

ST. STEPHEN UNITED METHODIST CHURCH

Facility Use Policy

An empty stable stays clean but there is no benefit to an empty stable
(Proverbs 14: 4)

I. PURPOSE

The facilities and property of St. Stephen United Methodist Church are considered a means to achieve our mission, which is to make Disciples of Christ. Ministry can be conducted by providing facilities in support of the programs and groups designed to serve the congregation and the community. At the same time, it is necessary that such use of the facilities and equipment be controlled in the best interests of the church. In order to insure that this facility is utilized in the most consistent and effective manner, the following guidelines are established.

II. AUTHORIZED USE OF BUILDING AND GROUNDS

1. Groups utilizing St. Stephen United Methodist Church property will be classified into the following categories.

- A. Governing bodies of the church and groups established by the church, i.e. Sunday school classes, UMYF, church committees.
- B. Groups adopted by the church, which are recognized as church sponsored and which support and promote the church in outreach, i.e. Scouts, preschool programs, district and conference events.
- C. Outside groups with no recognized identification with St. Stephen, i.e. civic groups, schools, athletic associations and other churches. The using group must be a non-profit organization whose purposes and activities contribute to the welfare of the community at large. The objectives of the using group and the activities conducted on church property must not be in conflict with the mission of St. Stephen.

Group C will be divided into two categories –

- 1) Those organizations which have *received prior approval* from the Facility Management Committee for use of the church facilities and
- 2) Those who have *never received approval* for the buildings or grounds.

The Facilities Administrator will maintain a list of approved groups for scheduling reservations. Groups may be added or deleted from this list by the Facility Management Committee

2. All requests for use of the church facilities by groups A, B, and “approved” C for events other than those regularly scheduled shall be made through the Facilities Administrator. Events may be scheduled only during times of normal building operating hours such as Monday- Friday, 7:30 am – 10:00 pm. Weekend usage must be coordinated in advance. Due to Sunday schedules, groups in category C are not allowed to use the facilities on Sundays.
3. Organizations in Group C, which are not on the approval list, will have to submit a written request to the Facility Management Committee. Approval will be subject to the church calendar(s) being clear, no more than 60 days before the event. All groups in category “C” shall provide a copy of a **Certificate of Insurance Liability** to authenticate that proper liability and property coverage is maintained.
4. All persons utilizing the church facilities shall:
 - Be responsible for closing and locking the doors in the rooms used and turning the lights off. A key should be requested and obtained from the Facilities Administrator ahead of time. All persons securing keys are required to sign for them and be responsible for their immediate return. For groups in category C, a refundable key deposit of \$10.00 shall be held. Keys are available for pick up only during regular office hours, Monday – Friday, 8:30 am – 4:30 pm.
 - Leave the room or rooms ready for another group’s use in a clean and straightened manner. Any damage or breakage should be reported to the Church Administrator.
 - The adult supervisors of all groups using the building will be responsible for maintaining discipline and order at all times. Running, sliding, and excessively loud noises in the hallways are prohibited. *Permission to use church facilities and equipment shall not include liability on the part of the church for property damage or personal injuries resulting from use-group activities and events.*
 - Leaders of a group may not charge a fee or receive monetary remuneration for services rendered to the group on church property unless the Facility Management Committee grants specific exception to this rule. This, however, does not mean that using groups may not have organizational dues or assessments to meet operating expenses.

III. FEES

Church members and groups are not normally charged any fees for building usage. Groups in category C shall be charged according to the following schedule:

Sanctuary	\$100
Classrooms	\$50 each
Chapel	\$50
Fireside Room	\$75 (includes Kitchen)
Fellowship Hall (Gym)	\$100 (includes Kitchen)
Youth Ministry Center	\$100 (includes Kitchen)

IV. RESERVATIONS

1. All reservations shall be made in writing through the Facilities Administrator. Tentative requests can be made via email, phone or fax, but before the event is permanently scheduled, the appropriate form must be completed and returned.
2. The Facilities Administrator shall maintain a yearly calendar for reservations. Actual dates of re-occurring events should be noted on the calendar as early as possible.
3. All groups in Groups A and B requesting reservations must provide adequate adult supervision and at least one St. Stephen United Methodist Church member shall be named as the person in charge. The Facility Management Committee will designate such a person if no member is associated with the group. Group C must provide the name, address and phone number of a designated person-in-charge when reserving the facilities. This person shall be responsible for leaving the key deposit and returning all keys. If at all possible, it is preferable that this person-in-charge be a St. Stephen member.
4. Priority for usage will be given to church related groups, A and B. Non-church organizations will not be scheduled more than 60 days in advance of the date desired.
5. ***In all cases, scheduled church-wide functions take priority over any individual requests for use of the same facility.***
6. No reservations will be taken for events during a scheduled worship service.
7. Set-up for rooms can be made at the time of request and up to 48 hours before the event. Due to varying rooms' schedules, however, a guarantee of the requested set-up can only be made for *1 hour* before the event. No equipment belonging to St. Stephen shall be added, modified, moved or removed without prior permission.

8. User groups will be responsible for leaving the facilities used in such condition that another group may comfortably use them; i.e. furniture and equipment will be replaced in customary position, kitchen equipment left in clean condition, dishes washed and put away, floors swept or vacuumed, and high volume trash disposed in the outside dumpster.
9. The Youth Wing including the Youth Ministry Center and Youth Café has unique equipment and maintenance requirements. The Facilities Administrator will route all requests for use to the Youth Director who will meet with each group requesting space individually. At this meeting and walk through of the facility the requesting group will have its representative accept responsibility for set-up, clean-up, key return, and any other details specific to this space.

V. GENERAL RULES

1. The kitchen, pantry and the fellowship hall should always be locked unless required and reserved.
2. No food or drinks should be allowed in the gym without prior permission. Kool-Aid, beverages containing Kool-Aid or Kool-Aid related products are prohibited.
3. If another group is waiting, facilities will be relinquished immediately upon termination of the reserved time.
4. Scheduling will include a time in and a time out.
5. Unless otherwise provided for, the person reserving the building shall be responsible for turning off lights and locking up.
6. All equipment shall be replaced in its proper place.
7. When kitchen is used, it must be cleaned, floors mopped, and all utensils replaced in their proper place according to Kitchen Committee Guidelines. When meals are served that involve a cost and assessed fee, the total financial obligation of the group must be included in the per-plate charge for the meal, according to any agreements between parties. The church shall not be liable for financial obligations unless a duly authorized contract is signed designating St. Stephen UMC as a participating party.
8. Any damage or adverse conditions should be reported to the Facilities Administrator or church office immediately.
9. Any spills on the floor are to be wiped up immediately and then reported to the church office when the key is returned.

10. Smoking is prohibited in any building. No use of drugs or alcohol is permitted in any building and/or on the grounds.
11. No individual or outside group may use the facility for his/her/its own profit. An organized group of St. Stephen members may request space and secure a paid instructor for a class that is approved by the Facility Management Committee.
12. Failure to fulfill these responsibilities may result in a refusal for future requests for use. Any damage incurred to this building during its use will be the responsibility of the using group or organization and they shall make appropriate restitution for such damages.
13. If, in the opinion of the Pastors, an activity may interfere with a worship service, it may be canceled or postponed.
14. Decorations used must be flameproof and shall not be attached to fixed portions of the facilities without specific approval.
15. The use of candles or open flames is prohibited. Ceremonial use of candles may be permitted on occasion with specific approval.

VI. USE OF CHURCH EQUIPMENT

1. Under special situations, church equipment may be loaned only after arrangements have been made through [REDACTED] and the request approved by the chairman of the Facility Management Committee.
2. The use of audio-visual equipment and set-up requests for this equipment shall be scheduled through [REDACTED]. Any equipment not properly working should be reported to [REDACTED].

VII. SUMMARY

It is the purpose of this document to set forth the guidelines for use and reservations of church facilities at St. Stephen United Methodist Church. It is not intended to be a complete set of rules for the care of special function facilities such as the fellowship hall, kitchen, youth wing or sanctuary. As additional guidelines are developed for these facilities and for special events (i.e. weddings), they shall be included as subsets of this document.

Any exception to this policy or items not specifically addressed by this policy shall require approval of the Facility Management Committee (in advance).

ACKNOWLEDGEMENT OF FACILITY USE POLICY

As a user of the St. Stephen United Methodist Church facility, I will abide by the St. Stephen United Methodist Church Facility Use Policy.

Signature: _____

Printed Name: _____

Date: _____