United Methodist Church

**Policy On:**

#### Use of Church Facility

**Updated October 2015**

This updated policy supersedes any other policy to this date.

**I. General Statement:**

As stewards of the property of the church, the Board of Trustees has approved the following policy governing the use of its facilities.

The multi-purpose room, Sanctuary, contents, and buildings of First UMC are outward and physical parts of the body of Christ and are an important part of the total ministry of this congregation.

The facilities were created by the efforts and gifts of individuals for the work and ministry of Jesus Christ in our community. Their function was to be an outreach for growth, fellowship and the development of our spiritual needs as individuals and families. They were given and erected to the glory of God and are not public buildings. All activities must be in compliance with Christian values in general and the “Book of Discipline” and the “Social Principles” of the UMC in particular.

The use of the church is mainly for members of the church. When the schedule permits, facilities are available to service-oriented groups from outside the church membership.

**II. Priority for building use will be:**

**A.** Ongoing, direct ministries of the church

**B.** New and Extension ministries of the church

**C.** Dinners, banquets, receptions for members and active constituents

**D.** Other Christian organizations, ministries or receptions

**E.** Other request on a case-by-case approval and may involve use fees to be determined by the Trustee Committee

**III. Scheduling:**

**A.** Any request for use of the church will be cleared through the office calendar.

1. The office calendar will have the official recording of all events.
2. The office secretary will schedule the UMW monthly group meetings.

**IV. Use and suggested donations:**

1. No charge for use of the facilities by any group listed in Appendix I.
2. Parties using church property will be responsible for clean up and for replacing any damaged or destroyed property.
3. To help cover the costs for lights, heat, janitorial services, etc., the following suggested donations shall apply to those who use the church facility:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Non-Member** | **Active Constituent** | **Full Member** |
| Dining Room & Kitchen | $150.00 | $90.00 | $60.00 |
| Dining Room without Kitchen | 100.00 | 75.00 | 50.00 |
| Multi-Purpose Room Serving Kitchen (40 max) | N/A | 75.00 | 50.00 |
| Classrooms | 75.00 | 50.00 | 25.00 |
| Chapel (20 max) | 200.00 | 120.00 | 80.00 |
| Sanctuary: Weddings | 1,500.00 | 200.00 | 125.00 |
| Sanctuary: Funeral | 250.00 | 0.00 | 0.00 |
| Sanctuary: Weekend Funeral | 325.00 | 80.00 | 80.00 |
| Ministry Outreach Center | 100.00 | 75.00 | 50.00 |
| Sanctuary Sound Technician: Wedding | 80.00 | 80.00 | 80.00 |
| Sanctuary Sound Technician: Funeral | 75.00 | 75.00 | 75.00 |
| Sanctuary Video Projection System | 50.00 | 50.00 | 50.00 |

**These prices do not apply to church-handled receptions. See Appendix III and IV for Weddings and other Receptions.**

1. Church property is not to be used for commercial purposes (i.e. Tupperware, Mary Kay, etc.).
2. No equipment is to leave the building for private use.
3. For church-related activities any item or items will be checked “out” and “in” through the church office.
4. Whenever space is made available to a non-church group it shall be with the stipulation that in case of a conflict for the space arises because of a church function, the group having made the arrangements for use shall yield the space. In these cases, the church will assist the “using group’ in finding a satisfactory space within the building.
5. The basement is reserved the week preceding & following VBS through the annual Rummage Sale
6. No smoking and no alcoholic beverages are allowed on the premises.
7. All donations will be collected at the time of scheduling.
8. NURSERY CARE – The church will procure a care provider to monitor the nursery during the wedding rehearsal, ceremony and/or reception if you wish. The Pastors and Nursery Supervisor must approve this. Pay the church office ahead of the event. Established health and safety policies must be followed. $25 per hour for two providers for infant through 4-year-old children.
9. CHURCH VEHICLE USE – It will be restricted to church-sponsored groups. There will be no rental of the vehicles to groups outside the church. Church groups are to be sure the van is full of gas when returned and cleaned inside and out. Church vehicles are viewed in the same context as buildings and all rules, including no alcohol or smoking, apply to their use.
10. Use of the gym is open to all members and active constituents at no cost, who desire to use the multi-purpose room for personal exercise and recreation on an occasional basis. The member or active constituent must clear permission for use through the church office and multi-purpose room schedule. All activities must have adult supervision at all times.

**APPENDIX I**

1. Church Groups:

Youth Altar Guild Adult Sunday School Classes

UMW UMM Bible Studies

1. Church-Sponsored Groups: Support Groups

Boy Scouts Girl Scout Workshop

4H MOPS

**C.** Activities:

Style Show UM Conference Committees

Rummage Sales Lenten Luncheons

1. Other Groups:

Promise Keepers Christian Outreach to the Heartland

Habitat for Humanity Red Cross Blood Drive

Al-Anon TOPS

Gambler’s Anonymous

**E.** List of event of use of building:

Multi-purpose room can be used for emergency aid and/or shelter when circumstances call for such a need.

\*Groups that wish to use other facilities, such as sanctuary or kitchen (reception) will pay regular donations in Section IV. C. depending on member or non-member rates (i.e. Eagle Scout ceremonies).

**APPENDIX II. MULTI-PURPOSE ROOM FACILITY POLICY/EVENTS & RECEPTIONS**

**ROOM REQUEST FORM:**

EVENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EVENT DATES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TIME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EMAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ROOM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECURITY DONATION: (Refundable if no damages occur)**

Members, Active Constituents- $100.00 Non-Affiliate: $300.00

**MEMBER USAGE PER DAY: (Regularly attending)**

GYM & CUSTODIAN\_\_\_\_$100.00 First 3 hrs. $25.00 each additional hr.

KITCHEN \_\_\_\_\_$50.00 First 3 hrs. $25.00 each additional hr.

Yes\_\_\_\_No\_\_\_\_I will need to set up the evening before.

SOUND & LIGHTS \_\_\_\_\_$50.00 First 3 hrs. $25.00 each additional hr.

**CONSTITUENTS USAGE PER DAY: (Regularly attending)**

GYM & CUSTODIAN\_\_\_\_$125.00 First 3 hrs. $25.00 each additional hr.

KITCHEN \_\_\_\_\_$75.00 First 3 hrs. $25.00 each additional hr.

Yes\_\_\_\_No\_\_\_\_I will need to set up the evening before.

SOUND & LIGHTS \_\_\_\_\_ $75.00 First 3 hrs. $25.00 each additional hr.

**NON-AFFILIATED USAGE PER DAY: Requests to be brought to the Trustees on a case-by-case basis before the gym can be rented out to a non-affiliate.**

GYM & CUSTODIAN\_\_\_\_$250.00 (100 people) First 3 hrs. $75.00 each additional hr.

\_\_\_\_ $300.00 (200 people) First 3 hrs. $75.00 each additional hr.

\_\_\_\_ $350.00 (over 200) First 3 hrs. $75.00 each additional hr.

KITCHEN \_\_\_\_ $150.00 First 3 hrs. $50.00 each additional hr.

Yes\_\_\_\_No\_\_\_\_I will need to set up the evening before.

SOUND & LIGHTS \_\_\_\_ $150.00 First 3 hrs. $50.00 each additional hr.

**No alcoholic beverages and no smoking shall be allowed on the premises.**

A general clean and pick up of the area immediately after the event is required. Failure to comply will result in forfeiture of deposit.

**MULTI-PURPOSE ROOM USAGE POLICY**

Thank you for choosing the church to hold your meeting or activity. We welcome you to our facility. Please share the guidelines with your group so that your session runs smoothly and safely. The multi-purpose room policies will apply the same to members, constituents, nonmembers, and staff.

**SCHEDULING:**

Scheduling will be done through the church office. Usage is on a first come basis except that church activities will always take priority and activities may be cancelled if a church event comes up unexpectedly. When the registered participant leaves, his/her guests must leave also.

**DONATIONS:**

DONATIONS for your room contribution and deposit will be paid at time of scheduling.

**DAMAGE:**

Contact person will be responsible for any damage beyond normal wear. Please refrain from kicking balls against the walls and hallways.

**SUPERVISION:**

There will be adult supervision at all times. Unsupervised children are not allowed to be in any part of the building under any circumstances. All lights must be turned off when your group is finished.

**WAIVER:**

Participants or parent/guardian must sign a church waiver and have it into the church office prior to the activity.

**HOLD HARMLESS POLICY FOR GROUPS OR ORGANIZATIONS**

“ENTITY” agrees to obtain and maintain general liability insurance coverage for its activities occurring at the church facilities, in such amounts as are acceptable to the church but in no case will those limits be less than $1,000,000 per event $1,000,000 annual aggregate. “ENTITY” agrees to provide the church with a certificate of insurance naming the church as an additional insured, and providing for 30 days advance notice of cancellation of such coverage prior to utilizing church facilities.

To the extent not prohibited by law, ENTITY agrees to indemnify and hold the church harmless from any and all claims, suits or actions of whatsoever nature, and any cost or expense (including reasonable attorneys’ fees) from any and all liabilities caused by the negligence and/or intentional act of the ENTITY staff and participants in the ENTITIES activities under this agreement.

**CONTACT:**

A contact person and phone number for any group must be provided to the church office on the day the activity is scheduled. If you have any questions about any of our guidelines, please call the church office at 225-5680. Thank you.

**OTHER:**

No form of tobacco, alcohol, or illegal drugs or profanity may be used on the church premises.

**WAIVER OF INJURY:**

I waive any claim for liability or damage against the First United Methodist Church of Aberdeen, SD, any of its employees, or any persons assisting in any activity for any damage or injury, which may be sustained by me during any activity.

Adult Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­

If youth are participating in the activity, please print the name of the youth. A parent/

Guardian must sign the waiver form.

Youth Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I HAVE READ AND ACCEPT THE TERMS OF THIS POLICY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

**REPRESENTING\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(group or organization)

**APPENDIX III. UMW GUIDELINES FOR RECEPTIONS**

**Dining Room (50-150) Guests**

**Multi-Purpose Room Gym (100+) Guests**

**Donations For Receptions Are As Follows:**

## A. Church Members

**$150.00** Donation for a menu consisting of punch, coffee, cake, sandwiches, mints, nuts, ice cream or cookies, for guests up to 100 and $1.00 per plate there after.

**$200.00** Donation for a meal type reception, which would include all of the above menu items plus two or more foods or salads, for guests up to 100 and $1.00 per plate there after.

1. **Active Constituent**

**$175.00** For a menu consisting of punch, coffee, cake, sandwiches, mints, nuts, ice cream or cookies, for guests up to 100 and $1.00 per plate there after.

**$225.00** Donation for a meal type reception that would include all of the above menu items plus two or more foods or salads, for guests up to 100 and $1.00 per plate there after.

1. **Non-Church Members**

**$200.00** Donationfor a menu consisting of punch, coffee, cake, sandwiches, mints, nuts, ice cream or cookies, for guests up to 100 and $1.50 per plate there after.

**$250.00** Donation for a meal type reception that would include all of the above menu items plus two or more foods or salads, for guests up to 100 and $1.50 per plate thereafter.

**The Church Reception committee will furnish the following:**

1. Dishes, flatware, silver service, punch bowl, and cups. Candleholders are also available which hold 2-3 candles.
2. Tablecloths
3. Reception committee will do the following:
   1. Set the tables.
   2. Make coffee and punch.
   3. Serve what the renting party wants help with.
   4. Keep the serving table, punch bowl, coffee pots, and water pitchers filled.
   5. Do the dishes.
4. The reception committee will make up simple sandwiches and make the punch if all of the ingredients and the directions are furnished.

**The guest party will furnish:**

1. All food including coffee, (3 lb. is generally enough) cream, sugar, cake, sandwiches, nuts, mints, and punch ingredients.
2. Napkins-small size for punch tables, and larger size for reception table.
3. Whatever candles are needed (12 inch)
4. Centerpiece for serving table (the cake is usually used for this)
5. Any decorations you desire. **No spreading glitters or confetti on the tablecloths.**
6. Help that you need to line up would include:
   1. Cake servers – usually 2
   2. Coffee servers – usually 2
   3. Punch servers – usually 2
   4. Guest book attendant
   5. Gift table attendant

**Make your check payable to United Methodist Women (UMW).**

**APPENDIX IV. WEDDING POLICY**

Sanctuary donation (includes sound & custodian)

Full Members $125

Active CM or non-member 25 yrs. or younger/parent FM $200

Non-members (no association with church) $1200 (using our Pastors)

Non-members (no association with church) $1800 (using other Pastor)

Chapel Donation (including custodian fee)

Full and Active Members $80

Non-members with parents who are FM $120

Non-members (no association with the church) $200

Pastor’s Honorarium

Full members & active CM at your discretion

Non-members $300

Nursery Care during wedding (1 hour before) $50

**Donation for a Full Member**

Sanctuary $125

**Donation for a Non-member 25 years or younger who is a child of a FM**

Sanctuary $200

**Donation for a Non-member who has no association with the church**

Sanctuary $1200

Pastor’s honorarium $300