

Policy and Procedure for Use of Facilities Revised September 1, 2012



The facilities of First United Methodist Church are provided for the specific use of Active Members and friends of the local church in Education, Worship and Fellowship of Christ. These members are defined as those who attend at least one service per month and/or financially support the church. These members may use the church facilities *without charge* for ceremonies, memorial services, events, etc. We encourage and welcome donations.

As part of our ministry to the local community we will accept applications for use of our facilities from other Non-Member groups. The following guidelines are to be followed in the decision making process to approve a Non-Member group's application:

- 1) The Trustee committee, Senior Pastor and/or Director of Administration reserves the right to refuse rental/usage to any member, nonmember or organization.
- 2)
- 3) All tobacco use (including smoking), gambling and the use of alcohol in any church facility are prohibited.
- 4) All non-church organizations must either be "Not-for-Profit" or approved prior to use by chairperson of the Trustee committee, Senior Pastor and/or Director of Administration.
- 5) Members and Non-Members...
 - A. Church facilities shall be available to organizations of the church and to groups of members without charge when used for church functions.
 - B. Facilities may be available for non-church groups provided that:
 - i. Organizations and members of the church will have priority.
 - ii. Procedures for scheduling are followed: Note: Even though a church member asks, or is a member of a non-church group, it is still the organization that must pay the fee. If a fee is charged by the organization using our facilities, an additional fee will apply.
- 6) Chairs and tables may be used for church-related activities. Approval must be made through the Director of Administration, the Chairperson of Trustees, or Senior Pastor.

Policy Regarding the Use of the Church Kitchen

Any event requiring the use of the kitchen must be cleared with the Church Director of Administration and the Kitchen Manager.

I Non-Church Group:

- 1) The Kitchen Manager is prepared to cater receptions and provide meals for all occasions. Because of his/her familiarity with facilities and equipment, it is strongly recommended that the Kitchen Manager be used to provide the services needed. Generally, the cost of facilities and Kitchen Manager fees when meals are served will be factored into the cost of the meal.
- 2) Reservations and menu selection must be received by the Kitchen Manager **ONE WEEK Prior** to the date of the event.

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- 3) Should an outside caterer be desired, the church's Kitchen Manager or his/her representative shall be present for supervisory catering on church premises. The cost of the Kitchen Manager shall be paid by the person/family/group using the church premises at the rate of \$25.00 per hour. Note: At least two weeks prior to the catered event, the caterer shall furnish the church office a Certificate of Insurance for General Liability, including Products Liability, with minimum combined single limit of \$1,000,000.
- 4) Non-Church Groups of less than 25 will be charged as though there were 25 meals. If the group exceeds this number they will be charged for the number of RESERVATIONS MADE or THE NUMBER OF MEALS, whichever is greater.
- 5) Groups of 60 people or less can be served at the table; groups over 60 people will be served BUFFET STYLE. Meals will be served buffet style unless otherwise requested. A fee of \$25.00 per server will be charged for meals served at the table.
- 6) A refundable \$100.00 deposit must be placed to secure the facility.

II Church Member Group:

- 1) Any church-affiliated group may use kitchen and dining rooms by scheduling use with the Church Director of Administration and Kitchen Manager.
- 2) Only church members, ***after training by the Kitchen Manager on all equipment to be used***, may operate the kitchen equipment. The equipment must be properly cleaned and returned to the proper place.
- 3) Internal church groups using the kitchen for money-making projects must furnish all food products.
- 4) Internal church groups using paper and plastic products for money-making projects must notify the Kitchen Manager to pre-order said products and pay for product used through the church office.
- 5) Kitchen equipment: dishes, pots, pans, utensils, coffee pots and servers, plastic products, card tables, etc., ***may not be borrowed or rented***, without the kitchen manager's approval.
- 6) Kitchen may not be used for preparation of food for outside of facility catering unless for fundraising for the church.

III Church Members:

- 1) Members may use the dining room by scheduling with the Church Director of Administration.
- 2) The Kitchen Manager is prepared to cater receptions and provide meals for all occasions. Because of his/her familiarity with the facilities and equipment, it is strongly recommended that the Kitchen manager be used to provide services needed.
- 3) Should an outside caterer be desired, the church's Kitchen Manager or his/her representative shall be present for supervisory catering on church premises. The cost of the Kitchen Manager shall be paid by the person/family/group using the church premises at the rate of \$15.00 per hour. Note: At last two weeks prior to the catered event, the caterer shall furnish the church office a Certificate of Insurance for General Liability, including Products Liability, with a minimum combined single limit of \$1,000,000.

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Base Charges for Non-Member Facilities Usage (other than weddings)

- Custodial Services: Including opening and closing buildings, during other than standard working hours, will require a fee of **\$20.00 per hour**, with a two hour minimum.
- Organist: When non-church groups desire services of an organist, normal charge shall be \$150.00. (\$75.00 for a funeral)
- Sanctuary: \$200.00 for organizational group or funeral of non-member. If service exceeds one hour an additional \$50.00 per hour is charged. A First United Methodist Church pastor must be present.
- Chapel: \$100.00 for organizational group or funeral. A First United Methodist Pastor must be present.
- Friendship Hall: Full Hall: \$200.00 minimum, \$50.00 per hour over two hours.
½ of Hall: \$100.00 minimum, \$25.00 per hour over two hours.
F108-111: \$75.00 minimum, \$20. per hour over two hours.
F108 & 109: \$50.00 minimum, \$15.00 per hour over two hours.
- Kitchen: See section titled “*Policy Regarding the use of the Church Kitchen*”.