

**ST. STEPHEN'S UNITED METHODIST CHURCH**  
**GUIDELINES FOR USE OF CHURCH PROPERTY AND FACILITIES**

**Statement of Purpose:** The Trustees of St. Stephen's United Methodist Church recommend a policy that the Church facilities may be used by Church and non-church organizations under the following guidelines:

**Definitions of Organizations:**

<b>Category</b>	<b>Group/activity</b>
1	Programs, ministries, and organizations of St. Stephen's UMC will be given <b>first</b> priority on scheduling the facilities of the Church. Staff and congregation members should be aware that scheduling and use of the facilities is on a "first come" basis. There will be no charge for the use of the facilities, but there could be a fee for custodial, nursery, kitchen or A/V services.
2	Church oriented organizations will be given <b>second</b> priority on scheduling the facilities of the Church. There will be no charge for the use of the facilities, but there could be a fee for custodial, nursery, kitchen or A/V services. Examples of these groups include: other churches, Church Women United monthly meeting.
3	Non-profit organizations are given <b>third</b> priority. School groups, Scouts, and Community services are examples of these groups. Charges for the use of the facilities will follow the approved fee schedule listed in this document. There shall be additional fees for custodial, nursery, kitchen or A/V services.
4	Church members may use the facilities for non-church events and will be charged following the approved fee schedule listed in this document. There shall be additional fees for custodial, nursery, kitchen, or A/V services.
5	For-profit individuals or organizations who wish to use the church facilities for non-revenue generating events are given the <b>last</b> priority in the use of the church. Charges for the use of the church facilities are listed in this document, but additional fees (ie. custodial, nursery, or A/V services shall be determined at time of scheduling.)

Decisions concerning which category an individual or group would be part of will be made by the Church Business Manager, Communications Director, Senior Pastor or Trustees.

## **FACILITY GUIDELINES**

### Scheduling and Set-up

Church facilities are not available for use by members, groups, organizations, or individual enterprises if such use is for the purpose of selling products or services “for profit”.

Requests from non-church groups cannot be approved and placed on the church calendar more than 90 days prior to the event (with the exception of weddings).

The group using the Church facilities agrees to use only the room(s) contracted for, and do so in a safe and prudent manner.

St. Stephen’s UMC reserves the right to move your activity/program to other rooms within the Church if it becomes necessary to do so. The Senior Pastor and Church Staff will make a determination if this is necessary.

Set-up requirements should be submitted when an event is scheduled. Changes should be reported to the schedule coordinator as early as possible.

Church is not responsible for the disposition of any items left on the Church premises.

Time to set-up and take-down requires extra reservation time and a separation of activities.

Childcare may be provided with a 14 day notice. Outside groups must use St. Stephen’s approved childcare workers if childcare is needed.

The Church facilities are reserved for ministry related events and activities on Sunday. The Church is open for use from 9:00 am to 9:00 pm for special events.

If a cancellation occurs due to inclement weather, or other unforeseen problems, the Church will do its best to reschedule your event in a timely manner, based on availability.

If the Church staff or representative determines that your group, or an individual of your group creates problems by use of profanity, disregarding directions concerning set-up, movement of furniture or equipment, or any other situation that makes it difficult to work in a cooperative manner, then the individual and/or entire group will be asked to leave the Church premises and the scheduled event will not be allowed to continue.

**A Space Rental License Agreement must be completed before an event is placed on the Church calendar.**

#### Facilities and Equipment Use

Groups/individuals prior approval for the use of any electrical equipment not specifically supplied by the Church, including electrical lighting, heating elements, motors, or any other electrical equipment. The use of fuel generated lighting or candles require prior approval.

Groups/individuals are responsible for the repair of any damage to the facilities or any property and for any injury including death to persons; indemnify and hold the Church harmless from all claims, demands, actions, and causes of action of whatsoever nature on behalf of the organization or third parties and any individual member of the organization which may in any manner arise or grow out of the use of the church facilities.

The Church is not responsible for the disposition of any items left on the Church premises.

The Church is not responsible to provide a representative immediately available in the event of a situation requiring a security or medical response. Parties utilizing these facilities will be responsible for following their own predetermined course of action to execute a security and medical response plan and will hold the Church blameless for situations arising during usage of the facilities. Security and medical response is the individual responsibility of each group/individual using the facility.

Organizations or individuals whose activities are in conflict with the mission and doctrines of St. Stephen's UMC are not allowed to use the facilities.

St. Stephen's does not allow decorations on the walls or ceiling using tape, pins, staples or nails. Candles where the flames are not exposed (ie, globes, cup candles, etc) may be used in worship settings and for table decorations in the Fellowship Hall. All other uses of candles are prohibited. Use of helium filled balloons is an option only in the Fellowship Hall. Nothing may be taped to the carpet or tile floors.

Prior approval is required for use of Church equipment. Furniture, equipment, computers or any other furnishings, tables/chairs may not be removed from the Church property.

Insurance guidelines prohibit the use of any item(s) that will block hallways or exits.

Food service must be coordinated with St. Stephen's Food Service Team, and the cost is payable prior to the event. Groups must use the Church Food Service Team and may not use the kitchen facilities on their own.

No group activities are allowed where fall or injury hazards are a risk.

St. Stephen's UMC requires any group/individual using the Church facilities to provide a Certificate of Insurance showing that the group/individual has liability insurance. If the group/individual does

not liability coverage, then they must obtain a “Group Insurance Policy” (minimum of \$1 million dollars).

Any outside group using publicity material and/or making public service announcements in which St. Stephen’s UMC name is used must have prior approval by Church leadership.

The user of the facility is expected to remove all items associated with their program immediately following the event.

Special decorations within the church will not be moved for any outside event. (example: Christmas tree in the Worship Center)

The capacity of the:	Worship Center-	275
	Fellowship Hall-	134
	Children Worship Ctr-	100
	Solid Ground Room-	175

Permission to use the organ/piano in the Worship Center must be granted by the Church Staff.

Conditions of Facility Use

Alcohol use, drug use, firearms, fireworks, and any other weapon and smoking are prohibited on Church property. Food and drinks are not allowed in the Worship Center.

St. Stephen’s will not provide storage space for any outside group or function.

St. Stephen’s is not responsible for any loss or damage to any property that belongs to the outside group or individuals of the group, while they are in the Church facilities or Church parking lots.

Movement of furniture, or equipment (if required) by outside groups will require additional set-up time and cost.

A member of St. Stephen’s is someone who is listed on the membership rolls of St. Stephen’s.

## **FACILITY USE FEES**

A Reservation Fee is an amount, equal to 50% of the Total Rental Fees as specified below, and is payable within five (5) business days after the date upon which a reservation is first confirmed by Licensee. The Reservation Fee shall be credited in full toward the Total Rental Fees.

### Worship Center

The cost for a member conducting a church sponsored event is \$0. A member's cost for a non-church sponsored event is \$100 for up to 4 hours, plus custodial and A/V fees.

Non-member cost is \$250 for up to 4 hours, plus custodial and A/V fees. Any special set-up of the Worship Center will be negotiated at the time of scheduling.

The fee for any event that would use the Worship Center past the 4 hour time frame listed above would be negotiated with the church for additional hours and any additional fee.

### Fellowship Hall/ Children's Worship Center/Solid Grounds Room

The cost of a member conducting a church sponsored event is \$0. A member's cost for a non-church sponsored, non-food event is \$75 for up to 4 hours, plus custodial fees.

A non-member's cost for a non-food event is \$100 for up to 4 hours, plus custodial fees.

Each group should add \$25 to the fee if the kitchen is used or food is brought in.

The fee for any event that would use the Fellowship Hall/Children's Worship Center/Solid Grounds Room past the 4 hour time frame listed above would be negotiated with the church for additional hours and any additional fee.

### Classrooms

There are two classrooms upstairs and four classrooms downstairs available for use. The cost for a member scheduling a Church event is \$0. A member's cost for a non-church sponsored event is \$20 for one room for up to 4 hours.

A non-member's cost is \$30 for the use of one room for up to four hours.

There is no custodial fee for classrooms unless the event requires extra furniture or equipment changes in the classroom.

None of the classrooms used by St. Stephen's Pre-school (Kids Under Construction) are available for use by any outside group.

The fee for any event that would use the Church classrooms past the 4 hour time frame listed above would be negotiated with the church for additional hours and any additional fee.

*Traveling UMC groups may schedule the use of the facilities at no charge.*

#### Custodial Fees

Worship Center/Fellowship Hall/Children's Worship Center/Solid Group Room the custodial fee is \$50 for each one day event. There is no custodial fee for use of any classroom unless the event requires extra furniture or equipment changes in the classroom.

#### Child Care Fees

Groups must use St. Stephen's childcare workers. Each event requires at least two workers in the nursery. Each worker will receive \$10.00 per hour. The initial charge of \$10.00 will be charged regardless of how much of the first hour is used. Charges after the first hour will be based on 15 minute time frames, (one hour and 30 minutes of child care would be \$15.00). Childcare is for children up to 6 years of age.

#### A/V Operator Fees

Groups are not allowed to use the A/V equipment in the Worship Center/Children's Worship Center or Solid Group Room. A Church A/V operator will operate the equipment for the event. The fee is \$50 for each one day event.

#### Kitchen Fees

Groups should contact the Kitchen Coordinator for menus, and fees for food and dinnerware. Fees will vary depending on the menu, the size of the group, and the number of volunteers needed to provide the meal. **ALL GROUPS USING THE CHURCH KITCHEN MUST COMPLETE THE KITCHEN CLEAN-UP CHECKLIST.**

**A Space Rental License Agreement must be completed for an event to be placed on the Church calendar.**