

# **Congress Street United Methodist Church**

## **General Building Use Policy**

Congress Street United Methodist Church as a building structure is a witness to the community and reflects our mission to better follow in the steps of Jesus of Nazareth and to make the love of Jesus known. The present-day limestone structure is over 50 years old and has a large gathering room as well as smaller rooms to accommodate groups of varying sizes.

The Board of Trustees is responsible for the care and supervision of all church property and they make every effort to preserve the present form and structure of the building. In order to help the Trustees, the following policies – having been reviewed, revised and voted upon by the Church Council – are effective as of September 11, 2012 .

### **General Rules for Everyone:**

The last person to leave the building should make sure all lights are turned off and all doors are locked.

All thermostats are set for a “comfortable level” as determined by the Board of Trustees. If there is an issue with comfort levels, dress appropriately for the temperature of the room. If the levels are still too uncomfortable, contact the Trustees or the Church Office.

If you discover something needing work or attention – in the building or on the grounds of Congress Street United Methodist Church – please make an appropriate report to the Church Office, a member of the Trustees or by submitting a Maintenance Request Form in the Church Office. Thank you for helping keep your facility nice.

### **Facility Use:**

The people of Congress Street United Methodist Church encourage use of its building for religious and not-for-profit organizations. Classes, groups, committees, and persons from our membership shall be given priority in requests for use of the building with no costs other than clean-up of the facility. Any event scheduled within the Sanctuary runs the risk of being “bumped” by a church member’s funeral – although the pastor will do all within his or her power to prevent this from happening.

Groups with predominantly non-member individuals will fill out a “Request for Use of Facilities” form to be approved by the Pastor or Trustees (depending upon the request). Requests must be made at least six weeks before the event for purposes of approval and placement on the church calendar (exceptions are weddings – which should be approved

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and placed on the calendar at least 6 months in advance). A signed copy of the request will be kept on file in the church office. The following fees apply to non-member groups:

Non-refundable deposit (for all usage) - \$50 (at least 6 weeks prior to the event)  
 Fellowship Hall & Kitchen - \$300  
 Upper Room - \$50  
 Available Classrooms - \$25

A room will be reserved and placed on the church's calendar once it is approved and once the non-refundable deposit is completed.

Balance is due one week prior to the event. The non-refundable deposit is applied toward the total. For example, if the Upper Room or another classroom is reserved, no further payment is made following the deposit.

Please note that in the event of damage to the church facilities, the person/persons signing the "Request for Use of Facilities" form shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the church Board of Trustees or their designee and shall pay the church for such repair and replacement costs upon demand (and with a copy of itemization and details of the damage and its repair).

A member of Congress Street United Methodist Church may be present during all non-member events.

Weapons, gambling, illicit drugs, alcohol, or any behavior deemed inappropriate on church property will not be permitted within the building of Congress Street United Methodist Church or anywhere upon its property. Smoking is not allowed inside the building and must be at least 10 feet away from any of the exterior doors.

A group or individual wanting to erect tents will seek permission and have their request reviewed by the Trustees. Determination will be on a case-by-case basis.

The deadline for building clean-up after an activity is 11:00 p.m. on the day of the event. All church furniture and property must be returned to its designated place. Garbage and trash must be bagged and removed from the premises or placed in the dumpster.

Permission to use the facilities will be given only to those persons or groups whose programs and practices are in keeping with the customs, practices and purposes of Congress Street United Methodist Church. The Pastor and Board of Trustees will decide if the group meets these guidelines.

In the event that a group does not comply with the rules stated herein, that group may not be granted future use of the facility.

If possible, groups should access the Building Use Policy and Wedding Handbook at the church web site ([www.cosumc.org](http://www.cosumc.org)). Copies will be provided upon request.

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**The Sanctuary:**

The Sanctuary of the church is a holy place, consecrated to be the place of Worship. The use of the Sanctuary by outside groups will be limited and only with approval by the Pastor. It will be determined on a case-by-case basis.

When use of the Sanctuary is granted for a non-Congress Street group, the following guidelines will be observed: no smoking or food is allowed in the Sanctuary. Drinks are not allowed in the Sanctuary, except for Sacramental Elements. None of the Sanctuary furnishings, to include the altar, communion table, baptismal font, the piano, and the organ may be used, moved, covered, or altered in any way from its intended purposes without permission from the Pastor.

The altar and communion tables are not be used as ordinary tables. Changes and exceptions will only be granted by the pastor in consultation with the Congress Street United Methodist Church Altar Guild.

Use of the Sanctuary for weddings, funerals, or other special services must be arranged through the Pastor.

A Wedding Handbook is available in the church office and on the church website ([www.cosumc.net](http://www.cosumc.net)).

**The Fellowship Hall/Kitchen:**

Requests for use must be made when requesting use of the facility. All groups should replace any supplies used. Set-up and clean-up (back to the way things were when found) are the responsibility of the group using the room.

**Child Care Room:**

The Child Care Room is designated for young children who are potty-trained up through age 5. Safe Sanctuaries Policy and Guidelines, available from the church office, apply to all activities involving children. If a group doesn't have anyone meeting these guidelines, Congress Street United Methodist Church will provide child care providers at \$30/hour. A minimum of two adults, not related, must supervise at all times. All groups should replace any supplies used. Set-up and clean-up are the responsibility of the group using the room.

**Audio-Visual Equipment:**

The Church Sanctuary's audio-visual equipment may be operated only by individuals authorized by the Sound Team. Extra fees may be incurred when use is requested.

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**Building Keys:**

Groups requesting a key to the facility must make arrangements through the Church Office. The key must be returned to the Church Office no later than the next business day following the event. Extra fees may be incurred. (The Church Office is open: M, T, TH, F: 8 a.m. – 12 Noon and on W: 12-4 p.m.)

**For-Profit Events:**

Church facilities may not be used by “For Profit” groups. This could jeopardize the “non-profit” tax status of the church. Single events and/or reoccurring meetings which result in the collection of fees or dues shall be approved by the Church Council and documented in the “Request for Use of Facilities” agreement.

**Procedures:**

Complete the “Request for Use of Facilities” agreement and return to the Church Office six weeks prior to the event. The Pastor and Trustees (or Church Council in the absence of a scheduled Trustees meeting) will review the request for approval or disapproval. If approved, all applicable fees must be paid according to the schedule in Facility Use Section. Non-payment of fees according to the schedule will result in approval being withdrawn. A group’s activities must be confined to that group’s scheduled room/rooms.

**Additional Information:**

This Building Use Policy document is available on the church website ([www.cosumc.org](http://www.cosumc.org)). A Wedding Handbook is available in the Church Office and also on the church website. Rooms available include the Sanctuary, Classrooms, Upper Room, Fellowship Hall/Kitchen and Child Care Room.

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