



## *Guidelines for Facility Use*

Adopted by the Board of Trustees, June 2006

*Groups or individuals wishing to use church facilities must adhere to these guidelines:*

1. Our building is a multi-use and multi-purpose facility. Events directly related to the programs or ministries of the congregation, however, will take precedence over requests from those outside of our church.
2. Those wishing to use the facility must complete a building usage form and return it to the Office Manager for confirmation of availability. Special needs, such as the use of the kitchen or media resources, should be noted on the form or on additional forms as supplied for those purposes.
3. Normal building hours are from 8:30 a.m. to 9:30 p.m. All activities should be completed and participants out of the building no later than 10:00 p.m. Unless prior arrangements have been made, church staff will activate ***the alarm after 10:00.***
4. Staff of the church or lay leadership will generally be in the facility. Please report any concerns or questions to them.
5. Report any damage to the building *prior* to using the room so that there will be no question of liability. If any damage occurs during a group's activity, please make a report of that to the church office.
6. Never leave exterior doors standing or propped open. When leaving, please be certain that the door closes firmly behind you.
7. Respecting the social stance of The United Methodist Church, smoking or alcoholic beverages (including champagne) are not allowed on the premises.
8. In order to protect the carpet, red-colored beverages may not be served in the building.
9. Dispose of trash in the receptacles provided. If additional containers are needed, please notify a church staff member or custodian.
10. Marker boards are available in most adult classrooms. Please use the appropriate markers for these boards and clean them before leaving.
11. Kindly turn off all lights when leaving a room. Please note that some lights will remain permanently on for security.
12. ***Please do not attach anything on the inside or outside walls, doors, or glass,*** including any type of tape, nails, or tacks. Easels will be provided on request.
13. Children must be supervised at all times in the same room as their parent or in the church nursery by prior arrangements. Any minors using the premises without proper staff or parental supervision will be asked to leave. The church's Safe Sanctuary guidelines should be followed.
14. Use of the facilities by for-profit entities must be approved by the Trustees and the fee may be negotiated apart from the published schedule.