

First United Methodist Church of Ellsworth

Facility/Vehicle/Youth Building Use Policy

Revised and Effective August 4, 2015

Revised 3-5-16

Section I

PURPOSE:

1. To provide guidance to individuals, organizations or groups desiring to use either the Church, Church property, Church vehicle or the Church grounds. These policies will also enable those designated to grant or deny requests, to make decisions in accordance with the desired use and limitations as outlined below and approved by the Leadership Team.

Section II

REQUESTS:

1. Any person, organization or group may make a request to use the Church, the Church property, Church vehicle or the Church grounds by completing and receiving approval of the appropriate Request Form (which includes the Liability Release) available from the church office.

(#2 and 3 omitted – to assure proper approvals are secured, groups or organizations within the Church must also complete the proper form.) Revised 3-5-16

Section III

APPROVAL:

1. In order for a Facility request to be granted, it must be reviewed and approved by the Pastor and one of the following: Chair of Leadership, Vice-Chair of Leadership or Chair of the Trustees. Any of the members listed above may defer the decision to the Leadership Team if they desire the Leadership Team's input.

1.5 In order for a Youth Building request to be granted, it must be reviewed and approved by the Pastor and one of the following: Chair of Leadership Team, Chair of Youth Advisory Board or Youth Sponsors. Any of the members listed above may defer the decision to the Leadership Team if they desire the Leadership Team's input.

2. In order for a Vehicle Use Request to be granted, it must be reviewed and approved by two or more Trustees. They may defer the decision to the Leadership Team if they desire the Leadership Team's input.

3. Every effort should be made to check for scheduling conflicts and the availability of personnel prior to approving any request. Areas to be check for conflicts shall include but are not limited to the Church calendar and any area affected by the request. (i.e. Tech Team Chair, United Methodist Women, etc.)

4. All approved requests shall be copied and forwarded to any Team Chair affected by the request, if applicable. All requests, whether approved or denied, will be kept on file in the Church office by the Church secretary for a period of three years.

Section IV

GENERAL USE:

1. It is the intent of the First United Methodist Church that the actions of any individual, organization or group utilizing the Church facilities or vehicle will affirm and support the Church Mission Statement as printed below:

"The First United Methodist Church is a community of true believers who proclaim that Jesus Christ is Lord. We offer opportunities for worship, prayer study and fellowship. We express through concern and love for each other, God's love as revealed in Jesus Christ. Under the guidance of the Holy Spirit, we seek to nurture the spiritual growth of our children, youth and adults. As believers, we reach out to our community and world through Christian witness."

2. There will be no smoking, use of alcoholic beverages or illegal drugs within the Church or on Church property including vehicles owned by the Church.

3. Respect the Church property that you use by cleaning up the area or the vehicle.

4. Do not adjust the thermostats in the church building. If you need assistance with heating or cooling, please call Murray Marston, Trustee, at 785-472-8605 or the church office.

5. Turn out all of the lights and shut the exterior doors when your group is leaving the building(s).

6. No Church property may be removed from the Church unless permitted by SECTION V MEMBERS.

7. No audio/video equipment stored in the Technology Team Booth may be used without approval of the Technology Team Chair.

8. It is understood that any damage incurred either to the Church or Church property including the Church grounds shall be the responsibility of the persons who reserved the use of the Church property.

9. It is understood that Church vehicle(s) shall be returned with exterior washed, interior clean and gasoline tank full before returning to the Church. All users must complete the vehicle log sheet noting date, time, driver and mileage.

Section V

MEMBERS

1. The Church, Youth building, property within the Church, vehicles owned by the Church, and the Church grounds are available to members of the Church at no charge, subject to the provisions of SECTION II REQUESTS, SECTION IV GENERAL USE, SECTION III APPROVAL and this section.

2. Chairs, cooking utensils, coffee pots, coolers and roasters may be removed from the Church property by Church members only. Items must be signed out on the "Sign Out" sheet located on the bulletin board in the Church kitchen. Update the "Sign Out" sheet when you have returned the items. Tables may not be removed from the Church property without approval of the Leadership Team.

3. Dishes and silverware shall not be removed from the Church for any reason.

4. Altar vases, candleholders and the Bible stand are not to be removed from the Church sanctuary for any reason without the consent of the Leadership Team. Extreme care shall be used to ensure that the vase liners, which may be removed, are used in the proper manner.

5. It is understood that any Church member(s) removing any items from the Church or Church property is responsible for the care and return of those items. Further, any damage incurred either to the Church or Church property including the Church grounds and/or vehicles shall be the responsibility of the Church member(s) removing or damaging such items.

Section VI

NON-MEMBERS & NON-PROFIT GROUPS

1. The Church, property within the Church and the Church grounds are available to non-church organizations, non-church groups or non-members of the Church subject to the provisions of SECTION II REQUESTS, SECTION IV GENERAL USE, SECTION III APPROVAL, and this section.
2. Due to insurance restrictions and liability, the use of vehicles will not be allowed by non-members or for purposes that are not an extension of **the Ellsworth United Methodist Church** activities or programs. (Revised 3-5-16)
3. If a non-member group or person is using the building for a for-profit event, the group will be charged \$50 for each event.
4. Non-member groups shall have a responsible adult in charge and on the premises until everyone in their group has left.
5. Two members of the United Methodist Women must be present if the kitchen facilities are used.

Section VII

YOUTH BUILDING:

1. The Church, property within the Church, the Church grounds and the Church vehicles may be available to non-profit organizations or groups subject to the provisions of SECTION II REQUESTS, SECTION IV GENERAL USE, SECTION III APPROVAL and this section.
2. The building is for use by 5th to 12th grade youth groups only and the schedule will be maintained by the Youth Sponsors.

Section VIII

FUNERALS:

1. The Church, property within the Church and the Church grounds are available to anyone without charge subject to the provisions of SECTION IV GENERAL USE, and this section.
2. The Pastor of the Church will officiate at all funerals held in the Church unless it has been pre-arranged with the Pastor, by the family, to have someone else officiate. In the event that the Church is without a Pastor, the Chairman of the Staff Pastor Parish Relations committee shall be responsible for securing someone to officiate at the funeral.

Section IX

WEDDINGS:

1. The Church, property within the Church and the Church grounds are available to anyone subject to the provisions of SECTION II REQUESTS, SECTION IV GENERAL USE and this section.
2. The Pastor of the Church will officiate at all weddings held in the Church or on Church property unless it has been pre-arranged with the Pastor, by the family, to have someone else officiate. In the event that the Church is without a Pastor, the Chairman of the Staff Pastor Parish Relations committee shall be responsible for securing someone to officiate the wedding.

3. There is no charge for a wedding of a Church member.

Non-members must pay the following fees:

- a. \$100.00 for the use of the facilities paid to the Church.
- b. \$100.00 Pastor's fee paid directly to the Pastor.
- c. Musician(s) fee as determined by each individual musician. If the family wishes to bring in other musicians or provided their own music, arrangements must be made with the Pastor. In the event that the Church is without a Pastor, the Chairman of the Staff Pastor Parish Relations committee shall be responsible for making arrangements.
- d. \$100.00 for videotaping the wedding, if desired, paid to the Church and subject to the availability of personnel.

4. Receptions:

- a. Wedding parties that want to have a reception will coordinate with the Wedding Reception Chair of the United Methodist Women.
- b. There is no charge for hosting a reception of a Church member.
- c. A \$100 fee will be charged to non-members and shall be paid to the United Methodist Women for hosting the event.
- c. A \$50.00 custodial fee for any wedding, or wedding and reception will be added in addition to the above fees for non-members and paid to the Church.