

GRACE UNITED METHODIST CHURCH
FACILITIES/BUILDING USE POLICY

It is a privilege to be given the opportunity to serve our members and the larger community by sharing the facility God has provided. We ask that you follow these guidelines which provide for a secure and well-maintained facility.

For-profit groups or individuals who will personally profit are not permitted to use the facilities for any fund raising activity.

AUTHORIZATION & SCHEDULING

Any building use, including members, non-members, groups, community organizations, etc. must be scheduled and approved through the Administrative Council.

One Time Use:

Church Members: Fill out and sign the Room Reservation form and turn into the Church Office for approval. The Church Secretary will contact you to confirm the reservation.

Non-Church Members: Fill out and sign the Room Reservation form and turn into the Church Office for approval. The Church Secretary will obtain Pastoral approval and contact you to confirm the reservation.

Ongoing Use:

Fill out and sign Room Reservation form and turn into the Church Office. The request will be taken to the Administrative Council for approval. Following approval, the Church Secretary will contact you to confirm the reservation.

For special events, other than regularly scheduled use, a separate one-time Room Reservation form must be submitted.

COST SHARING FEES FOR FACILITY USE

We request that any non-church group using our building, shares in the cost of operating our building.

The following cost sharing fees do not apply to weddings (see separate wedding policy). Non-profit groups that are not a part of Grace church, whose purposes are deemed to be in alignment with United Methodist social principles, may request a waiver or reduction of cost-sharing fees (see agreement form).

Fellowship Hall -	Daily Rate - \$200 Hourly Rate - \$50/hour (if used less than 5 hours)
Classrooms -	Daily Rate - \$65 Hourly Rate - \$25
Kitchen -	\$65 per event
Parlor -	\$50 per event

An additional \$50 deposit will be charged for serving food/refreshments in Fellowship Hall. Food and beverages are to be kept in the kitchen and fellowship hall, unless approved otherwise. No food allowed in the Parlor. An additional \$50 deposit will be charged for one-time events for a cleaning deposit. (This does not apply to ongoing meetings). This deposit will be returned if rooms are left in compliance with the cleaning checklist provided to groups at the time of reservation.

Waivers are at the discretion of the Pastor or Administrative Council and must be submitted in the appropriate section of the usage request form. NOTE: Any extra setup and cleaning fees are NOT part of fee waivers.

ACCESS TO THE BUILDING/ROOM

The exterior door closest to meeting room will be unlocked 30 minutes prior to the meeting unless otherwise requested on the Reservation form. Exterior doors will be locked within 30 minutes following scheduled end time of meeting.

For ongoing use, an exterior door key **will be checked out** by the designated leader of the group. The leader will be responsible for unlocking and locking the designated exterior doors for meetings. The leader will be required to meet with the Church Administrator to test the key. There will be a \$25 fee for any lost keys:

Doors will be locked and alarm will be set at 9 P.M. Please allow time to complete any clean-up before that time as well as allowing enough time for all meeting participants to exit the building prior to 9 p.m. If someone sets off alarm, the false alarm fee will be assessed to the group responsible.

PETS

No animals allowed in the Church building but registered service animals and only registered service animals allowed in the playground area.

CHILDREN

Children need to be supervised when groups are using our facilities. Children should be with their parents in the designated rented room. No wandering or playing around in the building. (Example: Running in the halls or going up and down stairs on both floors. An adult needs to be present if the playground area is being used.

SETUP AND CLEAN UP

The representative requesting the use of the facility is responsible for set up and clean up. A Cleaning Checklist will be provided. If assistance is needed, you can contact the Church Office. Fees for their services will need to be negotiated with them.

Tables, chairs and any other items that were used are to be wiped clean and returned to the place(s) where you got them.

Lights should be turned off and room door should be closed when meeting is over.

Areas used need to be put back the way the room was when rented. Please carry the tables and chairs. Do not drag them across the floor. The floor is being scratched up.

Do not touch or move blinds in fellowship hall and parlor.

Areas used need to be cleaned up by wiping off tables. Gathering trash and disposing of it. Sweeping floor. Kitchen needs to be cleaned up if used. Do not put grease or food down the kitchen sink drains. Garbage disposal is located by southwest corner by the dishwasher.

TRASH - All trash needs to be put in the wastebaskets in the room except any remaining liquids or food should be disposed of in the kitchen. **LIQUIDS** (except for grease) are to be poured down drain by the dishwasher. Our garbage disposal is not a commercial unit. **GREASE** If you have grease, you need to bring a can to dispose it in and remove it from the building.

DO NOT PUT LIQUIDS OR GREASE IN TRASH CANS.

COFFEE GROUNDS, COFFEE AND LEFT-OVER FOOD, please put in our large trash cans, located in southwest kitchen corner. Please note, our **4 center sinks**, are **not** equipped with a **garbage disposal**.

PLEASE DO NOT UNPLUG THE BUNN COFFEE MAKER.

If food is served in Fellowship Hall, floors should be swept. (Brooms are located in kitchen closet.)

Heating and air conditioning will be properly adjusted in advance of the event by the Office Secretary. Heat will not be turned on for recreational activities in order to prevent incidents of heat exhaustion. Windows need to be kept closed whenever the heating or air conditioning is being used. **Please do not attempt to adjust the temperature of the room without consulting with the Church office.**

The outside doors should be kept closed at all times. Do not prop them open.

SMOKING

Smoking is not permitted inside the building: in rooms, restrooms or any part of the building. Smoking is allowed outside **ONLY** in the designated area at the far west end of the building. Please put cigarette butts in the designated container.

ALCOHOL & ILLEGAL SUBSTANCES ARE STRICTLY FORBIDDEN ON THE PREMISES.

FIREARMS OR WEAPONS ARE STRICTLY FORBIDDEN ON THE PREMISES.