

The Trustees of Main Street UMC with Church Council support has enhanced its commitment to hospitality by adopting a "Building Use Policy" that encourages utilizing and sharing our facilities while maintaining responsible stewardship of our valuable assets.

MAIN STREET UNITED METHODIST CHURCH GUIDELINES FOR USE OF FACILITIES

Main Street United Methodist Church facilities and equipment exist for the primary purpose of being used by its members through its organizations and ministries. The Priority of Use Will Be As Follows:

1. Recognized Groups Within the Church: Church Services; Regularly scheduled church and church related activities
2. Church Members - Weddings, Funerals; Receptions; Individual Parties; Special Events; Concerts; Music Recitals (*Does not include private recitals for students*); Other informal Church Member requests
3. Outside Groups – Note: Usage by For-profit groups, organizations and individuals will not be approved.

Although church and church-related meetings, functions, and activities obviously have higher priority in requests for space, outside groups can request space up to three months prior to the date of the event. It is therefore to the advantage of everyone to request space as early as possible.

A **REQUEST FOR USE OF FACILITIES** form must be completed by all groups and submitted to the Office at least two weeks in advance of the activity, but requesting space earlier increases the likelihood that it will be available. The Request for Use of Facilities form provides for those areas of the church available for use. **For ongoing meetings/activities, a REQUEST FOR USE OF FACILITIES form must be completed each year by September 1st.**

If assistance from members of our Audio/Visual Ministry Committee volunteers is being requested during the event, the request should be made at least four weeks in advance to increase the likelihood that one or more of them can be available at a specific time.

A **Building Steward**, a member of the MSUMC Trustees, will meet with the user, or a representative, after the REQUEST FOR USE form is turned into the office. This meeting will be a time to review conditions of the church for usage, the expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at this time. All activities are scheduled on the master church calendar once requests have been approved.

SOUND SYSTEM: Programs in the Sanctuary or Fellowship Hall that require the use of the sound system must have one of the church Sound Technicians on duty. Do not tamper with sound equipment, connections, or receptacles. Only trained and authorized persons may operate the sound equipment

SANCTUARY USE: The Sanctuary is a place of worship and it is under the discretion of the Lead Pastor to determine if an event is appropriate for Sanctuary use. Proper attention to the chancel area and furniture must be observed. The Altar/Communion table may not be used for anything other than worship. There will be no exceptions.

No guest individuals, groups or organizations may move Sanctuary furniture, communion rails, or instruments without approval from the Lead Pastor. [Approval may be requested through the Building Steward]

Under no circumstances can food or drink other than water be taken into the sanctuary areas.

The digital keyboard, and drum set may not be used by anyone except for appointed MSUMC church musicians.

GENERAL USE: Meetings and activities must be confined to the areas of the church and property as requested and approved on the REQUEST FOR USE form. Users are expected to leave the building clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event. Furniture or equipment cannot be moved without the permission of the Building Steward. The user will be held responsible for any damage done to church property, and the user assumes liability for injuries to persons attending the event and for damages or loss of user's property.

The conduct of all persons attending programs is to be respectful of the property, and to maintain noise levels that respect others in adjoining spaces.

Parking: Please honor the parking places reserved for van parking and handicapped persons.

Alcoholic beverages, illegal substances, and weapons are not permitted in the buildings or on the grounds of the church.

Smoking is not permitted in the buildings or around the main entrances of the church building. A sand filled urn is placed at the lower Sunday School entrance near the Church Van parking area; **this is the ONLY AREA where smoking is permitted.**

Fire regulations require that no doorways or hallways will be blocked. No exterior doors will be propped open.

Children and youth must be under the control of their parents or adults at all times and are not permitted to roam freely on church property. All children or youth activities will be supervised by a minimum of two (2) adults over the age of 21 at all times.

Free standing wooden sign holders are available upon request for signage – nothing is to be taped or attached to any surface.

The Board of Trustees reserves the right to modify the above building use policy at its discretion, without prior notice to the user.

BUILDING USE FEES:

The Board of Trustees and Church Council of Main Street United Methodist Church, charged with the responsibility for care and maintenance of the physical facilities of the Church, have adopted a schedule of fees to defray costs of utilities. In each case, the appropriate fees and/or deposit will be paid as agreed upon below in the BUILDING USE AGREEMENT. Fees are paid in the Church Office; checks should be made payable to MSUMC.

The areas available for use and fees are:

- | | | | |
|--|---------------------------------|---|-------------|
| <input type="checkbox"/> Sanctuary | \$50/ 4 hrs; \$15/hr over 4 hrs | <input type="checkbox"/> Spares and Pairs Classroom | \$5 per day |
| <input type="checkbox"/> Fellowship Hall | \$25/ 4 hrs; \$5/hr over 4 hrs | <input type="checkbox"/> Barraca/Berean Classroom | \$5 per day |
| <input type="checkbox"/> Kitchen (using equip) | \$20 flat fee | <input type="checkbox"/> Christian Fellowship Classroom | \$5 per day |
| <input type="checkbox"/> Mini Kitchen | \$5 flat fee | <input type="checkbox"/> Young Adult Classroom | \$5 per day |
| <input type="checkbox"/> Nursery | \$5 per day | | |

If the Building Steward deems that the facility needs cleaning after an event, the user will be charged \$135.00. Payment of cleaning fee will be paid in office within two (2) weeks of notification that cleaning is needed.

Main Street United Methodist Church assumes no responsibility whatever for any property placed in our facility. By signing this contract, organizations and groups using the church facilities release the church from any liability of any kind of nature for loss or damage to property or injury to any person in connection with the organization’s use of facilities. The organization agrees that it will save harmless and defend the Church from all claims, judgments, suits, costs, charges, damages, and expense of any nature whatsoever that may accrue to persons or property on account of or arising by reason of the organization’s use of church facilities under this agreement. *In cases of inclement weather, Main Street UMC reserves the right to cancel all activities including those of guest groups. A refund of any building use fees would be issued.*

BUILDING USE AGREEMENT:

IT IS UNDERSTOOD THAT THE ABOVE CONDITIONS LISTED CONSTITUTE A CONTRACT BETWEEN MAIN STREET UNITED METHODIST CHURCH AND _____

EFFECTIVE FROM _____ to _____.

I have read, understood, and agree to abide by the Guidelines for Use of Facilities for Main Street United Methodist Church, and to make every effort to insure that our guests do likewise. I agree to make payment in full for usage fees by the due date.

Total Fees \$ _____ Due By: _____ If ongoing, fees are due by the 1st of each month beginning: _____

Responsible Party: _____ Date _____

Representing (Name of Group): _____

Lead Pastor: _____ Date _____

Building Steward: _____ Date _____

Office Use Only: One Time Use: Payment received: _____ Amount: \$ _____ Ck # _____

Ongoing use: 1 2 3 4 5 6 7 8 9 10 11 12

CLOSING CHECK LIST:

- 1)___ All rooms are left as they were before the event. Tables and chairs will be stored properly or arranged.
- 2)___ All trash is removed and placed in the dumpster. Clean trashcan liners have been placed in the can.
- 3)___ Responsible party, the one who is designated on the Building Use Request Form, has inspected the building. Damages should be noted and reported to the appropriate church representative as soon as possible.
- 4)___ All linens, tablecloths, kitchen towels, etc. have been cleaned and stored.
- 5)___ Check bathrooms to assure they are in a clean and orderly manner. Empty trash if full. If there are issues such as plumbing or lighting that need to be addressed, contact the office or a designated member of the Board of Trustees.
- 6)___ Kitchen and all other counter tops are clear and have been wiped clean.
- 7)___ Tabletops have been wiped clean.
- 8)___ Floors have been checked and are free of trash, spills, etc.
- 9)___ Check out with the office staff or person on duty if the church office is open.
- 10)___ If you are responsible for children or youth, you must stay until ALL toys, athletic equipment, etc., are picked up. You must also stay until all children or youth are picked up by parents or a responsible party.
- 11)___ If the church office is closed or no staff member is on duty, do the following when securing the building:
 - _____ Turn off all interior lights, except those designated to remain on at night.
 - _____ Insure that all outside doors are locked and properly closed. SHAKE EACH DOOR THOROUGHLY to make sure door is secure and locked