

## **CURRENT BUILDING USE POLICY**

Crosby United Methodist Church

Revised January 2019

### **Purpose**

To provide facilities for the ministries of the church that make disciples for Jesus Christ through spiritual, physical, social, emotional, and intellectual events. To reach people, not presently in the church, through these ministries with the good news of God's love for them. To deepen the fellowship of the people of the church as they participate together in a Christian setting. To establish a list of approved activities that occur on church property. To delegate responsibility for facilities and equipment. To establish fees for their use. Wedding rehearsal dinners, bridal showers, baby showers, parties, and reunions are considered private events and not ministries of the congregation.

**DEFINITIONS:**   **CUMC** – Crosby United Methodist Church

**CUMC MEMBERS** – Persons listed on the current membership list and currently fulfilling member responsibilities to actively support the congregation with prayers, attendance, gifts, service, and witness as promised upon joining CUMC.

**ORGANIZATIONS AND GROUPS WITHIN CUMC** – Sunday School classes, Bible Study classes, choirs, Vacation Bible School, Weekday School, After School Program, United Methodist Men, United Methodist Women, United Methodist Youth Fellowship, Scouting units whose charter is owned by CUMC including Girl Scouts who do not organize under a charter, Bereavement Committee, Alcoholics Anonymous, committees subject to Administrative Council supervision, blood drive, and shut-in ministries.

### **RECOGNIZED GROUPS THAT ARE NOT WITHIN THE CUMC STRUCTURE**

Any organization not defined above but recognized and accepted by The United Methodist Church, i.e., 4-H, YMCA, YWCA Camp Fire Girls, Camp Fire Boys, UMArmy groups, Big House groups, district or annual conference events, and community wide worship services, etc.

**NON-CHURCH GROUPS** – Any organization not defined above.

**CHURCH EQUIPMENT** – Any church furnishings: chairs, tables, dishes, cooking equipment, media equipment, tools from the tool shed, items and furniture in Sunday School rooms, items purchased by individual classes or church groups – held in ownership by CUMC.

**CHURCH RELATED GROUP ACTIVITIES** – Any church related group activity approved by the Administrative Council at least 60 days prior to the event.

**NON-CHURCH GROUPS** - Non-church groups must submit their request in writing at least 90 days in advance of the activity to the Board of Trustees if they wish to use the facilities for more than two times or on a continuing basis.

**THE BOARD OF TRUSTEES** - The board responsible for approving building use requests.

A Board of Trustees will be elected annually at the Charge Conference to give oversight to the implementation of these policies and to determine appropriate uses of the buildings under these policies. The Board will be directly amenable to the Administrative Council and/or Charge Conference.

## **GENERAL POLICIES**

All programs and scheduled activities are seen as a part of the overall ministry of CUMC, even when we allow appropriate use by a non-church group. Persons participating in any event which is held on church property are to consider themselves as guests of the church and to conduct themselves accordingly. No activity or group will be allowed in our facilities which we feel is inappropriate or incompatible to our purposes and policies as a local congregation of The United Methodist Church. We will expect our members, guests, and visitors to dress, speak, and act in accordance with the highest Christian standards.

## **NON-CHURCH GROUP EVENTS**

Facilities of CUMC, including the Fellowship Hall, Family Life Center, Sports Courts, and Sanctuary may be used by organizations, and/or church groups as outlined in DEFINITIONS of the BUILDING USE POLICY. Determination as to appropriate use and fees to be charged or waived will be made by the Board of Trustees. The Pastor and the Trustees are accountable to the Administrative Council and the Discipline of The United Methodist Church in the administration of this policy.

Priority will be given in the following general order: 1) church-wide programs of CUMC, 2) groups and programs within CUMC, 3) community events approved by the Administrative Council, and 4) other churches and non-church groups approved by the Trustees.

To insure the above priorities, non-church groups must submit their requests in writing at least 90 days in advance of the event.

## **EVENTS FOR ORGANIZATIONS AND GROUPS WITHIN CUMC**

Organizations and groups within CUMC as defined in this policy must submit their requests in writing at least 60 days in advance of the event. Activity or event must be approved by the Administrative Council.

## **RESERVATION OF FACILITIES**

All requests to use facilities/equipment must be submitted to the church office in person during regular office hours (Mon. – Thurs. 8:00 a.m. to 3:00 p.m., Fri. 9:00 a.m. to 12 noon).

Contact church secretary to confirm availability. All group activities are to be limited to four hours at the stipulated rate. Meetings are to be completed and out of the building by 10:00 p.m. Monday through Friday and no later than 6:00 p.m. on Saturday with the exception of wedding receptions, which must be completed by 9:00 p.m. to allow for cleaning in preparation of Sunday worship services.

## **No groups will be allowed to use the Weekday School Classrooms.**

## **RESPONSIBILITIES OF ALL GROUPS USING FACILITIES**

1. One responsible person shall be designated for the event. This person will open the building for each meeting and will be held personally responsible for insuring that all policies are followed.
2. All groups are responsible for setting up and taking down all equipment (including tables and chairs) needed for an event.
3. All equipment shall be used on the premises and shall be returned to the original place after use.
4. If used, the kitchen and appliances shall be left clean. The ice machine **MUST NOT BE TAMPERED WITH** at any time. Nothing shall be stored in the ice machine for purpose of keeping it cool – this contaminates the ice.

5. Non-church groups shall provide their own dishes, silverware, food and drink, paper goods, and table coverings. Each organization and group within CUMC is required to provide their own paper goods and food.
6. A custodian is required for all non-church activities for a fee. A minimum two-hour clean-up period is required between scheduled activities.
7. The conduct of all individuals using the facilities shall meet Christian standards. These include no drinking of alcoholic beverages, no drugs, no fighting, no profanity, and no smoking.
8. Children shall not be allowed to leave the assigned meeting.
9. Parked vehicles should not block the covered drive between buildings unless unloading flowers, equipment, or the handicapped.
10. Absolutely no food or drink is allowed in the sanctuary at any time (only exception are the elements used for the Sacrament of Holy Communion.)
11. The church office must be notified the next working day of damage to any furniture/fixtures or any part of the building.
12. Use of tacks, push pins, poster wax, tape, etc., on walls of Family Life Center is prohibited. Attach documents only to designated areas.
13. Roller skates, rollerblades, bicycle, and skateboards are prohibited from use on church premises.
14. Showers in the Family Life Center restrooms are off limits except with permission.
15. Sound equipment may only be used with one of our trained members operating the equipment. There will be a fee for our sound technician.
17. Altar furnishings shall not be removed.

**Checklist before leaving CUMC:**

1. The air conditioning or heating system must be returned to the original setting.
2. All doors, windows, and cabinets shall be locked.
3. Lights and kitchen appliances used shall be turned off.
4. An inspection of the restroom facilities shall be made to make sure the toilets are flushed and in good working order, paper towels are picked up and put into receptacles, and that lights are turned off.
5. The garbage shall be taken out of the building to the dumpster and the liner replaced in the garbage can in the kitchen. Do not leave food waste in kitchen.
6. Put all tables and chairs back in proper positions.

**FAILURE TO FOLLOW THESE POLICIES IN EACH SPECIFIC INSTANCE OR IN GENERAL WILL RESULT IN LOSS OF THE PRIVILEGE OF USING OUR FACILITIES AND FORFEITURE OF DEPOSIT.**

***Indemnity clause :***

*The use of facilities and equipment will be at the risk of the participant. CUMC does not make any warranty, expressed or implied, of the premises, equipment, machinery, fixtures, or furniture. This notice is provided to all members, participants, guests, and visitors.*

As responsible person, I agree to follow all guidelines listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone Number

One signed copy to be left in church office with \$100.00 deposit for Fellowship Hall or \$250.00 deposit for the Family Life Center.

## **LOAN/USE POLICY FOR CHURCH PROPERTY**

Church property that is allowed to be loaned must be checked out by signing a form and filing it with the church secretary. When the property is returned, the church secretary must be notified.

### **ITEMS THAT ARE NOT LOANED:**

1. Music, hand-bells, robes, stoles, or instruments are never loaned. These items may be taken off the premises by the CUMC choir if they are performing for an event/service as the Crosby United Methodist Church chancel/handbell choir.
2. Portable staging equipment and stage props may only be used on church premises by church members.
3. Sports equipment from the Family Life Center may not be loaned and must be used on church property.
4. Silverware and dishes from either kitchen may not be loaned. Large cooking utensils may not be loaned.
5. Paraments and other articles used in the Sanctuary may not be loaned or removed from church property.
6. The chairs and tables in the Family Life Center cannot be loaned.
7. The chairs and tables in the Sunday School rooms (youth, children, and adult) cannot be loaned.
8. Playground:
  - a. Use is restricted to members of the church and their immediate families and CUMC organizations.
  - b. Church events have first priority.
  - c. In case of inclement weather, other church facilities shall not be used as an alternate location.
  - d. There will be no charge for playground use, but the grounds and equipment should be left in as good a condition as was found.

### **ITEMS THAT MAY BE LOANED WITH PERMISSION TO CHURCH MEMBERS ONLY:**

1. The metal folding chairs stored in the old Fellowship Hall may be loaned only to church members with the approval of the Pastor or church secretary

**FEES AND DEPOSITS (Wedding rehearsal dinners, bridal showers, baby showers, parties, and reunions are considered private events that are subject to fees and deposits. Fees include AC or Heat that runs 8-10 hours in entire main building for weddings. Fees include church's cost for water, bathroom tissue, paper towels, soap, etc.)**

(Fees must be paid to confirm a reservation.)

**Weddings (Sanctuary only) Includes sanctuary, narthex, bride's room, groom's room, restrooms, fellowship hall, all hallways**

	<b>CUMC Member</b>	<b>Non-Member</b>
Sanctuary Fee	No Charge	\$750.00
Utility Fee	\$225.00	\$225.00
Custodial Fee	\$180.00	\$175.00
Audio/Visual Technician	\$125.00	\$175.00
Minister's fee that covers pre-marital counseling session, rehearsal, wedding	\$300.00	\$400.00
Event Coordinator	\$300.00	\$450.00

**Use of Fellowship Hall (maximum 4 hour limit)**

Rental Fee	No Charge	\$425.00
Utility Fee	\$125.00	\$125.00
Custodial Fee	\$125.00	\$175.00
Event Coordinator	\$125.00	\$200.00

**Use of Fellowship Hall & Kitchen (4 hour maximum)**

Rental Fee	No Charge	\$525.00
Utility Fee	\$125.00	\$125.00
Custodian Fee	\$150.00	\$175.00
Event Coordinator	\$125.00	\$200.00

**Use of Family Life Center**

Rental Fee	No Charge	\$750.00
Utility Fee	\$175.00	\$175.00
Custodial Fee	\$175.00	\$250.00
Event Coordinator	\$125.00	\$200.00

**Use of Family Life Center & Kitchen (4 hour maximum)**

Rental Fee	No Charge	\$850.00
Utility Fee	\$200.00	\$200.00
Custodial Fee	\$200.00	\$250.00
Event Coordinator	\$125.00	\$200.00

**Individual Use of a Classroom (no food/drink in classrooms)**

**(Two hour maximum)**

Rental Fee	No Charge	Not Available
Utility Fee	No Charge	Not Available
Custodial Fee	No Charge	Not Available

**There is a \$100.00 refundable deposit for the fellowship hall and/or sanctuary and \$250.00 for the family life center.**

**\*\*The church reserves the right to ask for additional reimbursement in case of damage to facilities or unauthorized removal of any church equipment. Any utility usage over a standard timeframe may result in an extra charge.**