Boone United Methodist Church

FACILITY USE POLICY

"Discover life together."

PREFACE

To sustain the life of the facilities placed in our care, the Board of Trustees enacts the following policies to administer a uniform and fair use by its membership and community at large. As a congregation we have been greatly blessed with wonderful church facilities which God's providence has made available. As good stewards of God's gifts, we wish to use these facilities to their fullest capacity. The equipment, facilities, support staff, and the sanctity of God's house should be respected at all times. Additions to this document or questions pertaining to these rules and regulations may be brought to the attention of the Board of Trustees at its regular monthly meeting.

PURPOSE

The purpose of this Policy is to provide a general framework for the use and protection of the facilities of Boone United Methodist Church ("BUMC")

BUMC is a community-oriented church and it is the express policy of BUMC that its facilities be open and accessible to the community for all reasonable usage that is consistent with:

1. The ministry and purposes of BUMC
2. The guidelines for use of Church property contained in the Book of Discipline of the United Methodist Church
3. The requirements of Section 501 (c)(3) of the Internal Revenue Code and this Policy

SANCTUARY AND CHAPEL USAGE PRIORITY CLAUSE

The Sanctuary and Chapel are sacred spaces central to the life and mission of our

church. While we are honored to share them with the community through facility rentals,

please be advised that funeral services, which may arise with little or no advance notice,

will be given scheduling priority.

We will do everything possible to avoid conflicts with previously scheduled events when

working with grieving families, however on the rare occasions when the bereaved must

hold a funeral on a particular date their needs take priority, we will make every

reasonable effort to accommodate your event in another suitable space within the

church, if available.

If no appropriate alternative can be offered or agreed upon, your rental for the affected

period will be canceled, and all fees paid for that portion of time will be refunded in full.

We appreciate your understanding and flexibility in these sensitive and pastoral

situations.

PERMISSIBLE GROUPS/PRIORITY/BUMC SPONSORED GROUPS

PERMISSION AND AUTHORITY

Permission to use the facilities may be granted to the following organizations, groups, and individuals in the following priority order:

1. Regularly-scheduled services and meetings of official groups and organizations that are a part of BUMC.
2. BUMC Sponsored Groups.
3. Weddings, wedding receptions, funerals, and special family occasions (e.g. 50th wedding anniversary receptions) of BUMC members.
4. Other church groups and ecumenical organizations; weddings and funerals of non-members.
5. Community service organizations which are non–profit and non-political in nature. Support or self-help groups which are non-profit and non-political in nature.
6. Profit-making organizations and individuals whose purpose for the building use requested is non-profit and non-political in nature.

RESERVATION POLICY

The reservation priority applies to all areas of the church unless otherwise stated.

1. Church functions take precedence in the reservations system. This includes any group sponsored by BUMC such as Methodist Women, Circles, Youth or Adult groups, Bible School, Sunday School classes, Scouts, Church Council, etc. These functions may be reserved up to 12 months in advance.
2. Church members have second priority for reserving private, non-church functions such as Weddings, family reunions, family picnics, funeral meals, receptions, etc. These groups may reserve their functions up to 12 months in advance.
3. Any non-church group may reserve their function up to 6 months in advance.
4. Facilities will be scheduled on a first come, first served basis in order of priority. However, once a date has been officially approved, it will be honored for any user and can only be canceled in accordance with the cancellation provisions of this agreement

MASTER CALENDAR:

A master calendar is maintained in the church office for all meetings and events. The Church Business Administrator will maintain this calendar and is responsible for assigning appropriate space(s) in the facility in coordination with the Board of Trustees.

FACILITIES USAGE

Reservation Procedure:

1). Requests to use the facility must be submitted with an Application for Scheduling an Event. (please print from website or use link for a google form) Once received, approval will be granted or denied by the Business Administrator and/or the Board of Trustees in accordance with the Property Use Policies.

2) Notification of approval or denial is generally made within 3 business days. Room assignments are made pending completion of the Application for Scheduling An Event and payment of deposits. In certain situations, where Board of Trustee Approval is required, the approval process may take up to 30 days.

3). To assist in maintaining the facility, a fee schedule has been established. The fees are listed in the BUMC Facility Usage Fee Schedule. When no fee is applied, donations are appreciated.

4) Deposit refunds are made following satisfactory inspection of the facility.

5) If a deposit is needed to pay for charges incurred due to cancellation, the remaining deposit (if applicable) will be refunded after fees are paid.

SCHEDULING

WEDDINGS - See BUMC Wedding Policy

FUNERALS - See BUMC Funeral Policy

RESTRICTIONS

BUMC facilities may not be used for political or for profit purposes unless approved by the Board of Trustees.

BUMC SPONSORED EVENTS

Responsibilities included:

1. Serving as the primary BUMC contact for the event(s);
2. Being present at BUMC during the scheduled event(s);
3. For events outside of normal BUMC business hours, ensuring that doors are unlocked prior to the event and that doors are locked and lights are turned off following an event;
4. Being responsible for details regarding what to do and who to call if there are problems during an event; reporting any issues or problems encountered during the event to the Business Administrator, and completing any incident report forms.

BUMC SPONSORED GROUPS

1. BUMC Sponsored Groups are non-profit groups or organizations that have been approved as BUMC Sponsored Groups by the BUMC Board of Trustees.
2. To become an approved BUMC Sponsored Group, either a lay leader, staff member or a Pastor of BUMC must recommend the group to the BUMC Board of Trustees who must approve the recommendation. The approval is for one year period and may be renewed with the recommendation of approval of the BUMC Board of Trustees.
3. Each BUMC Sponsored Group shall have a BUMC Sponsor and shall complete the Application to Become a BUMC Sponsored Group and the Contract and Hold Harmless Agreement. The BUMC Sponsored group may be required to submit another Application Form, Contract and Hold Harmless Agreement on a regular basis, but no more than annually.

REGULAR AND CONTINUING USE

All regular and continuing use of the Church by groups or individuals other than BUMC Sponsored Groups shall be limited to individuals and/or groups approved by BUMC Board of Trustees. The individual or group may be required to submit another Building Use Agreement, Contract and Hold Harmless Agreement and/or proof of insurance on a regular basis, but no more than annually.

EMERGENCY OR ‘LAST MINUTE’ REQUEST OF FACILITY USE

Emergency or “Last Minute” requests shall be considered for approval at the discretion of the Senior Pastor and/or BUMC Board of Trustees. Requests made within two weeks of an event can not be guaranteed space.

FEES

REGULARLY SCHEDULED SERVICES AND MEETINGS

1. Use of the Church is at no cost for groups that are regularly scheduled services and meetings of official groups and organizations that are part of BUMC.
2. Approved BUMC Sponsored Groups may be charged a lesser fee or no fee upon recommendation of the BUMC Board of Trustees

OTHERS

1. All other groups and individuals, Church Members and Non-Church Members may be assessed a reasonable fee for the use of the Church. See the Fee Guideline.
2. Direct costs such as additional custodial expenses or additional cleanup costs may be assessed at any time.

PROCEDURES FOR RESERVING CHURCH FACILITIES

APPLICATION TO SCHEDULE AN EVENT, BUILDING USE AGREEMENT CONTRACT AND HOLD HARMLESS AGREEMENT

Use Application, Contract and Hold Harmless Agreement must be completed and signed by a person responsible for the group or individual, as well as the BUMC Sponsor where required. The request may be submitted in writing to the BUMC Business Administrator up to one year in advance for Members, 6 months in advance for Non-Members and no later than at least one month prior to the date of the event. BUMC shall make every effort to approve or reject the request within 3 business days from the date on which it is received.

All Fees will be in accordance with the Facilities Usage Fee Schedule.

INSURANCE

BUMC requests that the individual or group reserving the church facilities have liability insurance in an amount sufficient to provide protection to BUMC, generally $1,000,000 each occurrence and that the individual or group name BUMC as an additional insured on such policy.

INTERPRETATION AND CONFLICT

The Senior Pastor and the BUMC Board of Trustees shall have authority to interpret this policy and to resolve any conflict concerning use of the facilities.

POLICIES GOVERNING ACTIVITIES ON CHURCH PROPERTY

Failure to adhere to the Policies outlined in this document will result in the forfeiture of usage. Use of any facilities at Boone United Methodist Church for the following reasons is **prohibited:**

1. Political and/or commercial purposes.
2. Profit making functions both personal or business.
3. Serving or possession of alcoholic beverages or illegal substances.
4. Possession of weapons, concealed or otherwise unless properly licensed or permitted by the State of NC. Also, an off-duty officer might always carry his firearm even though he is off duty.
5. Use of tobacco products in the church building.
6. Pyrotechnics (fireworks) inside or outside the facilities.
7. Moving the sanctuary piano or organ.
8. Removing church equipment and furnishings (i.e. dishes, utensils, tables, video equipment, etc.) from the property. BUMC will maintain a certain number of tables and chairs for off site use by members. They can be reserved in advance by contacting the Business Administrator.
9. Fires outside the Picnic shelter grills and fire pit in the outdoor worship area.
10. Unauthorized people in the Audio Video Booth.
11. Any activity that in the judgment of the Trustees could result in harm to the participants or abuse to the building.
12. Animals inside the church property must be pre-approved. The only exception is for service animals or those pre-approved by BUMC.
13. Unsupervised groups of young people and/or children.
14. Alterations to thermostat settings for heating and cooling shall be made by authorized personnel only.

User Requirements:

Use of the facility requires EVERY group or individual to perform the following;

1. Pay in advance all usage and cleaning fees and Security Deposits.
2. Pay for technical support as needed for use of kitchen, audio/visual aids, setup/teardown and cleaning.
3. Observe all policies under 'User Responsibilities' (below) in planning their event.
4. Set up tables and chairs prior to the event if arrangements are not contracted with the church to perform this service.*
5. Return tables, chairs and any equipment used to their appropriate storage location following the event per #4 above.*
6. Group or event will pay in advance for the cleaning of the kitchen, bathrooms, areas used, fogging, floors, taking out trash, etc.
7. BUMC paid staff will be responsible for turning off all lights and securing the building.
8. See Fee Schedule for setup/cleaning fees/kitchen fees/ audio visual fees.

User Responsibility Utilizing the facility at BUMC:

1. Children or youth under the age of 18 must have adult supervision at all times while using the Church.
2. Church staff member, BUMC Sponsor or person designated by BUMC must be on premises whenever the Church is in use. A custodian will be present if requested (or required.)
3. Decoration to Church property should be undertaken only after receiving permission.
4. The piano or organ may not be used without permission of the BUMC Director of Worship and the Arts.
5. All audio visual, video and sound equipment must be used under the direct supervision of a designated BUMC sound A/V specialist only.
6. All kitchen equipment and supplies must be with the approval of the BUMC kitchen lay leader.
7. No BUMC office equipment, computers, telephones, or copy machines are available for use.
8. No BUMC equipment or furnishing may be removed from the premises unless approved by the Minister or the Trustees.
9. No items shall be glued, taped, stapled, or tacked to any walls, doors or windows and no nails, screws or hooks shall be placed on any wall or door. Bulletin boards provided should be used with the consent of the Church Administrator.
10. No outdoor equipment including, but not limited to, tents and sports or recreational equipment shall be used, placed on the grounds, or brought to the church without prior approval of the Minister.
11. Detailed set-up plans describing what will be moved and what will be brought to BUMC must be submitted and approved at least two weeks before the event and previously approved on the Facilities Usage Request.
12. Upon conclusion of an event, BUMC facilities must be restored to their pre-event condition.
13. If BUMC is required to perform set-up or clean-up services, BUMC will provide the services at the rate provided in the Facilities Usage Fee Schedule.
14. Shower and laundry facilities may be used upon recommendation of a BUMC Sponsor working with an outreach program provided that sponsor is present in the building while the facilities are being used. Both male and female BUMC Sponsors shall be present, as applicable.
15. The Family Life Center and/or grounds at BUMC may be used for wedding receptions if the wedding is performed at BUMC. Saturday night receptions must end by 10 p.m.

SANCTUARY

The Sanctuary may only be reserved for activities and rehearsal for such activities as follows:

1. Sunday Worship, private meditation, baptisms
2. Weddings - arrangement shall be made and fees charged pursuant to the Wedding Policy.

3. Funerals - arrangements shall be made and fees charged pursuant to the Funeral Policy
4. Certain concerts, large meetings and other events as approved by the Senior Pastor, the Director of Worship and the Arts or the BUMC Board of Trustees.
5. No flash photography while any service is in progress.
6. No floral arrangements are to be placed immediately in front of the altar table or at any place which would obstruct the view of the pulpit by any portion of the congregation.
7. Any arrangements placed on the altar should not be taller than the arms of the cross.
8. Candles are forbidden except with prior approval by the Director of Worship and the Arts.
9. No person may play the church organ or piano unless approved to do so by the Director of Worship and the Arts.
10. After the Sanctuary/Chapel has been prepared for Sunday Worship Services, any group using the area must pay for it to be cleaned. See BUMC Fee Schedule.
11. If Audio Visual services are requested, a BUMC certified audio technician, as assigned by our Technical Director is required for programs held in the Sanctuary or Chapel. See Audio Visual Fee Schedule.
12. The Sanctuary/Chapel/Prayer Room will be open during regular church hours for prayer and meditation.
13. The church piano or organ should not be moved.

THE FAMILY LIFE CENTER

Groups using the Family Life Center and adjoining showering facilities for overnight retreats must observe the following:

1. Key: special arrangements must be made for use of the lock box.
2. Groups must vacate the building no later than 8:00 am on Sunday mornings.
3. Facilities must be left in good order.
4. The Family Life Center is not available from 2pm Saturday until 2pm on Sunday.

KITCHEN FACILITIES

1. Anyone using the kitchen will pay a deposit fee as noted in the BUMC Fee schedule.
2. Anyone using the kitchen and/or equipment must be orientated by an approved member or Staff of BUMC.
3. Each group shall clean the facility following the guidelines specified in the Kitchen Checklist and if the kitchen is not left in a clean and orderly manner will forfeit the deposit.

4. The deposit will be used to pay for a BUMC staff personnel to clean and sanitize the kitchen after use.
5. Kitchen Cleanup Procedures will be utilized when cleaning up the kitchen.
6. Access by individuals is limited for purposes of storing food, getting ice or using the coffee maker.
7. If a group is not familiar with the kitchen, procedures and equipment, the group must be under the direct supervision of the BUMC group sponsor, staff or member. If a staff member must be present, the group will be required to pay for this service.
8. No BUMC kitchen equipment may be removed from the premises without written permission from the Business Administrator.
9. The persons and/or organizations requesting use of BUMC facilities and the BUMC Sponsor for the event are responsible for restoring BUMC facilities to their pre-event condition.
10. The Church may provide paper goods and drink condiments (i.e. sugar packs) for special use if they are requested. No food will be provided, however drinks may be provided when deemed necessary . Each event will be reviewed individually to decide how to meet serving and clean up needs.

THE PICNIC SHELTER

All rules stated in the Facilities Usage section of this document apply to the Picnic Shelter as well. The following guidelines also apply:

1. Only one group may use the shelter at a time.
2. Additional grills must be approved.
3. All trash must be removed from premises by the user group. Trash bags must be provided by users.
4. Electrical box and Fire Extinguisher keys are available at an outdoor lockbox and the code must be obtained from the Business Administrator on the last business day before the scheduled function. Keys must be returned to the lockbox at the end of the event.
5. Amplified sound is permitted for church group functions only. Private users may not use amplification.
6. Preserve creek wetland, hiking trails and other areas of the property.
7. Wildlife is to be left undisturbed and left in its habitat.
8. Do not pick the wildflowers. Leave them for the enjoyment of others.
9. Lights must be turned off, electrical boxes and fire extinguisher box should be locked and grills cleaned.
10. Picnic tables are to be left under the shelter.

TECHNICAL EQUIPMENT

Audio Visual Services and Equipment

The church has state-of-the-art audio/visual systems. Due to the complexity of the equipment only BUMC Certified Audio Visual Technician(s), assigned by our Technical Director, may use this equipment. For a schedule of fees for their services, please see Facility Fee Schedule.

GENERAL INFORMATION

1. Groups using storage areas should dispose of items not necessary for the current function and maintain the area in a neat and orderly manner. Halls and stairways are not to be used for storage.
2. Decisions regarding remodeling and renovation of any portion of the building are made by the Trustees. The Envisioning Committee, who reports to the Trustees, makes decisions regarding paint colors, etc.
3. Sunday School classes are encouraged to establish a worship area within their designated classroom and to personalize their classroom to reflect their class personality.
4. This Property Use Policy, including all referenced attachments, and List of Contacts will be reviewed annually by the Board of Trustees.
5. Exceptions or adjustments to these policies may be made on a case by case basis by the Board of Trustees.

CANCELLATION AND RENEWAL

CANCELLATION

BUMC reserves the right to terminate, without cause, any previously approved BUMC Facilities use reservation with 30 days' notice.

RENEWAL

An approved Facilities Use Agreement may be renewed for subsequent cycles of facilities use provided such renewal is approved by the BUMC Board of Trustees.

REVISION

Proposed revisions to the Policy shall be initiated by the BUMC Board of Trustees. Requests by Church members for policy revisions should be made in writing, provided to the BUMC Administrator and thereafter placed on the agenda of the next meeting of the BUMC Board of Trustees following receipt of the written request revision.

Applicable Forms, Policies, Fees

1. Facility Use Policies, Fee Schedule and Application
2. Wedding Policies, Fee Schedule and Application
3. Funeral Policies and applicable Fees
4. Application to Become a BUMC Sponsored Group

5. Picnic Shelter Use Agreement and Policies
6. Hold Harmless Agreement
7. Building Use Agreement
8. Kitchen Cleanup Procedures and checklist

Contact Information: Office Number: 828-264-6090

Senior Pastor: Ed Glaize, Ed@boonumc.org

Director of Worship & the Arts and Tech Department: Dana Davis, Dana@booneumc.org

Business Administrator: Lisa DeLaurentiis, Lisa@booneumc.org

Kitchen Manager: Jacob Penick, Jake@booneumc.org