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**ST. MARK'S UNITED METHODIST CHURCH**  
**Policy on use of Facilities and Equipment**

*The policy of St. Mark's UMC shall be to use the church facilities and equipment in the best way possible to carry out the mission of the church by bringing as many people as possible inside the church facilities to influence their spiritual lives. This congregation views as one of its mission obligations making our facilities available for causes in the community that are in keeping with the commission given by Jesus Christ to all his followers, and for personal and family events for our supporting members. We must, however, in most cases, charge fees to recover costs of utilities, custodial and administration. It is understood that this policy relates to events other than the usual, normal program activities of this congregation.*

1. Requests to use church facilities and room set up information must be made in writing, by email to the Administrative Assistant who will act on them in accordance with this policy. Most requests are reviewed by the staff at its weekly meetings (Tuesday afternoons) to be sure we do not complicate other program plans in the building.
2. Activities in the church facilities must be scheduled after 6:30 a.m. and all participants must be out of the building by 9:30 p.m.
3. Using the church facilities is a privilege. Persons or groups not following these policies will lose their privilege.
4. Fees for use of the church facilities are listed below. All fees must be paid before a space can be scheduled for use. There is no fee for St. Mark's United Methodist Church groups or sponsored church activities.

**General Use Fees**

*See Wedding Policy for fees applied to Weddings.*

	<b>Non-Member</b>	<b>Member</b>
<b>Sanctuary</b> (includes custodial cleaning)	\$300.00	\$100.00
<b>Fellowship Hall</b> <i>(includes use of tables, chairs, and custodial cleaning. Setting up and taking down chairs and tables, and kitchen clean-up is to be done by caterer or negotiated with staff custodians as an extra fee.)</i>		
No food/drink	\$200.00	\$100.00
With food/drink (use of kitchen)	\$600.00	\$200.00
<b>Meeting Rooms per room</b> (per hour)	\$25.00/hr	10.00/hr
<b>Parlor</b>	\$35.00/hr	10.00/hr
<b>Custodial support</b> (2 hour minimum)	\$25.00/hr	\$25.00/hr
<b>Child Care support</b>		
<i>(Minimum of 2 child care workers/2 hour minimum. Ratio of 1 worker for every 4 children)</i>		
Childcare workers (cost per worker)	12.50/hr	\$12.50/hr
Nursery/Childcare Room use	10.00/hr	\$10.00/hr

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**ST. MARK'S UNITED METHODIST CHURCH**  
**Policy on use of Facilities and Equipment — General Rules**

1. Spaces used by all groups must be scheduled through the church office.
2. Keys & Codes are only issued to staff, church members, specific groups with specific needs. Custodians are NOT on duty whenever the facilities are open to unlock spaces scheduled for use.
3. Persons who have codes issued to them may **not allow anyone to use their code** to gain access to the church facilities.
4. The nursery may not be rented out or used by any non-church group.
5. All church groups, members, and organizations using the church facilities must clean-up the areas they use.
6. Breakage, damage and cleaning will be paid for by those who caused the damage.
  - a. All trash and other items must be picked up and removed.
  - b. All furniture and equipment must be returned to original places
  - c. All lights, equipment, and heating/air-conditioning must be turned off before leaving the facilities.
7. No alcoholic beverages are allowed on the church grounds.
8. Smoking is not permitted in any building or on the church grounds.
9. Adult supervision is required for all children and youth activities. All events which include children and/or youth will list at least two (2) adults (21 years or older) responsible for supervision of the children/youth. The adult supervisors will be present at all times during the event. All children/youth are expected to remain in the room(s) reserved for the event. No other rooms or halls of the facility shall be used or entered.
10. Chairs and tables may not be removed from building to building or from room to room. Room set up needs must be communicated to the church office when requesting the use of church facilities. There is no guarantee that chairs or tables will be provided. Any chairs and tables which are moved by a group using the facility must be moved back to their original position.
11. No one is allowed to be in any part of the facility not scheduled by your group.
12. Rearrangement of furniture in the Sanctuary is strictly forbidden without permission from the Pastor or Director of Music.
13. The organ, pianos, music equipment and sound systems may only be used by church staff or the tech team or ushers.

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14. No structure of any kind can be built on the church grounds and no remodeling of the facilities can occur without the permission of the Board of Trustees.
15. Use of any portion of the church property and buildings shall conform to fire and safety ordinances.
16. No pictures shall be taken during any service in the Sanctuary without permission.
17. Projectors, TV's, DVD's or other equipment of the church shall not be moved from the church grounds.
18. No chairs, tables, dishes, or any other church property shall be taken from the church grounds.
19. No signs shall be placed on the church property without permission.
20. Non-church groups use the church facilities at their own risk. The church will not be held responsible for personal injuries or personal property damage.
21. For fire and safety reasons, nothing shall be stored in the attic of any building.
22. The playground may be used only by church groups. All equipment and toys must be put back where they were found or put in the toy box. The sidewalks and patio must be cleared of all rocks, sand, etc. Non-church groups may not use the playground.
23. Vehicles may only be parked in the church parking lot for activities at the church, unless permission has been granted. Parking is not allowed on non-parking areas of the church grounds. Vehicles may not be parked on the church grounds with for sale signs or advertising on them. Overnight parking is prohibited, unless permission is granted. Violators will have their vehicle towed at their own expense.
24. Trash cans may only be used by the church.

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**ST. MARK'S UNITED METHODIST CHURCH**  
**Policy on use of Facilities and Equipment — Specific Rules**

**Priority of usage**

Priority will be given to the functions directly related to the ministry of the congregation and sponsored by church related organizations. There will be no fees charges for an event sponsored by a church relation organization. All church related functions which are initiated by appropriate work areas and committees are automatically approved after the fulfillment of the following criteria:

**Schedule & Calendar**

Check the master calendar [www.smumc.org/calendar](http://www.smumc.org/calendar) (managed by by Administrative Assistant) to avoid conflicts with previously scheduled activities. Submit description of event, date, time, room(s) needed and sponsoring organization to the Administrative Secretary for inclusion on calendar.

- Please list the person who is responsible for the event and who is to be contacted for any needed information.
- If a special “set-up” of the room is needed, submit a diagram for the custodians to follow. Check with the church office to insure the availability of the custodian to fulfill your request.
- If the event will be held during hours when the facility is not normally open, please list the person responsible for unlocking and locking up.
- Please list the person responsible for any clean-up.

A room reservation form is available in the church office to assist in the completion of the above.

Non-related organizations wishing to use any part of the facility will submit requests by filling in the room reservation form and obtaining the approval from the Administrative Assistant. All non-related organizational or personal requests for room reservations will not be honored until six months before the event unless there are unusual circumstances.

**Deposits**

Fees for use by non-related organizations will be based on the guidelines of this policy statement. A non-refundable deposit of \$100.00 is required to reserve the requested room(s). This deposit will be considered a partial payment for the total amount required. The remainder of these fees will be due 2 weeks before the scheduled event and will be accompanied by an additional \$200.00 cash deposit which will be refundable to the organization within 3 office work days following the scheduled event, less any cost for repairing or replacing any damage beyond normal usage.

**Custodians**

All non-related organizations will work through a member of the congregation or will have a custodian on duty, who will have the responsibility for the group's adhering to the policies of this church. If a member is going to fulfill this responsibility s/he will sign the room reservation form.

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### **Signs and Banners**

All signs and banners are to be approved by the pastor before they are displayed. Banners and signs will be placed only in designated areas of the church. All banners and signs will be attached or hung only with approved materials. All signs and banners will be assigned a length of time for display and will be removed at the end of that time.

Designated places:

- Bulletin boards
- Windows (with designated adhesive)
- Cork strips or appropriate moulding
- Table tops (special displays only)
- Outside
- For Sunday school classes-on clips outside classroom doors
- At no time should any sign or banner be attached to walls in rooms or in hallways, unless it is approved by the Board of Trustees

### **Security**

Arrangements for the security of the buildings and persons attending an event will be made by the individual listed as responsible for the event. It is recommended that s/he check with the church office to make sure access is available as expected. The norm is as follows:

- The church office is open Monday through Thursday from 9:00 am until 5:00 pm (with a one hour lunch)
- The custodian has a schedule administered by the Church office

### **Physical changes to facility**

**Buildings** – Any painting, inside or out; addition or elimination of furniture and/or furnishings, including wall hangings; or painting and restoring furniture must be approved by the Board of Trustees prior to the work being done.

**Grounds** – Planting, removing and trimming foliage is the responsibility of, and requires the approval of the Board of Trustees.

### **Donations to the church**

The Board of Trustees has the responsibility and the authority to accept or reject any donation, or conditions of a donation, presented to the church. The procedure for accepting a donation to the church will include a letter from the Board of Trustees thanking the donor, stating the conditions under which the gift was received, and stating the approximate value of the gift. This procedure will also include a statement, acknowledged by the donor, that the gift is now the property of the church to be used as the church decides and that it is not necessary to obtain the permission of the donor for future decisions other than those stated as a condition of the donation.

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### **Special Rooms Usage**

**Sanctuary**-Any use of the sanctuary by an individual or a group must be approved by the pastor.

- Any rearrangement of chancel, narthex, or sanctuary furnishings is to be approved by the pastor before it is done.
- Any additions to the chancel, narthex, or sanctuary furnishings—candles, flowers, banners, pew decorations, etc.—are to be approved by the pastor before it is done.
- No signs or banners are to be displayed in the sanctuary or narthex before the prior approval of the pastor.
- Any use of the organ is to be approved by the staff organist.
- The staff organist has the “right of first refusal” for organ usage for all events.

**Kitchen**—Before use of the kitchen is approved, the name of the individual responsible for supervision and for clean-up will be submitted to the Administrative Assistant.

- It is assumed that the kitchen will be left clean and neat—all dishes and surfaces washed, everything returned to designated storage place, and the floor clean.
- All food left in the refrigerator, freezer and cabinets must have the name of the group and the date to be used attached to each food item. All food not marked will be thrown away.
- Disposable products—plates, table cloths, cups, napkins, etc.—unless marked, are assumed to belong to the general church and are available for use by church organizations. Any group wishing to use general church supplies is advised to not assume those supplies are available.

**Fellowship Hall**—Before the use of the fellowship hall is approved, the name of the person responsible for supervision and clean-up will be submitted.

- Any time the Fellowship Hall is going to be used by children and/or youth, the names of two adult supervisors will be submitted. No exceptions will be made.
- All furniture and equipment will be stored correctly when an activity has ended.
- No signs or banners will be affixed to any surface until they and the method by which they are to be attached are approved.
- Use of the stage and construction of stage settings will be approved by the Board of Trustees before such work is done.

**Parlor**—While we want to have the freedom to use the whole facility in the most effective way for our ministries, we would like to be assured that there is one room in the church which is “company ready”. The parlor has been designated as that room. To that end, the use of this room is restricted in some particular ways.

- The parlor furnishings are not available for use in any other room.
- The parlor will be restored to its original appearance after it has been used. This includes removing all food and drink, all serving dishes, equipment, etc. used for an event and cleaning all surfaces where needed.
- The parlor will not be used for storing any supplies or equipment beyond that which is contained in cupboards and drawers.

**Choir Rehearsal Room**—All requests for the use of the Choir Rehearsal Room must be approved by the Director of Music Ministry.

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**Special Activity Usage:**

**Weddings**—Please see the separate document for weddings.

**Funerals**—For members of this congregation, all wakes, visitation times, funerals, memorial services, and/or meals for the family held in this facility are without cost for the facility. Payment of the organist and musicians can be arranged with the funeral director. The staff organist has the “right of first refusal” for all events held in the sanctuary. Arrangements for all other details will be made with the pastor. The normal guidelines for facility usage are expected to be followed.

All funerals for non-members are to be approved and arranged by the pastor. It is expected that all custodial and usage costs will apply. In addition to building fees, the customary fee for musicians will be \$200 for organist and \$200 for soloist.

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**ST. MARK'S UNITED METHODIST CHURCH**  
**Confirmation and Release Form**

By signing this form, I declare that I have read and agree to uphold the facilities and equipment policies of St. Mark's United Methodist Church. The members of my group and I will not hold the church responsible for personal injury or personal property damage.

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(Name of Group)

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(Time & Date Requested For Use)

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(Signature)

---

(Date)

---

(Printed Name)

---

(phone)

---

(email)

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(Staff name & Approval/Date)

Table and chair set up notes or special instructions:



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Today's date \_\_\_\_\_

**ST. MARK'S UNITED METHODIST CHURCH**  
**Room Reservation**

Name of activity \_\_\_\_\_

- Single event
- Regularly scheduled program

Date(s) of function \_\_\_\_\_ From (am/pm) \_\_\_\_\_ To (am/pm) \_\_\_\_\_

Room(s) requested \_\_\_\_\_

Name of group \_\_\_\_\_

Number of people expected \_\_\_\_\_

Contact person \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Person responsible for building security if event is held when the facility is not normally open

Name \_\_\_\_\_ Phone \_\_\_\_\_

Accountable church member if event is sponsored by a non-related organization:

Signature of member \_\_\_\_\_

Supervising adults (if children or youth are included in activities).

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

- Nursery care needed — Number and age of children \_\_\_\_\_
- Equipment needed \_\_\_\_\_
- Food or refreshments served \_\_\_\_\_
- Custodial help requested \_\_\_\_\_

**Please refer to the Facility Use Policy for guidelines and fees on all categories above**

Diagram of room set up if custodial help is requested: