

Flat Rock UMC Facility Stewardship and Use Guidelines

The Board of Trustees has developed the Facility Stewardship and Use Guidelines as policy to provide direction for the use and care of the facilities which God has provided to us for ministering to our congregation and the community at large. This policy is established in order to preserve the sacred setting of the church and its property and to ensure the observance of good stewardship practices in their preservation. The purpose of this document is to define how and to what extent the facilities may be used and to safeguard the assets to the maximum extent possible.

I. General Principles — A Theology of Buildings for Ministry

- A.** For the Church, buildings are tools which are used by the people of God for the work of Christ's Church in the world. They exist for the ministry and witness of the Church, for people, and the welfare of the community we serve. Our goal is to make the best possible use of all our physical facilities. This means that the entire facility is available for use by the entire church.

- B.** The condition, quality, accessibility and overall hospitality of the church's buildings is a witness of our love of people and our concern for the community. Our goal is to ensure that every person feels welcome and valuable when they step onto church property, even if it is for a non-church event. The welcome and hospitality we extend is a form of architectural evangelism.

- C.** Christian stewardship of our resources and the environment is expressed in our maintenance and use of the buildings; including energy conservation, recycling of renewable resources, and the limiting of any activities which are harmful to people or the environment.

- D.** Use of the facilities will be consistent with the current editions of the United Methodist Book of Discipline, the Social Principles of the United Methodist Church, and the appropriate resolutions passed by the Annual Conference. No group shall be permitted to use the facilities if they are in conflict with these documents that govern the United Methodist Church.

- E.** Because of our tax exempt status, the buildings and/or property shall not be used solely for any for-profit activities by non-church businesses or business persons or for the promotion or support of any political party.

II. General Use Rules

1. Groups obtaining permission from the Board of Trustees for facility use shall restrict their activities to those rooms, the nearest hallway and restrooms to which they have applied. Group and organizational leaders using any portion of the facilities shall not allow guests or children to roam freely outside of the immediate specified area. All children and youth organizations utilizing the church facilities or grounds shall be supervised by adults at all times; a 1 to 5 (1 adult per 5 youth) minimum ratio must be maintained. If groups are gender specific then there must be a minimum of 2 females leaders/chaperones present for girls and 2 male leaders/chaperones for boys.

2. All persons and groups using the facilities shall adhere to our policy of **no** alcoholic beverages within the buildings or on the property.
Flat Rock UMC in all of its buildings and on all of its property is considered to be a **non-smoking** facility.
At no time are controlled (banned) substances and illegal drugs allowed on the premises or in the buildings of Flat Rock UMC.
At no time are illegal fire arms allowed on the premises.

3. Fees for use of the facilities and/or property, including a refundable security deposit of twice the amount of the facility use fee(s) must be paid with the submission of the application. The fee and security deposit will be returned in full if the application is denied. If the application is approved the fee becomes non-refundable and the return of the security deposit is dependant upon a post-event inspection by an assigned Trustee of Flat Rock UMC and the person whose signature is on the application.
Security deposits in full or in part will be mailed back within seven (7) business days.

4. Decorations or notices shall not be attached to the walls or ceilings in a manner that will leave any damage. All decorations must be removed upon completion of the activity. If an announcement needs to be posted in the church for an extended time anywhere other than a bulletin board, it must be framed. Temporary postings, one day or less, may be approved by the pastor or a member of the Board of Trustees.

5. It is expected that the buildings and grounds will be left in as good or better condition in which they were found. This includes the replacement of any and all furnishings at the conclusion of the event. If there are damages, they must be reported immediately to the church representative on hand and/or the Trustees.
Damages and repairs are the monetary responsibility of the applicant and the groups they represent. Flat Rock UMC reserves the right of selecting the repair contractor.

III. Categories of Groups — *Please see notes below*

All groups using the facilities of Flat Rock UMC fall into one of three categories which reflect the priority in which they are assigned to the church calendar.

Group A: is comprised of direct ministries of Flat Rock UMC. These includes all regular, ongoing activities which are lead and sponsored by the various Ministries, Work Areas, Committees, or official bodies of Flat Roc UMC and the connectional ministries of the United Methodist Church, and/or any program or group so designated by the Church Administrative Council.

Because these ministries are funded through the church's general budget there is no use or custodial fee. However proper care and clean up of the areas used is still required.

(Member usage is at no charge; however, a donation is encouraged).

Group B: is made up of groups which are not directly affiliated or led by groups within the structure of Flat Rock UMC. These groups are determined by the Administrative Council to be ministries or activities which reflect purpose of the Church and/or serve as a benefit to the community we are called to serve. Groups such as A. A., Boy/Girl Scouts, etc. may be approved for the use of the buildings and grounds. Whenever possible, these groups will be scheduled at a time and in spaces which are already being cooled and heated for other church activities so that their use does not increase the operating costs of the church.

(A donation is encouraged (canned goods etc.)

Group C: includes groups such as wedding and baby showers, family reunions, business clubs, and non-profits which are not related to Flat Rock UMC or defined as a part of her ministries. These groups may use the facilities on the basis of their availability of space and other resources. Fees for this group category shall be determined annually by Flat Rock UMC's Board of Trustees. At present time (July 2011) the non-member fee for use of the Christian Fellowship Center is \$150.00; Sanctuary \$100.00; Kitchen \$100.00.

** In the event of an unforeseen death of a church member and their impending visitation and funeral, any and perhaps all pre-scheduled calendar events may be subject to rescheduling out of respect for the deceased and the family.*

*** All groups (A, B, and C) shall be responsible for their own set-up, take-down, and clean-up; leaving the space that they have been approved to use in as good a shape or better than which they found it.*

**** No food or drinks shall be permitted beyond the doors of the Christian Fellowship Center*

***** Use of the gas stove without the presence of a trained church member or trustee is not permitted.*

IV. Sanctuary Use Guidelines

1. The sanctuary is to be a place of Christian worship and shall be treated as such. Speech and personal actions shall reflect that you are in the Lord's House.
Use of the sanctuary for any form of worship; funeral, wedding, baptism, etc. is subject to the approval of the presently appointed Pastor.

2. A separate wedding policy will be given to the potential brides and grooms which outlines the requirements, and expectations associated with member/non-member use. A fee schedule will also be handed out.

3. The movement of furniture in the sanctuary is very limited.
 - a. The Pulpit, Baptismal Font and the Communion Table may be moved but may not be removed from the chancel area of the sanctuary.
 - b. The chancel chairs may be moved to the ante-room to the left of the chancel.
 - c. The movement of the pews must be approved by Flat Rock's designated member(s) of the Board of Trustees.
 - d. The cross on the wall may not be moved.
 - e. The sound system is only to be operated by trained personnel designated by the Flat Rock UMC Board of Trustees.
 - f. Any speakers which need to be relocated must be disconnected, moved, and replaced by one of Flat Rock UMC's sound technicians.

4. Decorations
 - a. All candles used in the sanctuary must be of the driplless variety.
 - b. Due to the risk of damage to the stained glass windows and fire to the old structure; no live flame candles are allowed to be used in any window decorations at any time.

5. Flowers
 - a. Arrangements may be placed in the front of the church upon the two flower stands set to the left and right of the communion table.
 - b. Arrangements placed upon the communion table must be approved by the appointed minister of Flat Rock UMC.
 - c. Live ferns and other living greenery may be used in responsible ways.

V. Christian Fellowship Center Guidelines

1. Full Members or constituent members (Constituent Members are persons who are not full members of the church concerned, including unbaptized children, youth and adults whose names are not on the membership record, and other non-members for whom the appointed pastor has pastoral responsibilities.) may make a request for use of the grounds and/or facilities for family events such as birthdays, anniversaries, family reunions, receptions, and/or showers etc.. The church, through the Board of Trustees, shall review the completed application and make a complete and final determination as to whether an individual adult member or constituent adult member may use the grounds and facilities.

2. Persons desiring to use the Christian Fellowship Center must submit their request in writing on Flat Rock UMC's Facility Use Request Form. To insure sufficient time for the request's consideration and review, a request must be made no less than **14** days prior to the event.
 - a. If a member, constituent member, or non-member simultaneously submit requests for the same day then the *full* member's request *upon review of the trustees* takes precedence.
 - b. If a constituent member's or non-member's application has been reviewed and approved and their event has been scheduled prior to the receipt of a full members application then the previously constituent/non-member event scheduled has priority.
3. The process for obtaining a request:

The pastor or any current member of the Board of Trustees upon request will provide the appropriate Facilities Use Application. Upon completion of the application, it along with the required fees and deposits must be returned to the Board Trustees for review.

***** Please Note*****

Review of an application does not constitute its approval

4. Tables and chairs

- a. In order to preserve the life of the tables, chairs, and floor surface, tables and chairs if they are to be moved must be lifted rather than dragged.
- b. Chairs, if they are to be stored should not be stacked more than 8 chairs high.
- c. Due to their light weight, safety concerns, and the common consideration for others, tables are not to be sat on or stood upon. Neither should chairs be stood upon.
- d. No tables or chairs from the Christian Fellowship Center may be removed from the buildings. Unless previously approved by the Board of Trustees.

VI. Kitchen Use Guidelines.

All groups whether established church groups, outside groups, or individual members or non-members using the kitchen are expected to follow all of the Kitchen Guidelines.

- a. wash and dry all dishes and utensils and put them away.
- b. return and store all equipment in its proper space.
- c. Clean the stove and convection oven (if either was used) thoroughly.
- d. Clear and clean countertops and cabinets doors.
- e. Scrub sinks, rinse and dry them.
- f. Empty all garbage cans into outside containers. Return cans to their original location and replace the liners.
- g. Sweep and mop floors.
- h. Do Not Leave Leftovers in the kitchen or the refrigerators. Take them home with you.
- i. Church members and constituent members should take home all soiled towels, cloths, and other linens (*table cloths*) and wash them. Return them to the kitchen as soon as possible.
- j. Non-members must furnish their own towels, dish cloths, and table cloths.
- k. Report any damage to the designated Trustee. All groups, members, constituent members and non-members are responsible for all damages they cause and will be required to pay for all actual replacement costs including installation. This cost will be deducted from above fees and deposits already agreed upon for the use of the facility. Additional costs exceeding the deposit amount are the responsibility of the applicant.
- l. Paper products, (plates, cups, napkins) may be used at no cost to established church groups (listed as Group A on page 3). Individual members, constituent members, and non-members must furnish their own supplies or replenish those supplies they use.
- m. Check all appliances before leaving, making sure that they are turned off.
- n.

******Before turning off the lights and leaving******
Please Make Sure the Gas supply to the stove is OFF!
- o. Please follow all guidelines (established groups included), an inspection will be made before the return of any security deposit.
- p. All children younger than 10 years of age must be accompanied by a parent or a responsible adult.

Flat Rock UMC Facility Use Form

To be filled out by the interested person or responsible group leader:

Are you a Member of Flat Rock UMC? Yes ____, No ____

Who is Requesting Facility Use:

Group: _____

Person Assuming Responsibility: _____

Street Address: _____

Mailing Address if Different than Mailing address:

Phone Numbers: Home: (____) _____

Cell: (____) _____

Date(s) and Time(s) of Requested Facility Use: _____

Specific Area(s) within the facility: Sanctuary ____; Christian Fellowship Center ____;

Kitchen ____; Classrooms ____ how many ____;

Picnic Shelter ____;

Other (please specify): _____

Briefly describe the purpose for requested use:

Continue to next page

Hold Harmless Agreement *

**** This agreement must be signed by the Person Assuming Responsibility on the above Flat Rock UMC Facility Use Form and must accompany said form.***

For and in consideration of their use of the property and/or facilities of Flat Rock United Methodist Church, the undersigned hereby agrees to indemnify and hold Flat Rock United Methodist Church and its members, employees, representatives, agents, successors, and assigns, harmless of, from and against any and all claims, demands, actions, causes of action, damages, cost and expense, including attorneys' fees, whatsoever, arising out of or in any way related to the undersigned use of the property and/or facilities of Flat Rock United Methodist Church.

Printed Name: _____

Signature: _____

Date: _____

Flat Rock UMC Trustee Review form

Date Request Received by the Trustees: _____

By Whom: _____

Date of Request Review: _____

Action Taken: Approved: _____ Declined: _____

Deposit Amount: _____ Fee Total: _____

Deposit and Fee Received By: _____

Date on which Applicant is Informed of approval or denial: _____

If Use Is Denied: Date on Which Deposit and Fees Are Returned _____

To Whom: _____

Trustee Assigned to Event _____

Date on Which Deposit (in full or part) is Returned _____

Signature and Date of Returned Deposit Recipient: _____