

Hillsdale United Methodist Church

Facility Use Program

Established by the Board of Trustees

Original Policy	May 7, 2006
Revised	May 17, 2010

HILLSDALE UNITED METHODIST CHURCH ADVANCE, NC

Facility Use Program – Rules, Regulations, Fees

Mission Statement: As members committed to Christ and His Service, and to insure that Christ's church is used for the purpose of Christian ministry of worship, fellowship, and service to all our members and when possible to our community, the following procedures for usage have been established by the Board of Trustees and approved by the Leadership Team.

This program is established for the sole purpose of providing guidelines for maintaining a clean, orderly, and secure facility in keeping with good stewardship and respect the church as a sacred and holy setting.

This Facility Use Program is 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 of Hillsdale United Methodist Church.

Who May Use The Facility

Requests for use of the Hillsdale UMC facility will be categorized into the following groups:

Group #1 *HUMC Church Programs and Functions*

All Sunday Schools Classes, United Methodist Men, United Methodist Women, All Small Groups, Youth of Hillsdale UMC, Disciple Classes, Leadership Team, Child Care Ministry, all committees reporting to the Leadership Team, Worship Team, Drama Team, Mission Ministry and any other established Hillsdale UMC church groups.

These named groups need to contact the Church Office to schedule times and dates for use of the facility for placement on the Activities Schedule, **They need not fill out a Facility Use Request form** but will be expected to comply with the "General Usage Program", the "Kitchen Usage Program" and the "Dining Area Guidelines". A current Activities Schedule will be posted by the Church Office Staff on a regular basis. If a conflict exists in the time and date in which another established church group has reserved the facility it will be the responsibility of the group requesting use of the facility to contact the currently scheduled group leader to try and arrange an alternative schedule. Please do not request the church staff initiate these scheduling changes.

Group #2 *Individual Church Member Events*

Members of Hillsdale UMC may make a "Request for Use" of the facility for events such as birthdays, anniversaries, family reunions, receptions, showers, small athletic team parties, etc. Community or other outside organization events sponsored by a church member do not fall into this category. (See Groups #5 & 6 below). 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.

Group #3 *Weddings*

Members and Non-members of Hillsdale UMC may make a "Request for Use" of the facility for weddings. See the separate "Wedding Policy" for details on facility use and associated fees.

Group #4 *Funeral/Memorial Services*

Members or regular attendees of Hillsdale UMC may make a “Request for Use” of the facility for a funeral or memorial service.

Group #5 *“Small” Community and other Outside Organization Events*

Defined as events anticipating less than 100 attendees

Community or other outside organizations, which are non-profit and non-political in nature, may make a “Request for Use” of the facility, **through a member of this church only**. The sponsoring church member must agree to coordinate use of the facility (keys, cleaning, etc.) with the church office staff and agree to be present at all times during the event. Events should be limited to purposes and functions that do not conflict with the mission and vision of Hillsdale UMC. The church, through the Board of Trustees, shall make a complete and final determination as to whether such request shall be approved or denied.

Please note the following relative to use of the Sanctuary:

- Only the front 10 feet of the stage, from side to side, will be available for events.
- The sound booth will not be available for events.
- A single microphone, controlled by a switch located outside of the sound booth, will be available for events.
- A DVD player, located outside of the sound booth, will be available for events.
- Special lighting needs cannot be accommodated for events.

Group #6 *“Large” Community and other Outside Organization Events*

Defined as events anticipating more than 100 attendees

Community or other outside organizations, which are non-profit and non-political in nature, may make a “Request for Use” of the facility, **through a member of this church only**. The sponsoring church member must agree to coordinate use of the facility (keys, cleaning, etc.) with the church office staff and agree to be present at all times during the event. Events should be limited to purposes and functions that do not conflict with the mission and vision of Hillsdale UMC. The church, through the Board of Trustees, shall make a complete and final determination as to whether such request shall be approved or denied.

Please note the following relative to use of the Sanctuary:

- Only the front 10 feet of the stage, from side to side, will be available for events.
- The sound booth will not be available for events.
- A single microphone, controlled by a switch located outside of the sound booth, will be available for events.
- A DVD player, located outside of the sound booth, will be available for events.
- Special lighting needs cannot be accommodated for events.

Process for Requesting Use of Hillsdale UMC Facility

Individuals or groups desiring to use the Hillsdale UMC facility may pick up a “Facility Use Request” form from the church office during regular office hours, or may obtain it from the church website at www.hillsdaleumc.com. Completed forms may be submitted directly on the church website, or e mailed to the person indicated on the top of the form for consideration by the church Trustees.

To ensure sufficient time for request consideration and approval, a request must be made no less than **45 days** prior to the occurrence of the event (not applicable to athletic events which will be approved on a case by case basis except in the case of scheduled league play). The Board of Trustees will respond to all facility use requests within **15 days** following receipt of a properly completed and signed Facility Use Request form.

CHURCH KEYS AND ELECTRONIC SECURITY SYSTEM

- The Board of Trustees is responsible for building keys and their issuance to authorized church members in accordance with the church’s Operating Policy and Procedures guide.
- 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 secure, and are prohibited from loaning or duplicating them.
- All individuals who are issued keys must return their keys to the church office or Board of Trustees upon completion of their term of office, the end of planned use, or departure from active membership in the church.
- A key log will be maintained by the church office for the Board of Trustees indicating all persons holding keys on a permanent, annual or temporary basis.
- **A lost key will require re-keying of all doors and duplication of new keys. The cost for this procedure will be determined by the Board of Trustees. The individual losing the key will be responsible for the cost unless deemed otherwise by the Board of Trustees.**
- The church is equipped with an electronic security system capable of being monitored by the police and fire department. If utilized, the Board of Trustees will issue to all individuals with keys to the church detailed instructions on how to arm and disarm the security system for entering and leaving the building, as well as, instructions in the event the alarm is activated by accident.

GENERAL USAGE PROGRAM

All groups using the Facility are expected to follow the “General Usage Program” where applicable.

- All users must make arrangements through the church office during normal office hours.
- **The church reserves the right to give priority to funeral/memorial services in the event it becomes necessary to do so.**
- When a reservation is made, the person making the request and filing out the “Facility Use Request” must agree to be present at the function being requested. Adult supervision is required at all times the facility is in use. The responsible person is accountable for any damage.
- 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 key not returned under the guidelines and considered lost, will be the responsibility of the person making the request, to pay the cost of re-keying the entire facility.**
- **Substance Abuse Products:** Smoking or the use of other tobacco products is not allowed in the facility. Neither alcohol nor those under the influence will be allowed on the grounds.
- Usage is limited to the area assigned to your group.
- 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 “Facility Use Request” form.
- Decorations should be removed immediately following each event. No tacks, pins, nails, cellophane tape or glue shall be used on painted surfaces or furniture. Posters and decorations may be adhered to the wall with removable blue masking tape or non-staining putty only.
- Dye-colored drinks and packaged drinks (such as Kool-Aid) are not to be served in carpeted areas.
- **All** food and drink items are to be removed from the church after each function.
- **All** lights are to be turned off, all doors locked and the security system activated when leaving the facility.

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- **Athletic Facility** - The church facility can accommodate basketball and volleyball activities during times when the church facility is not being used for worship or other scheduled activities as detailed on the Activity Schedule maintained in the church office. Use of the facility for athletic events will be in keeping with the ministry mission of Hillsdale UMC. If the facility is used for athletic events the basketball goals are to be kept in the retracted position after play is completed. The volleyball net is to be taken down and carefully stored in its specified area immediately after play. The Sanctuary is to be straightened and picked up each time after play is completed. Trash should be removed from the facility and placed in an outdoor storage container after each athletic event. Any inadvertent spills of food or drink are to be cleaned up immediately. Lights are to be cut off, all doors locked and the security system activated at the conclusion of the event. The person responsible for scheduling the athletic event on the Activities Schedule is responsible to ensure this procedure is followed.

KITCHEN USAGE PROGRAM

All Groups using the Kitchen and Dining Area are expected to follow the “Kitchen Usage Program” and “Guidelines for the Dining Area” where applicable.

- Wash all dishes and utensils.
- Return and store all equipment to its original place.
- Clean the all kitchen equipment used during your event thoroughly.
- Clear and clean cabinet counters, and wipe off outside of cabinet storage.
- Scrub sinks, rinse and dry.
- Empty all garbage cans into outside containers. Return cans to original locations and replace liners.
- Sweep and mop floors.
- **Do not leave** leftovers (food or drinks) from your meal in the kitchen or refrigerator. Take home or dispose of leftover items.
- **Church Members** should take dirty towels, dish clothes, 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.
- **Non-Members** must furnish their own linens.
- Report any damage to the church office. **All groups**, members or non-members, are responsible for **any damage** to church property or equipment and will be required to **pay for repair or replacement**. The cost will be determined by the Board of Trustees. This cost will be in addition to the fees already agreed on for rental of the facility.
- The church endorses the use of paper, rather than plastic or Styrofoam, products to maintain high standards of environmental stewardship. Please make every effort to comply with this goal.
- Paper products, (plates, cups, napkins) may be used at no cost to Established Church Groups. Individual Members or Non-Members functions must furnish their own paper products.
- Check all appliances to ensure they are turned off.
- Lock all kitchen doors. (Note: Pantry door is left unlocked for Established Church Groups Only).
- Turn all lights off, lock all doors and activate the security system.
- 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.
- Dye-colored drinks and packaged drinks (such as Kool-Aid) are not to be served in carpeted areas.
- **All** food and drink items are to be removed from the church after each function.

DINING AREA GUIDELINES

If tables or chairs are to be moved, they are to be lifted and not dragged across the floor or carpet. 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 them more than six rows high. There is to be no standing or sitting on the tables or any cabinet tops. (This includes cabinet counter tops in all areas of the facility).

ALL EQUIPMENT AND FURNISHINGS

No furnishings or equipment shall be removed from the facility. No equipment or furnishing shall be moved from one location in the facility to another without the prior approval of the Board of Trustees.

FACILITY USAGE FEES

Fees are intended to offset the cost of air-conditioning/heating, lighting, building and systems wear. **All fees and deposits** shall be paid in full to the Church Office at least seven days prior to the date of a scheduled event.

Room	Group #1	Group #2	Group #3	Group #4	Group #5	Group #6
	HUMC Church Programs & Functions	Individual Church Member Events	Member or Non-Member Weddings	Funeral or Memorial Services	"Small" Community & Other Outside Organizations	"Large" Community & Other Outside Organizations
Sanctuary	N/C	\$ 75	see wedding policy	N/C	\$ 150	\$ 250
Kitchen (full use)	N/C	\$ 50	see wedding policy	N/C	\$ 75	\$ 100
Kitchen (serving only)	N/C	\$ 25	see wedding policy	N/C	\$ 50	\$ 75
Classroom (each)	N/C	\$ 25	see wedding policy	N/C	\$ 50	\$ 50
Key Deposit	N/C	N/C	see wedding policy	N/C	\$ 25	\$ 25
Cleaning Deposit	N/C	\$ 150	see wedding policy	N/C	\$ 150	\$ 250

IF YOU HAVE USED THE KITCHEN!

All Groups using the Kitchen are expected to follow the "Kitchen Usage Program" (Please complete this checklist and provide a copy to the office).

Event: _____

Date: _____

- Wash all dishes and utensils.
- Return and store all equipment in its original place.
- Clean the stove thoroughly.
- Clean and clean cabinet counters, and wipe off outside of cabinet storage.
- Scrub sinks, rinse and dry.
- Empty all garbage cans into outside containers. Return cans to original locations and replace liners.
- Sweep and mop floors.
- Do not leave** leftovers (food or drink) from your meal in the kitchen or refrigerator. Take home or dispose of leftover items.
- Church Members** should take dirty towels, dish clothes, 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.
- Non-Members** must furnish their own linens.
- Report any damage to the church office. **All groups**, members or non-members, are responsible for **any damage** to church property or equipment and will be required to **pay for repair or replacement**. The cost will be determined by the Board of Trustees. This cost will be above the fees already agreed on for rental of the facility.
- Paper products, (plates, cups, napkins) may be used at no cost to Established Church Groups. Individual Members or Non-Members functions must furnish their own.
- Check all appliances to ensure they are turned off.
- Lock all kitchen doors. (Note: Pantry door is left unlocked for Established Church Groups Only).
- Turn all lights off.
- 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.

IF YOU HAVE USED THIS CLASSROOM OR CONFERENCE ROOM!!!!!!!

Groups using a classroom or the conference room, are expected to leave the room in the same condition as they found it. To assist your friends and volunteers here at Hillsdale -- PLEASE ensure you perform the following applicable tasks before you leave this room:

- Pick up all scrap paper, craft supplies and loose items and discard or store in provided cabinets or containers.
- Place all reusable craft supplies (i.e. scissors, tape, glue etc) in the appropriate cabinet or container and secure, as appropriate.
- If you have run out of supplies or are running low on supplies please notify the Church Office of those needs.
- Place all books and toys on in appropriate shelves or container.
- Realign chairs and tables.
- Erase and clean dry erase boards.
- If your room has a TV, please ensure the power is turned off.
- If your room has blinds please see that they are closed.
- Ensure all food and drinks have been removed from the room. If you place food or drinks in the trash can you should take the trash can liner from the container and place in an outdoor trash container. There should be a replacement trash can liner in the bottom of your trash can for replacement.
- If you keep a nursery or toddler room please remove all soiled diapers to outside trash containers.
- If there has been a food or drink spill, please make an effort to clean up.
- Wipe all tables with disinfectant wipes which will be supplied to each classroom.
- If you keep nursery or toddlers, please wipe all changing tables, toys and door handles with disinfectant wipes supplied to the nursery and toddler room.
- If you are using the room other than on Sunday morning, please lock inside and outside doors when leaving.