may use the Church (in order of priority)
 - a. PSUMC church groups or church members using the facilities as part of the ministry of the church. This would include those supported through the staff, Sunday School classes, ministry areas, District or Conference (no charge).
 - b. Groups that come as invited guests of the congregation of PSUMC (no charge)
 - c. Service and charitable organizations (scouting, central services, blood drive, etc.) will be considered for use without charge for short-term use only.
 - d. Outside social, civic, educational, and non-service groups, or individuals using PSUMC facilities for activities may be charged a facilities usage fee, custodial service fee and a host/hostess fee (see fees & charges attached)
 - e. PSUMC church members may reserve church facilities for personal or social gatherings per the approval process. (fees & charges apply)
2. Who may not use the Church facilities / Building:
 - a. Partisan political groups
 - b. groups operating for commercial gain
 - c. organizations whose activities are in conflict with the mission and doctrine of PSUMC

3. Procedures & Guidelines for Scheduling Facilities:

- a. Potential groups wishing to use church facilities should contact the church office at 423-581-1992 for a building use packet. (packet materials are also available online at the church's website, www.pantherspringsumc.com)
- b. Review the packet and submit the facility / building request form to the church office
- c. Scheduled activities of PSUMC will take precedence over all other requests.
- d. Member and Non member groups and individuals will be assigned a host/hostess for the event.
(See host/hostess duties and related fees)
- e. The administrative committee of the Pastor, Lay Leader and Trustee Chairman will approve requests for building use. Those approved for building use will subsequently need to submit the Facilities Use Contract and Hold Harmless Agreement and the declaration of policy page from their insurance policy when fees are paid.
- f. Responsible adult supervision must be with the group at all times when activities are in use. Must adhere to the Safe Sanctuaries policies of PSUMC
- g. Smoking and non-prescriptive drugs are prohibited in the building and on church property.
- h. Alcoholic beverages will not be permitted on church property. No purchase, sale, serving or consumption.
- i. No open flame may be used for any reason inside the building at any time (excluding appliances). Any Fires built outside on church property will require special permission by church administration.
- j. As a general rule, facilities may not be reserved more than 30 days in advance, except for weddings.
- k. Liability insurance (minimum \$1 million) will be required non-members:
 - I. Conducting business unrelated to PSUMC on church property
 - II. Engaged in group activities where fall or injury hazards are a risk
- l. Should the individual/organization not have liability insurance, an event insurance policy (minimum \$1 million) must be purchased.
- m. Any injury, accident, sickness or illegal activity must be reported to the administration of PSUMC immediately.

4. Kitchen / Fellowship Hall Use:

- a. In case of breakage or damage to kitchen materials, the responsible party is expected to correct or pay for the damage, with building damage deposit applying. (See fees & charges attached)
- a. Every group including catering services is expected to leave the kitchen and its equipment clean and in place as it was found.
- b. Member use or ministry organization should be responsible for the use of church table clothes, dishes, etc. dishes, utensils, and glasses should be cleaned and returned to the appropriate storage before leaving the facility after the event. Table clothes are to be properly cleaned, pressed, and returned within 3 days.
- c. Unless specific approval is granted, Nonmembers / catering services are responsible for providing their own linens, utensils, glasses and dishes, etc.
- d. Church tables, table clothes, dishes, utensils, equipment and other materials are not to be taken from the church property and may not be loaned or rented to any group or individual for any reason.
- e. Church groceries, supplies and other staples are not to be used by any outside groups. Ministry groups from PSUMC are required to replace or cover the cost of any items used.
- f. All groups are required to sweep fellowship hall and kitchen floors and wipe down tables after use. All trash must be emptied and placed outside in the dumpster.
- g. The host / hostess or their designee must inspect the kitchen following use for cleanliness and damage and for the release of deposit funds to be returned.

5. Use of Equipment:

- a. Any use of audio-visual equipment on church property requires oversight of a member of the Media Ministries team from PSUMC. Equipment belonging to PSUMC will only be operated by a member of the Media Ministries team. (See Fees & Charges attached)
- b. Members, outside groups or individuals may use their own audio/visual equipment during their activity, With the acknowledgement of a member of the Media Ministries team.
- c. No furniture (tables, chairs, etc.) or equipment belonging to the Church may be loaned or removed from the building except for approved official Church functions
- d. Members, outside groups or individuals using the facility may use tables, chairs, and lecterns, as their set-up Requires

6. Use of Sanctuary:

- a. The sanctuary is to be a place of reverence and worship.
- b. Fixtures and equipment such as the Alter, Cross, Baptismal font, etc. shall not be moved.
- c. Music instruments, including the Piano and the Organ are not to be used by any group or individual without expressed approval from the church music staff.
- d. The Media Ministry control booth is not accessible to any group or individual using the sanctuary. Only Members of the PSUMC Media Ministries team may operate this equipment.
- e. Any group or individual who is renting the facility may use flowers or other simple decoration. Flowers and Decorations must be removed within 24 hours. No nails, pins, adhesive or tape may be used on the walls.

7. Use of Pavilion:

- A. Outside tables and chairs belonging to PSUMC may be used by groups or individuals renting the pavilion. Any additional needs for tables or chairs will be the responsibility of the renter.
- B. All users of the pavilion are required to put tables & chairs back in storage, sweep the pavilion floor and Remove any trash.
- C. Grills and fryers may be used for cooking, with proper adult supervision. Camp fires or open flames should not Be used without expressed church administration consent.
- D. No use of paints, stains or other toxins may be used by any group, at any time.
- E. Automobiles, trailers and / or ATV equipment must remain on paved surfaces.

8. Playground:

- A. All users should keep gates closed at all times.
- B. Playground equipment must not be moved outside the fenced area.
- C. Food and beverages are not permitted inside the playground at any time.
- D. Adult supervision must always be present when children are at play. Groups and individuals must follow and adhere to the Safe Sanctuaries policy of PSUMC.

9. Parking Areas / Yards:

- A. No users of PSUMC facilities may work on, repair or facilitate vehicle mechanical work.
- B. There shall be no overnight parking allowed and posted weight limit signs must be obeyed.
- C. All users of PSUMC facilities must observe a 5 MPH speed in all parking and driveway areas.
- D. Ruts or other destruction to yards, grass or landscaped areas is not allowed.

Fee / Deposit Schedule:

1. For non-members and organizations a refundable \$250 building damage deposit will be required when facility space is reserved. The fee is to be applied against damage if applicable but otherwise is returned to the facility user at the end of their occupancy agreement.
2. Fees to defray cost of building maintenance and operation for outside groups and non-members will be as follows:
 - a. \$150 for the use of the Sanctuary / additional custodial fee \$50.00
 - b. \$25 for the use of classroom space
 - c. \$100 for the Fellowship Hall / \$ 150 with the inclusion of the Kitchen
 - d. \$75.00 for use of the Pavilion and playground
3. Host/Hostess – Member and Non-Member
 - a. \$15 per hour for the Sanctuary (minimum 2 hours)
 - b. \$15 per hour for the Fellowship Hall and/or Kitchen (minimum 2 hours)
4. Audio-visual technician fee:
 - a. \$20 for the Sanctuary- Member and Non-Member
 - b. \$25 for the Fellowship Hall – Member and Non-Member
5. Custodial Fee: (Applies to members and non-members)
 - a. \$15 per hour any rental areas. Minimum 2 hours.
6. All fees for use shall be paid in advance to PSUMC
 - * fees may be waived or reduced at the discretion of the Administration Committee.
 - * fees will be directed to building maintenance and improvements and any staff/host required.
7. Fees will be refunded if reservation is canceled twenty-four (24) hours prior to scheduled usage.

Notice: Please refer to additional policy requirements addressing Weddings, Funerals, and other services.

Approved on: April 2018 - SPPRC Meeting

Panther Springs UMC

Policy 101: Church Use Policy