

USE OF CHURCH FACILITIES

Revised July 30, 2015

Peakland United Methodist Church welcomes the use of its facilities by community service and fellowship groups. The following policy statements have been approved by the Board of Trustees and the Common Table.

These policies have been prepared as an equitable means of providing maximum use of the church facilities by the community while meeting the needs and responsibilities of the congregation. It is expected that thoughtful implementation of these policies will ensure proper care of all capital equipment while recognizing the priority of the core church-related activities.

Recognizing the pressing need for facilities to be made available to community volunteer service and educational organizations, priority for space is given to those groups. Due to space and scheduling limitations, non-church social functions can only be accommodated under exceptional circumstances. The use of church facilities by for-profit groups and/or individuals is prohibited.

Emergency Use of Facilities – If in the event of a community emergency, the Pastor, at his or her discretion, may open the facilities for shelter until an emergency meeting of the Trustees is convened to develop further plans of action.

We do not provide space to groups as a source of income or profit to the church. The intended purpose of all fees is merely to help cover some of the basic maintenance, utilities and janitorial expenses.

Except as specifically noted, inquiries about these policies shall be directed to the Business Manager. If more than routine clarification is required, action by the Board of Trustees or the Common Table, or both, may be required and time shall be permitted for such action.

1. RESERVATIONS

Reservations shall be made with the church office as far in advance as possible. The request shall preferably be made in writing and shall specify precisely the rooms desired, any use of outside facilities (including the lawn and the parking lot for other than car parking), the start and expected finish hours and the dates. Exceptions for Christmas, summer, and other irregularities in the schedule shall be given. Forms for the purpose of making reservations are available at the church office.

Cancellations shall be made with the church office as far in advance as possible. The notification shall preferably be made in writing.

Notice shall be given to the church office of all gatherings in preparation for field trips and similar activities. The notice shall specify any anticipated parking of vehicles for periods in excess of four hours.

Requests for use of church facilities shall specify in detail any expected use of special equipment, including heavy utility use, significant water use, kitchen use, and special furnishings or audio-visual equipment belonging to the church.

Requests for the use of certain facilities need to be forwarded to other responsible personnel by the church office. Approval of such requests will be given by the church office after the appropriate approvals are received by that office. This will include the use of the following facilities: sanctuary, kitchen, organ and yard.

Requests for the use of any church equipment or furnishings to be used off the premises of the church property will be handled as in (1.5) above.

Each outside organization who regularly uses any church facility shall supply the name, address, and telephone number (both business and home) of the principal contact for that organization. The same information shall be supplied for an alternate contact. All information shall be supplied in writing with the full name of the organization clearly identified. Both persons identified shall be adults fully familiar with the organization, its officers, its purpose, and usual schedule. Forms for indicating the proper contacts are available at the church office.

Each activity shall have a responsible adult in attendance at all times. This adult shall be fully responsible for all the policies contained herein regarding damage, cleanliness, security, use of utilities, fees, and similar obligations of any user. Activities that involve a wide range of facilities shall have a suitable number of responsible adults to properly supervise all facets of the activity.

Priorities shall be established for use of all church facilities in accordance with the following guidelines

- a) A determination should be made preferably six weeks before each activity whether any conflict exists among the requests for physical use of facilities. This will be done by the church office. Cancellations and attempts to rearrange times or facilities will be made in accordance with the following general priority:
 - i) Requests by church groups (but not church-sponsored groups, such as Scouts)
 - ii) Church-sponsored groups
 - iii) Outside organizations who regularly use the church
 - iv) All others
- b) If the Fellowship Hall has been reserved and the weather is not conducive for the preschool children to play outside, then another indoor area of the church will be designated for the preschoolers to use.
- c) If a scheduling conflict cannot be resolved then the matter will be referred to the Board of Trustees for a final decision.

Any organization failing to adhere responsibly to these policies shall be requested to discontinue further use of church facilities.

2. CLEANLINESS

All organizations using church facilities and equipment are expected to leave them in a clean and orderly fashion. Groups other than Peakland United Methodist Church groups, and sponsored-groups, will be responsible for paying the custodian to be on hand for general set-up and clean-up. Groups may be required to arrange rooms in a particular pattern following usage.

Use of kitchen facilities obligates the using group to return all utensils to their proper place and leave all equipment (dishes, silverware, utensils, counters, appliances, floor, etc.) in an excellent state of cleanliness – suitable for the preparation and serving of food.

Bulletin boards shall be under the management of the church office. Wall hangings and methods of attachment must be approved by the Board of Trustees.

No food or beverages are allowed in the library. The room is intended to be a reading, reference, and small conference area.

3. SECURITY

- 3.1 Security shall be the responsibility of all groups using church property. Security shall be maintained during use (either alone or in conjunction with other groups) and when leaving.

Small groups, when meeting alone in the church, shall consider the advisability of locking all outside doors during their meeting. If this action is taken, the group (or individual) shall carefully ascertain that no other group is scheduled to enter the church during this period.

- 3.2 Security violations noted at any time shall be promptly reported the church office or minister.
- 3.3 All windows, doors, and storage areas shall be securely locked before leaving the premises.
- 3.4 User groups shall restrict all activities and the presence of all group-related personnel to those areas for which permission has been given for the group activity and direct access to such areas. This may result in requiring the group to use designated entries only.
- 3.5 Youth Activities –Refer to the Child Protection Policy. In addition to fulfilling all safety and security guidelines set forth by the Church, it shall be incumbent upon the chaperones to ensure that minors remain in the immediate vicinity of the event for all reasons other than normal traffic to assigned restrooms and not allowed to wander the church facilities.

4. **FUND RAISING ACTIVITIES**

4.1 Church groups and church-sponsored groups may sell goods or services only with the prior approval of the Finance Committee.

Fundraising activities/selling of goods are not allowed in the Narthex; the location will be determined on a case by case basis.

4.2 Activities associated with any fund-raising shall be orderly and not disruptive to traffic (including pedestrians).

4.3 Fund-raising by outside organizations will be permitted only under exceptional circumstances and with approval of the Finance Committee.

PUMC is supportive of these activities provided they are not-for-profit and are conducted through PUMC supported missions and PUMC members.

5. **SUGGESTED CONTRIBUTIONS**

5.1 Contributions shall not be requested of any church group for the proper use of church property.

5.2 Contributions shall be requested in accordance with the schedule shown in Appendix A. This schedule shall be updated annually by the church office and made available to regular user groups at least 45 days prior to its effective date. The schedule shall have the approval of the Trustees with concurrence of the Common Table.

5.3 Special contributions may be requested or may be waived by action of the church office in concurrence with the Trustees.

5.4 Regular contributions shall be paid periodically as agreed between the user group and the church office.

5.5 The contribution schedule shall be based on the frequency of use, maintenance, depreciation, utility use, normal competitive factors, and worth of the activity to the core church program.

6. **UTILITIES**

6.1 Instructions are posted throughout the church regarding the proper use of utilities. These shall be followed explicitly by each user group.

6.2 Unusual utility use may be subject to special fees; this includes heating or cooling the sanctuary, preparing meals, holding a car wash, and extended length meetings. Such possibilities shall be brought to the attention of the Trustees.

6.3 Telephones shall be used for local calls only, except as approved by the church

7. **SMOKING**

In accordance with City Fire Prevention Code 310.2, smoking is not allowed within the church building.

8. **ALCOHOL**

No alcoholic beverage or illegal substance will be permitted on church property.

9. **OUTSIDE FACILITIES**

9.1 All policies concerning use of church property, cleanliness, fund raising, utilities, and suggested contributions within the building will apply to use of church property outside of the building.

9.2 Reservations for use of church facilities outside the building will be handled in the same manner as for the church building (see section 1).

9.3 All activities held on church property outside the building should be suitable for a church and for the neighborhood. Activities should not be disruptive to the lawn, plantings, parking lot, or playground equipment. Fires for cookouts must be in appropriate containers. No open fires on the ground will be permitted.

9.4 Storage buildings, other structures, and playground equipment on the property are maintained by the Trustees. Any changes or additions must be approved by the Trustees.

9.5 Requests for use of the parking lot for long-term parking during the week shall be handled as reservations in Section 1. Parking by non-church groups over the weekend will be allowed only under exceptional circumstances and with the approval of the church office.

9.6 It shall be the responsibility of any group utilizing the facilities to coordinate vehicle congestion on adjacent public roadways associated with entering and exiting the church parking areas with the Lynchburg

Police Department prior to any activity held. Lynchburg Police Department recommendations shall be implemented. Any costs for managing vehicle traffic shall be borne by the hosting group. A plan indicating the fulfillment of these requirements shall be filed with the Business Manager within two full business days prior to the event. A report indicating fulfillment of this plan shall also be filed with the Business Manager once the event is ended.

10. ***MUSIC***

10.1 The organ shall be used only by the Director of Music and Organist and those persons who have obtained prior permission from the Director of Music and/or the Organist.

10.2.1 The church pianos are to be used at the discretion of the Director of Music and/or the Organist. They are not to be moved without permission of the Director of Music and/or the Organist. Lighted candles are not to be placed on or within two feet of the pianos.

10.3 **Security:**

Organ – One key will be kept by the Director of Music and/or the Organist, one key kept in the church office, and one key concealed near the organ for use by church members or guest organists.

Choir Room – Will remain locked unless being used; may be reserved for use with the approval of the Director of Music.

Office of the Director of Music – Will be kept locked with a key retained by the Director of Music and one kept in the church office.

10.4 Funerals: No organist fees are expected for funerals. Guest organists must be approved by the Director of Music and/or Organist.

10.5 Weddings: See Church Wedding Manual. (See Appendix A for fees.)

11. ***LIABILITY***

Peakland UMC is not responsible for the loss of or damage to property by a group, nor for injury to its members or guests. A group is responsible for the cost of repairing or replacing church property that is damaged while using the church facility.

APPENDIX A

**Peakland United Methodist Church
Contributions and Facility Fees**

FOR MEMBERS:

Sanctuary*	750.00
Fellowship Center and Use of Kitchen	100.00
Custodian for Sanctuary	50.00
Custodian for Fellowship Center	50.00
Minister (Suggested Minimum)	300.00
Organist**	150.00

FOR NON-MEMBERS:

Sanctuary*	750.00
Fellowship Center and Use of Kitchen	100.00
Custodian for Sanctuary	50.00
Custodian for Fellowship Center	50.00
Minister	300.00
Organist**	150.00

FOR ALL OCCASIONS OFF-PREMISES (OUT-OF-TOWN):

Minister	300.00 (plus lodging)
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*The Sanctuary fee is waived if annual contributions to Peakland UMC are \$750 or more.

**The organist fee covers consultation with organist, wedding, and rehearsal. If extra rehearsal for soloist or instrumentalists is required, there will be an extra fee.

Please note: Marriage license and all fees should be received by the church office the week prior to the wedding ceremony.

STATEMENT OF ACKNOWLEDGEMENT

This is to acknowledge that I have read the Use of Church Facility Policy for Peakland United Methodist Church. I understand that it provides guidelines and summary information about its facility policies, procedures, rules of conduct, and liability. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that Peakland United Methodist Church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

Name (Please Print)

Organization

Signature

Contact Phone Number

Date

Contact E-Mail

Church Representative Authorization

Date

Use of facility request is approved and effective as of the date of Church Representative authorization.