

**FIRST UNITED METHODIST CHURCH
FAMILY LIFE CENTER & FELLOWSHIP HALL
MOCKSVILLE, NC**

Facilities Use Policy – Rules, Regulations, Fees

Mission Statement: As members committed to Christ and in His Service, and to insure that our facilities are used for purposes of Christian ministry of worship, study, fellowship, and service to all our members and when possible to our community, the following rules for usage have been established by the Board of Trustees and approved by the Administrative Board on May 9, 2002.

This policy was established in order to maintain in a clean, orderly, and secure fashion the facilities as is with keeping with good stewardship and respected as a sacred setting.

These policies are in compliance with the rules and spirit of the Book of Discipline 2000 of the United Methodist Church with respect to utilization of buildings, facilities, and equipment at First United Methodist Church, Mocksville.

Who May Use The Facility

Established Church Groups:

All Sunday School Classes, United Methodist Men, United Methodist Women, All Circle Units, Discipleship Classes, Administrative Board, Council on Ministries, Committees of the C.O.M., Task Force Committees under the C.O.M. or Administrative Board structure, Young-at-Heart, Puppet Ministry, or any other established church group.

These named groups need to contact the Church Office to schedule times and dates for use of the facility for placement on the calendar. They need not fill out a form of usage but will need to comply with all “General Usage Rules.”

Individual Church Member:

Members or constituent members may make a ‘request for use’ of the facility for family events such as birthdays, anniversaries, family reunions, receptions, or showers. The church, through the Board of Trustees, shall make a complete and final determination as to whether an individual member may use the facility and whether such ‘request’ shall be approved or denied.

Individual Non-Member:

Individuals or groups, who are not members of First United Methodist Church, may make a ‘request for use’ of the facility, **by a member of this church only.** Such use of the facility shall be limited to purposes and functions with obvious Christian ministry and mission objectives and practices. The church, through the Board of Trustees, shall make a complete and final determination as to whether a non-member individual or group may use the facility and whether such ‘request’ shall be approved or denied.

Process for Obtaining Request

The Church Office shall provide a form entitled “Request for Use of Church Facility” during regular office hours, to individuals or groups desiring to use the facility. To insure sufficient time for “Request” consideration and approval, a request must be made 60 days prior to the occurrence of the event. If a member or non-member has made a request for the facility for the same date at the same time, the member has first priority. If a date has been asked for by a member and that date has already been assigned to a non-member who has asked first and been approved by the Board of Trustees, then the non-member has first priority. The Board of Trustees, shall make a complete and final determination as to the approval or denial of a ‘request for use.’

CHURCH KEYS

- The Board of Trustees is responsible for building keys, and their issuance to appropriate church members.
- Appropriate Church Officers and Selected Staff and members will be approved for keys annually by the Board of Trustees.
- Individuals with keys are expected to keep them secured, and are **prohibited** from loaning or duplicating them.
- All individuals must return their keys to the church office or Board of Trustees upon completion of their term of office, end of planned use, or departure from active membership.
- **A key log** will be maintained by the church office for the Board of Trustees indicating all holding keys on permanent, annual, or temporary basis.
- **A lost key** will require the re-keying of all doors. The cost for this procedure will be determined by the Board of Trustees. The individual losing the key will be responsible for this cost unless deemed otherwise by the Board of Trustees.

GENERAL USAGE RULES

All groups: Established Church Groups, Individual, or Non-Member, using the Facility are expected to follow all of the “General Usage Rules” as applicable

1. All users must make arrangements through the church office during normal office hours. The office is open from 8:00-5:00, Monday through Thursday, and 8:00-12:00 on Friday.
2. When a reservation is made, the person making the request and filling out the ‘request form,’ shall be present at the function. Adult supervision is required at all times that the facility is used. The responsible person is accountable for any damage.
3. Building keys must be checked out from the Church Office during office hours and returned on the **first day** the office is open **after the event**. A **\$25.00 deposit** is required when picking up the key and given back when key is returned. **A key not returned under the guidelines and considered lost, will be the responsibility of the person making the ‘request,’ to pay for the cost of re-keying the entire facility.**
4. Substance Abuse Products: Smoking or the use of other tobacco products is not allowed in the building. Neither alcohol nor those under the influence will be allowed on the premises.
5. Usage is limited to the area assigned to your group.
6. No furniture or equipment is to be moved to other areas. If this is necessary for any event, a “set-up diagram” will need to be submitted with the “Request For Use” form. A group designated by the Trustees will be responsible for the moving of any furniture or equipment.
7. Decorations should be removed following each event. **No** tacks, pins, nails, cellophane tape or glue shall be used on painted surfaces or furniture. Posters may be adhered to the wall with **removable** “blue” masking tape or non-staining putty only.
8. Dye-colored drinks and packaged drinks (such as Kool-Aid) are not to be served in the carpeted areas.
9. **All** food and drink items are to be removed after each function.
10. **All** lights are to be turned off and **all** doors locked when leaving the facility.
11. **Only Church groups** may use the sound and stage equipment **with prior approval** by the Trustees, and the assignment of a trained technician.
12. **No fasteners of any type** shall be put in the wooden floor **in the dining hall or the stage**. (Nails, screws, or any other fastener that would deface the floor)

KITCHEN USAGE RULES

All Groups: Established Church Groups, Individual Member, or Non-Member using the Kitchen and Dining Hall, are expected to follow all of the “Kitchen Usage Rules” and “Guidelines for the Dining Hall” when applicable.

1. Wash all dishes and utensils
2. Return and store all equipment in its place
3. Clean the stove thoroughly
4. Clear and clean cabinet counters, and wipe off outside of cabinet doors
5. Scrub sinks, rinse, and dry
6. Empty all garbage cans into outside containers. Return cans to original locations and replace liners.
7. Sweep and mop floors.
8. **Do not leave** leftovers (food or drinks) from your meal in the kitchen or refrigerator. Take home or dispose of leftover items.
9. **Church Members** should take dirty towels, dish cloths, or other linens home to wash and dry and return to church office by the next day that the church office is open, regardless of the number of cloths used, whether it be one or more
10. **Non-Members** must furnish their own linens.
11. Report any damage to the church office. **All groups**, members or non-member, are responsible for **any damage** to church property or equipment and will be required to **pay for replacement**. The cost will be determined by the Church Board of Trustees. This cost will be above fees already agreed on for rental of facilities.
12. Paper Products, (plates, cups, napkins) may be used at no cost to Established Church Groups. Individual Member or Non-Member functions must furnish their own.
13. Check all appliances to insure they are turned off
14. Lock all kitchen doors. (Note: Pantry door is left unlocked for Established Church Groups only.)
15. Turn off all lights
16. Following **all** functions (**Established Groups included**), an inspection will be made to see if all rules were followed with regard to proper clean-up and care.

DINING HALL GUIDELINES

Established Church Groups/ Member/ Non-Member:

If tables or chairs are to be moved, they are to be **lifted and not dragged** across the floor. This will cause marring and could damage the floor. **All tables** that are to be stored are to be stored on the appropriate carriers. **No Tables** are to be folded and placed against the wall. **Chairs** are to be handled in the same careful manner. When stacking chairs, do not stack more than five high. **There is to be no standing or sitting on the tables or any cabinet tops. (This includes cabinet counter tops in youth and conference rooms as well.)**

ALL EQUIPMENT AND FURNISHINGS

No furnishings or equipment shall be removed from the premises of the Family Life Center. **Only** tables and chairs from the **old Fellowship Building** may be used by **Church Members** on the condition that a request is made through the church office. The equipment must be picked up during regular church office hours, and returned the next day that the church office is open.

FEES – (All Members/Non-Members)

Fees pertain to non-ministry activities and are intended to offset the cost of air conditioning/heating, lighting, and building and systems wear. **All fees** shall be paid in full to the Church Office **prior** to the actual occurrence of the use of the facilities. If the request is not approved, the deposit shall be returned. If approved, such deposit is non-refundable. **All Members/Non-Members** are required to make the ‘Request’ 60 days prior to the event.

USAGE FEES

FAMILY LIFE CENTER

Member:	Dining Hall	\$ 75.00
	Kitchen	25.00
	Cleaning Deposit	*150.00 (Up to 100 people) 250.00 (Over 100 people)
	Key Deposit	25.00
	Conference Room	(No Charge-Must be left clean)
Non-Member:	Dining Hall	\$200.00
	Kitchen	100.00
	Cleaning Deposit	*150.00 (Up to 100 people) 250.00 (Over 100 people)
	Conference Room	25.00
	Key Deposit	25.00
	Cleaning Deposit	*25.00
Special Groups:	Dining Hall	\$150.00
	Kitchen	75.00
	Cleaning Deposit	*150.00 (Up to 100 people) 250.0 (Over 100 people)

FELLOWSHIP HALL:

Member:	\$35.00
Non-Member:	75.00
Cleaning Deposit:	50.00

(Special Group rates determined by Board of Trustees)

***ALL cleaning deposits are refunded if guidelines are met .**