

GRACE UNITED METHODIST CHURCH

BUILDING USE POLICY & PROCEDURES

INCLUDING

- *General Guidelines
- *Building Use Application Form
- *Wedding Use Policy
- *Kitchen Use Policy
- *Property Use Policy
- *Key Distribution Policy

Updated December 6, 2022

GRACE UNITED METHODIST CHURCH
Board of Trustees
Building and Property Use Policy

GENERAL PRINCIPLES

Our worship services shall be open to all.

Our facilities should be used to further the basic Christian message, to encourage Christian fellowship, and to support those community activities in keeping with our Christian principles. Political organizations and for-profit businesses may not use the Church facilities to conduct events that violate our 501c3 status.

Events and programs of the congregation will have priority over activities of all other groups. Because of this, some days the church will not be available for **non-church events**. Non-church groups will normally be charged a fee for using church facilities sufficient to reimburse the Church for utility and other expenses.

The Board of Trustees, or their designees, and the Pastor shall determine who will use the Church facilities and the conditions under which Church facilities will be used.

Smoking, vaping, using marijuana and other recreational drugs, and consuming alcoholic beverages on the premises (including the parking lot) **are expressly forbidden**. Other activities shall, likewise, be compatible with the general principles of the United Methodist Church.

The pastor shall be responsible for the overall control and coordination of the facilities. This involves carrying out the policies and procedures of this document.

PROCEDURES

1. Applications for use of the Church's buildings shall be made to the Church office in advance of the scheduled use, preferably three weeks in advance. Requests shall be made using the appropriate form (attached as Appendix A). A special application form for weddings is required (Appendix D).
2. Applicants should be given a copy of this document and asked to read it before submitting their building use or wedding use application. Besides reviewing the general guidelines, they should be alerted to the user fee schedule. (Appendix B) and (if applicable) the special guidelines for use of the Church kitchen and for the use of the Church for weddings attached as Appendix C (kitchen) and Appendix D (Weddings).
3. After reviewing these materials applicants should complete the building use application form (Appendix A) or wedding use contract (Appendix D) and turn it into the Church office manager.
4. Permission to use facilities is the responsibility of the Board of Trustees, or their designees, and the Pastor. The Trustees, or their designees, and the Pastor shall review applications for building use. In general all requests for facility use will be reviewed by the Board of Trustees at their next regular meeting. In cases where permission is needed before the next Trustees meeting, the approval of both the

Pastor and the Chair of the Board of Trustees is necessary for building use. If the Chair is absent, the Pastor and another member of the Trustees will act on the application.

5. Applications for Church use will be granted only if said request does not conflict with a church activity scheduled at that time or an expected church function arising later. All persons wishing to reserve the building must consult the Church office manager as to their preferred dates. If these dates are open the office manager may reserve the dates for this activity subject to confirmation by pastor and/or trustees.
6. If the Trustees, or their designees, and the Pastor approve an application for building use, they will inform the Church office manager of the user fee [Appendix B] to be charged, the extent of building use to be permitted, or other relevant restrictions. For example, because of the high cost of energy, use of the building may be limited by the Trustees to areas easily and economically heated.
7. If the application is approved, the Church office manager will normally send a photocopies copy of the application with the signature indicating approval to the person who filled out the application. If, after a reasonable time, a person who has filed an application for the use of the Church building has not received a reply, he/she should inquire with the Church office to determine if the request has been approved.
8. If use is approved, the key to the building should be picked up from the Church office manager the day before or the day of facility use unless other arrangements are made. At that time the user fee (if applicable), the damage deposit (if applicable), and the deposit on the key must be paid. The key to the building must be returned the day after use, at which time key deposit will be returned. If there has been no damage, the damage deposit will also be returned.

RESPONSIBILITIES OF USERS

1. The person formally applying for facility use is responsible for turning off all lights and making sure all doors are locked.
2. The person who applies for facility use is responsible for insuring that the Church's prohibitions of alcohol, smoking, and drug use are enforced.
3. Areas should be returned to the condition in which they were found, or better. Groups using the facility are responsible for damages incurred during their occupancy. Certain groups may be required by the Trustees to furnish them with an insurance rider.
4. Only the facilities authorized by the Trustees should be used.
5. A key will be issued to a responsible leader for a \$100.00 deposit the day before the event and must be returned the day after the event.
6. Groups causing damage to the building will forfeit their building and key deposits.

Appendix A

APPLICATION FOR USE OF GRACE UNITED METHODIST CHURCH BUILDING

1) Date(s) requested _____ Hours _____
 -please include month, day(s) and year-

2) Space requested: _____ Church _____ Sanctuary
 _____ Sanctuary/narthex _____ Narthex _____ Fellowship Hall
 _____ Fellowship Hall/kitchen _____ Kitchen
 _____ Classrooms (which ones?) _____

3) Organization/group making request and purpose for use: _____

4) Grace Church members involved in organization: _____

5) Person responsible for clean up, locking up, and damage (normally person making this request)

Name: _____ Ph.# _____

Address: _____

E-mail: _____ @ _____

6) *I certify that I have read, accepted, and will abide by Grace United Methodist Church Building Use Principles, Policies, and Procedures, and the applicable special policies (kitchen, wedding, etc).*

Signed: _____

.....
 Trustee Action [For Church groups the defaults are: "Approved," "User Fee Waived," "Additional Damage Deposit Waived," and "Key Deposit Charged"]

_____ **Approved as requested**
 _____ Use Approved, with the following
 modifications and/or conditions
 _____ Use denied because....

_____ **USER FEE**
 _____ **Standard fee: \$200**
 _____ Reduced fee: \$ _____
 _____ Fee Waived

_____ **KEY DEPOSIT**
 _____ **\$100 [No waiver]**
 _____ No key needed

_____ **ADDITIONAL DAMAGE DEPOSIT**
 _____ **Standard Deposit: \$100**
 _____ Reduced Deposit: \$ _____
 _____ Deposit Waived

Signed; _____ for Trustees

Signed: _____ Pastor

Appendix B

FEE SCHEDULE

Because we have responsibilities of maintaining and operating our facilities in a fiscally responsible manner, groups requesting use of the Church may be charged a fee for use.

GENERAL PRINCIPALES

Groups directly responsible to the missions and ministries of the church will not be charged a fee (Youth, Small Groups, Emmaus, etc.). Pastor or Trustee approval of application is required.

Other groups shall be charged a fee for Church use according to the schedule below (Non-profits, Businesses, Private parties, Community Groups, etc.). Groups whose principals are closely related to those of the United Methodist Church or Grace United Methodist Church may have their fee waived or be granted a 50% fee reduction by the Pastor or Trustees (Girl Scouts, Boy Scouts, Support Groups, etc.). Pastor or Trustee approval of application is required.

Except by special waiver, fees and deposits must be paid in advance. There will be no waiver of the key deposit or requirements.

Exceptions to these principals, to the fee schedule or the deposit requirements may be granted by approval of the Pastor or Trustee.

FEE SCHEDULE

	<u>Up to 4 hrs.</u>	<u>4 hrs. to 1 day</u>
Entire Church (Weddings, etc.)	\$200.00	\$200.00
Upper Level (Sanctuary and Café)	65.00	95.00
Downstairs Fellowship Hall	40.00	50.00
Fellowship Hall and Kitchen	50.00	60.00
Classroom (one)	20.00	25.00
Key Deposit -----	\$20.00	

A damage deposit may be charged as determined by the Pastor and Trustees.

Special use approval and fees may be charged non-church groups for pancake breakfasts, dinner preparations, etc. that require extensive use of the kitchen. Approval shall be granted by the Trustees.

The fee structure should be periodically updated by the Trustees and approved by the Leadership Council.

Appendix C

KITCHEN USE GUIDELINES

1. Food brought in for an upcoming event should be clearly labeled. The label should indicate the person’s name, the event, and the date the food was deposited.
2. Food left over from an event should be taken home, or it will be disposed of. Nothing should be left in the refrigerator.
3. All dishes must be washed and put into cupboards and drawers.
4. People outside the Church using the kitchen for events should take towels and dishcloths home afterwards, launder them, and return them promptly.
5. People within the Church using the kitchen for events should take towels and dishcloths home afterwards, launder them, and return them promptly.
6. Outside groups using the Church kitchen must furnish their own paper and plastic products (paper plates, paper or Styrofoam cups, plastic spoons and forks, paper table coverings, etc.).
7. As far as possible, table scraps should be scraped into waste baskets. The waste disposal should only be used for rinsing already-scraped dishes and pots.
8. If the dishwasher is used, directions must be carefully followed. No food should be left on dishes.
9. Someone from Grace UMC must be present when outside groups use the kitchen. If the services of the Church custodian are required to set up or take down tables or similar work, the custodian should be compensated at a fair hourly rate. An hourly fee should also be paid to the Church person assisting in the kitchen.
10. The kitchen will be inspected by the Church custodian and/or office manager after use and the use deposit withheld if it has not been restored to pre-use condition.
11. Before permission is granted for kitchen use, the person requesting use will read the Kitchen Use Guidelines and sign the statement below.

I understand the rules set forth for use of the kitchen in Grace United Methodist Church and will abide by them.

SIGNED _____ DATE: _____

Appendix D

**CONTRACT FOR RESERVATION OF CHURCH FACILITY FOR WEDDINGS
Grace United Methodist Church
Houghton, Michigan**

Name: _____ Ph. # _____

Address: _____

E-mail _____ @ _____

Hereby reserves the Sanctuary of Grace United Methodist Church for the wedding of:

Bride: _____

Groom: _____

Date of wedding: _____



The basic fee for the use of the Sanctuary for the above purpose is \$200.00, one half of which is due and payable with the contract of reservation. Ministerial, custodial, organist, secretarial, and A/V technician fees are additional, if required (see back of form). If the person making this reservation (bride or groom) is a member of Grace United Methodist Church or is making this reservation through a member of the Church who is a parent, grandparent, or legal guardian, the fee for the use of the Church will be waived. Where the fee is not waived, the deposit is fully refundable if this contract is cancelled more than two months prior to the reserved date.

The following regulations and information are given in order to maintain the facilities of the Church in accordance with the standards and purposes to which they have been dedicated and in order to clarify the responsibilities of those using the Church. We want your wedding memories to be pleasant.

Rules and Regulations

1. There will be no consumption of alcohol on the Church properties. If there is, the wedding will not proceed.
2. There will be no smoking allowed in the Church building.
3. Portions of the Church building, including the Sanctuary, will be available for use beginning two hours prior to the wedding. Pictures may be taken and the Church opened earlier by special arrangement.

4. The wedding must be performed by the Pastor of Grace United Methodist Church unless expressed permission has been given. Other ministers may assist at the Pastor's discretion.
5. If the Church organ is to be used, music will be provided by our Director of Music, a person designated by him/her, or a person approved by him/her in advance.
6. All music to be played during the wedding service is to be selected in consultation with the Church Director of Music. This consultation should take place at least one month prior to wedding. The Director and the Pastor reserve the right to veto music they consider inappropriate. All music played or sung during the service is to be sacred and religious in nature.
7. Video taping of the ceremony may be done from the balcony only. No photographs may be taken in the sanctuary during the ceremony, except from the rear doorway or the balcony. No artificial lighting during the ceremony. Pictures may be posed after the wedding, or before with special permission.
8. Exceptions to the above rules (especially no. 7) may be made after consultation with and with the permission of the Pastor.
9. Rice or birdseed are *not* allowed during the departure of the bride and groom.

ADDITIONAL FEES

In addition to the fee for the use of the Sanctuary, certain other fees for services rendered with respect to the wedding are payable by the Monday prior to the wedding. These checks should be delivered to the Church office by mail (201 Isle Royale St., Houghton, MI 49931) or in person during church office hours. Individual checks should be made out to the appropriate individuals:

Minister	\$150.00	Minimum fee unless a prior arrangement is made.
Organist	\$100.00	
Custodian	\$100.00	
A/V Technician	\$100.00	

OPTIONAL AND ADDITIONAL SERVICES

Typing and reproduction of bulletins: \$25.00 made out to the Church office manager, plus 25 cents per bulletin if reproduced on standard paper.

I agree to all the above conditions concerning the above-mentioned wedding.

Date: _____ Signed: _____
Applicant

Date: _____ Signed: _____
Representative of Grace UMC

Appendix E

PROPER USE POLICIES

1. Individuals and groups within the church may borrow church furniture only with the approval of the Board of Trustees and the Pastor or designates.
2. Some community organizations or other churches may be permitted to use church furniture for special events with the approval of the Board of Trustees and the Pastor, or designates.
3. Church equipment should be used only by authorized persons. Such equipment includes such things as computers, typewriters, copiers, the sound system, the piano, the organ, DVD players, and projection equipment.
4. Church property or equipment shall not be sold, given away, or otherwise disposed of without the expressed permission of the Board of Trustees in meeting.
5. The Church telephone should not normally be used for personal calls.
6. The church copier should ordinarily be used for church business only. Extensive non-church related copying should be approved by the Board of Trustees, with the church being reimbursed for costs, (paper, toner, maintenance, depreciation). The per copy reimbursement cost is 15 cents per copy. Small amounts of personal copying done rarely (e.g. 5-10 pages, every other month) can be done without securing permission from the Trustees, but reimbursement to the church on a pre-copy basis is still required.

Appendix F

KEY DISTRIBUTION POLICY

1. The church office manager will be responsible for developing and keeping a record of key distribution and for collecting a \$100 key deposit on **all** keys issued *with the exception of the office holders listed under 2 below.*
2. The following office holders should be issued keys by the Church office manager.
 - Pastor (main door & offices)
 - Pastor's spouse (main door)
 - Church office manager (main door & offices) – 2 keys
 - Custodian (Main door, offices & all other rooms) – 2 keys
 - Financial Secretary
 - Communion Steward & alternate
 - Vision Team Leaders – 7 keys
 - A/V Tech
 - Trustees Chair (main door)
 - Music Director (main door, other appropriate rooms, organ & piano)
[multiple keys if both vocal and choir directors]
 - Praise Worship Director
 - Praise Band Leader
 - Organist
 - Staff-Parish Chair
 - Sunday School Superintendent (main door)
 - Youth Leaders (main door)
 - UMW President (main door)
 - Treasurer (main door & church office)
 - Head Usher (main door)
 - UPS
 - Fire Department
3. At the expiration of their terms of office, holders of keys must return the key assigned to them to the Church office manager.
4. For special events, the office manager may issue a key for temporary use, with return of key to be the following day. A deposit will be collected on these keys
5. With approval from Trustees, the office manager may issue keys to individuals having special responsibilities for longer periods of time.
6. Additions to this list of people exempt from the key deposit charge (Item 2 above) can be made only by approval by the Board of Trustees.
7. **The Board will annually review the list of keys issued from the office manager's records and attempt to ensure that only those authorized have keys.** If too many keys are outstanding, the Board will have a locksmith change the entry lock and reissue new keys.