

## Purpose

The purpose of this document is to establish how, and by whom the Swansboro UMC buildings and grounds may be used. This policy is intended for all events, meetings and activities. *For weddings please refer to the Wedding Policy Booklet for fees and forms.*

## Scope

- Building use should reflect the mission statement of SUMC: “Worship God, Love One Another and Serve the World.”
- SUMC shall not allow any use of facilities that are contrary to the provisions of the latest edition of The Book of Discipline.
- Facility use falls under the jurisdiction of the Board of Trustees which manages the use of the buildings and grounds. No commitment for facility use is finalized until the **Room Use Agreement** has been completed and executed by the Board of Trustees or its designee. **The Facility Use Policy** is set by the Trustees and may be amended by them.
- The church sanctuary is to be used only for worship services and official functions of Swansboro United Methodist Church or agencies of the United Methodist Church. There will be a fee for non-members using the Sanctuary for the sacrament of marriage.
- The Assembly Hall is the only space available for rent. All other church rooms including the Barnum House are only for church sponsored events.
- SUMC shall not be used for partisan political purposes. Civic support of our nation’s voting process, such as serving as a polling place is permitted.
- Swansboro United Methodist Church reserves the right to refuse use to any group for any reason other than race or ethnicity.
- Neither the SUMC, the Board of Trustees, nor any SUMC staff member is responsible for lost or stolen articles or for injuries occurring while using the facility.
- In the event of emergencies or other unforeseen events such as funerals, SUMC reserves the right to cancel activities and facility use. Notice will be provided as early as possible.

## Priority Groups

Priority for groups using the church facility and equipment use shall be as follows:

- Ongoing, current services and ministries of SUMC.
- New ministries and programs sponsored by SUMC.
- Meetings of the North Carolina Annual Conference.
- Non-church activities and meetings by members of SUMC.
- Community non-profit and service groups.
- Other groups and organizations as deemed appropriate under this policy.

## Reoccurring events

Groups who use the building on a recurring basis, such as weekly or monthly, will make one annual **Room Use Agreement**, and will be required to update it at the beginning of each year. No activity will be scheduled without a current application in the church. These groups are expected to abide by the general polices and facility use procedures outlined in the SUMC Facility Use Policy.

## General Policies

- SUMC shall not be used for commercial purposes. Fundraising activities and other exchanges for money on the church's property shall be for charitable, strictly non-profit purposes.
- The serving, consumption, or use of alcoholic beverages, marijuana, or other controlled substances shall not be permitted at any time on church property including the outdoor areas and parking lots.
- No smoking or tobacco products are allowed in church buildings. Smoking is allowed only in designated areas on the grounds as determined by the Board of Trustees.
- Service animals are the only animals permitted inside the sanctuary. Animals are permitted in the administrative/education building and Assembly Hall for such activities as directory pictures and the Blessing of the Animals. Any exception must be approved by the Senior Pastor /Board of Trustees. It is expected that all animals be under the control of the owner and that the owner will clean up after them.
- Children and youth (under 18) must have adequate adult supervision when using the building or equipment.
- When church members use child care/ Sunday School rooms, they **MUST** keep the room in the same order as found and same cleanliness, following procedures as determined by the Child Care Board.
- Adults supervising children must have safe sanctuary training and follow SUMC Safe Sanctuary Policy.
- All playground equipment is designed for children age five or younger.
- No sport bicycling, skateboarding, or roller blading is allowed on church property.
- The use of games of chance or gambling is not allowed on the church premises. This includes such activities as raffles or lotteries.
- Furnishings and equipment are church property and are not to be loaned out or taken off the premises unless for a church sponsored event.
- Non-church groups must present a copy of insurance coverage to the church office. All users of SUMC facilities do so at their own risk and agree to indemnify the church.
- All rooms and closets must have an **Annual Inventory** taken in January by the person(s) responsible for that space. This inventory shall be posted inside of the door to each room and a copy provided to the chairman of the Board of Trustees.

## **Facility Use**

- A **Room Use Agreement** form must be completed and returned to the church office at least one month prior to the event. The Board of Trustees will evaluate the request and notify the applicant of the decision.
- After approval, applicable fees, including a **Damage Deposit**, are due at the church office at least one week prior to the event. The security deposit will be fully refunded when the facility is left in the condition in which it was found as determined by the Board of Trustees or a designee. All persons and/or groups using the facilities are expected to exercise reasonable care and judgment in order to prevent defacement, damage, or breakage. The persons signing the Room Use Agreement shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which, in the judgment of the SUMC Board of Trustees, has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.
- All rooms have been designated with a standard **Room Set-up**. This includes furniture, wall color, wall decorations and any other decorative items in the rooms. Any setup changes, requested by the group, are subject to approval by the Board of Trustees and may include additional custodial fees.
- The use of **Decorations**, the changing of furniture, attachment of materials to walls, and items of a similar nature shall only be done with the consent of the chairperson of Trustees. Please do not mar, deface or make holes in walls. Candles must have a base or reservoir so as not to damage tables or carpet. The use of glitter and/or confetti is discouraged. All areas and/or equipment shall be returned to their original condition following use, including, but not

limited to, cleaning of the area, returning tables and chairs to their previous positions, securing equipment, and turning off lights. Failure to do so may incur additional custodial fees, which may be deducted from the damage deposit.

- Permission to use the **Organ or Piano** must be granted by the SUMC Director of Music Ministry. Pianos cannot be moved except by permission from the Director of Music Ministry or the chairperson of Board of Trustees.
- **Sound and /or video/lighting system** may be made available upon request. These systems may only be operated by a trained **SUMC Audio/Visual Technician**.
- All **Food and Drink** requires approval in advance as noted in the Room Use Agreement.
- There is no excess **storage** available for organizations other than church groups. All organizations using the facility will be responsible for the storing of their materials offsite.
- SUMC is not equipped to house groups for **overnight stays**.
- Parking in the church parking lot or designated handicapped parking spaces is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots that may be specifically reserved at all times for staff of the church. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

### **General Kitchen Guidelines**

For additional guidelines, please refer to the checklist posted in the kitchen.

- Understand the use of kitchen equipment
- Clean, dry, and store all dishes and utensils
- Run the disposals to eliminate food from drains and clean sinks
- Wash all counter tops and work areas. Clean spills
- Sweep floors
- Dispose of trash as directed
- Check all appliances to make sure they are turned off

### **Closing Statements**

This SUMC Facilities Use Policy supersedes all other use policies which should be destroyed. In the event of a disagreement, final decision will rest with the Church Council.

Failure to follow these policies may result in the loss of the deposit fees and/or revocation of permission to use the facilities in the future.

Adopted by the Swansboro United Methodist Church \_\_2/23/2016\_\_\_\_\_.