

Pell City First United Methodist Church

FACILITY USE POLICY

January 2012

I. INTRODUCTION

The following policy has been approved by the Pell City First United Methodist Church and is the official policy for the use of its facilities.

II. GENERAL

The Church exists for the purpose of worship, education, and missions, and ministers to its members, the community and the world. Church property and facilities are intended to be used primarily for the functions of Pell City FUMC.

The use of the facility by other religious, charitable, cultural, educational or character building organizations or individuals is permitted provided such use does not interfere with normal church functions and are approved by the trustees.

Those who use the facility may not do so for personal profit.

Outside groups wishing to use the church facility may request permission through the church office in person, by phone, email or the church's web site. An "Application for Building Use" will be provided along with a copy of this policy, a "Facilities Use Agreement" form and any other guidelines deemed necessary.

III. WEDDINGS

The wedding policy guidelines and fees are available at the church office.

IV. FUNERALS

All funerals must be arranged through one of the pastors. No fees apply to funeral services conducted at Pell City FUMC for a member or their family member who has died. We request an honorarium of \$100.00 be given to the church organist or pianist and the sound technician. The Beacon or Garner Room may also be used as needed.

V. POWER TO REFUSE AND/OR CANCEL ACTIVITIES

The Pastoral Staff is authorized to refuse any request or cancel any activity if the activity does not conform to the use, intent, or restrictions outlined in this policy. Private use of any church facility is not permitted during Holy Week (Palm Sunday- Easter), the Saturday before the first Sunday of Advent or Christmas Eve.

VI. GENERAL RULES OF THE BOARD OF TRUSTEES

SMOKING POLICY

Pell City First United Methodist Church is a smoke free facility. All members of all groups using our facilities shall abide by the "NO SMOKING" rules in all parts of the building, including corridors, restrooms, entryways, and all church property.

FIRE SAFETY

All candles must be covered by a globe and should be monitored at all times.
Note the location of fire extinguishers around the facility.

ALCOHOL AND DRUG POLICY

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including parking areas.

NO GAMES OF CHANCE

Policy prohibits the use of games of chance or gambling on church premises.

SUPERVISION OF CHILDREN AND YOUTH

This church has adopted the policy of Safe Sanctuaries for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

No fewer than two adults must be present at all times during any program or event involving children. These adults must be 18 or older.

Any question regarding this policy should be directed to the Director of Children Ministries.

STORAGE

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing props and accessories off site. Limited designated storage areas may be assigned to certain long term groups.

EMERGENCY SCHEDULING CONFLICTS

The church reserves the right to preempt any facility use for its own in cases of emergency, such as funerals. Notice will be provided as early as possible.

PARKING

Parking on church property is available on a first-come, first-served basis. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

SECURITY

Our church works to maintain a safe, secure environment within the facility; however, no system is foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

USE OF SPECIFIC AREAS

SANCTUARY

1. The primary purpose of the Sanctuary is for worship. All other activities must be approved by the Pastor.
2. The use of the audio/visual equipment must be pre-approved and operated by a trained church technician.
3. The thermostats for the heating/cooling system should be adjusted only by church personnel.
4. No food or beverages are allowed in the sanctuary.
5. Seasonal liturgical symbols and equipment placed in the sanctuary by the worship committee may not be removed. Chancel furnishings will remain in place.

BEACON (Family Life Center)

1. The primary purpose of the Beacon is an activity area for our church and the location of our contemporary worship service.
2. The thermostats for the heating/cooling system should be adjusted only by church personnel.
3. The audio/visual equipment will remain locked unless pre-approved and operated by a trained church technician.
4. Youth and/or children using the Beacon must be supervised by two adults at all times. These adults are responsible for any damage to church property and should notify the church office so that arrangements can be made for repair or replacement of such property.
5. Tables, chairs, or other furniture set up for a program must be put away at the conclusion of the program, and the room must be returned to the original arrangement.
6. Furniture may not be moved from other parts of the church without prior approval.
7. Groups requesting the use of the Beacon must confine their activities to that part of the church only.
8. Cleanup fees will be waived for church functions with the understanding that cleanup will be the sole responsibility of the user and will include all areas used by the group. All trash should be taken to the dumpster located in the Beacon's east parking lot.
9. All lights must be turned off, and the doors locked after activities.

KITCHEN

1. Kitchen supplies are for church functions only. Member's private use and non-profit groups must provide their own supplies.
2. All groups must follow posted rules concerning the use of the kitchen.
3. The kitchen must be left clean with all trash removed. The dumpster is located in the Beacon's east parking lot.

CLASSROOMS

1. Groups must leave the room set up as they found it. Furniture from other areas may not be moved without prior permission.
2. Avoid taping items to the walls.
3. Trash should be removed to the dumpster located in the Beacon's east parking lot.
4. All lights must be turned off in both rooms and restrooms after activities.
5. All group activities are limited to the requested room. Automatic access is not granted to the rest of the building, since other activities may be scheduled.

FEES & DEPOSITS

KEYS (Members/Non-members/Outside Groups)

A deposit of \$25.00 will be required before receiving a key. This deposit is fully refundable if the terms of this policy are fully adhered to by your group. The deposit will be reimbursed upon the return of the key. Keys may be picked up or returned in the church office, Monday through Thursday between 8am and 5pm.

Separate key/deposit arrangements will be made for long term use by recognized groups.

All keys are the property of Pell City FUMC and making copies of these keys is strictly forbidden.

PELL FIRST UNITED METHODIST CHURCH FEE SCHEDULE FOR FACILITY USE

MEMBER'S PERSONAL USE, NON-MEMBER AND OTHER GROUPS (Non-wedding event)
(Note: Cost per day per room is for partial or full day usage.)

Fellowship Hall with/without Kitchen	\$50.00 per day
Garner Room with/ without Kitchen	\$50.00 per day
Beacon Kitchen	\$50.00 per day
Beacon Gym without use of tables/chairs	\$250.00 per day + cleaning fee-\$100.00
Beacon Gym with use of tables/chairs*	\$350.00 per day + cleaning fee-\$100.00
Sanctuary	\$250.00 per day + cleaning fee-\$100.00
Nursery	\$100.00 minimum* + cleaning fee-\$25.00
Audio Sanctuary	\$75.00 minimum*
Audio Beacon	\$125.00 minimum*
Video Beacon	\$125.00 minimum*

Fees and deposits are due in the church office at least 5 business days prior to the event. **Please note that such transactions are not made on Fridays.**

*The Church is not responsible for set-up or take down of tables and /or chairs. Any expense incurred with set-up and/or take down of the tables and/or chairs will be the responsibility of the user. Fees do not include table set-up and take down.

* Nursery \$100.00 minimum for first hour and \$50.00 per hour for each additional hour.
An additional fee of \$25.00 per room if more than one room is used.

*Audio and video minimums are for the first hour and \$25.00 per hour for each additional hour.

WEDDING EVENTS

Please refer to the Wedding Guidelines for Fee Schedule.

FACILITY USE

Groups that use the church weekly or regularly, who wish to use the building for purposes other than the regularly scheduled meeting must contact the church office for an "Application for Building Use".

All activities on Church property must be pre-approved by church officials and the waiver of any fees will be at the discretion of the Trustees. Approved functions will have an "Application of Building Use", a "Facility Use Agreement" and a "Liability" form on file, signed by a representative of the group and by appropriate church officials, along with any fee and or deposits. If your activity has not gone through these steps, then your event is unauthorized by Pell City First United Methodist Church. Please help us to continue to be a welcoming church by adhering to these policies.

CANCELLATIONS

Cancellations shall be made with the church office as far in advance as possible. The notification should be made in writing. Fees will be returned if the cancellation is made at least a week ahead of the event.

APPLICATION FOR BUILDING USE

Please fill out the following form to request event space at Pell City First United Methodist Church. Once your request is received, it may take up to three business days to process. All fields are required.

Event Description/Name: _____

Requested Area(s): _____

Estimated number of people attending: _____

Frequency: (mark one) Daily Weekly Monthly Twice Per Month Quarterly

One Time Only Begin Date: _____ End Date: _____

*Note: One time events will show same date in both spaces. Enter "ONGOING" in End Date for approved activities (such as Scouts)

Set-up Time Begins: _____ (please make sure to enter am or pm)

Event Time Begins: _____ (please make sure to enter am or pm)

Clean-up Time Ends: _____ (please make sure to enter am or pm)

Please indicate those items or personnel you would like to have available. Please call the church office one week before to verify all arrangements.

- TABLES Number needed: _____
- CHAIRS Number needed: _____
- OUTSIDE DOOR KEY: _____ (\$25.00 deposit required)
- SOUND EQUIPMENT & TECHNICIAN
- TV/DVD

Name of Person Making Request: _____ Date Submitted _____

Phone Numbers: _____

Email: _____

Received by: _____