

SUNRISE UNITED METHODIST CHURCH

Sunset Lake Road, Holly Springs, North Carolina

FACILITIES USE POLICIES

Revision Date: June 12, 2006

The Board of Trustees of Sunrise United Methodist Church (SUMC) has approved the following policies for the use of buildings and grounds of SUMC:

In every respect addressed below and in any respect not included herein, this policy shall be in accordance with the current Book of Discipline of the United Methodist Church.

The congregation of Sunrise United Methodist Church intends the buildings and grounds as a "Worship and Mission Center". This implies that the church is willing to share the use of its facilities with other non-profit organizations and groups within the community as long as the activities are consistent with the Christian faith and with the purposes of the ministry of the church.

The facility will not be made available for commercial or professional activities or for partisan political groups or individuals.

This document regulates the usage of the facility by defining the different user groups and priorities, the application and scheduling process, the fees for certain usage, and the details of the actual buildings and ground use.

Priority of Use

Ultimate priority is assigned to worship.

First priority is assigned to church-related and church-sponsored groups (Sunday School classes, confirmation classes, youth groups, Bible study groups, United Methodist Women, United Methodist Men, Cub Scouts etc.), and governing bodies of SUMC (church council, boards, committees, etc.).

Second priority is assigned to non-profit organizations not associated with SUMC, but working for the well being of others and based on Christian principles. Examples for this priority group are various support groups like Alcoholics Anonymous etc. **Any facilities use in this priority class requires prior approval by the Board of Trustees.**

Third priority is assigned to certain community groups, organizations, and events like civic organizations, special interest clubs, music recitals, weddings and wedding related functions for non-members.

All weddings will be conducted according to the Wedding Policy of Sunrise United Methodist Church. Third priority is also assigned to individual members of SUMC who would like to use the facilities for personal events like anniversaries, special birthdays, etc. **Any facilities use in this priority class requires prior approval by the Board of Trustees.** The minister has the assigned responsibility to determine if a non-member is allowed to schedule a wedding at Sunrise UMC.

The Board of Trustees reserves the right to decline usage without disclosure of reasons.

Scheduling

The building and grounds use schedule will be kept and posted in the church office.

The Board of Trustees delegates the schedule coordination to the SUMC staff, in particular to the church administrative assistant.

In case of a scheduling conflict involving events of different priority levels, the use of the facilities will be assigned according to the priority levels defined above. However, every effort should be made to avoid scheduling conflicts between one-time high-priority events and regularly recurring low-priority events, as this would make the work for the groups concerned very difficult and would possibly impede their success and thus counteract their efforts which the church wants to support. Anybody planning special events at the facilities of SUMC should consult the church office already in the earliest planning stages to determine possible dates and times. This practice will help prevent any serious scheduling conflicts.

In case of a scheduling conflict involving events with the same priority level of one, priority will be given to the earlier application.

In case of a scheduling conflict involving events with the same priority levels of two or three, the Board of Trustees will decide which event will get the preference.

Applications for Use of Facilities

Formal applications are not required for activities assigned first priority. Church staff and group leaders should develop their schedules with support of the church administrative assistant. Any event should be entered into the schedule at least two weeks before the event.

Events with second and third priority require approval by the Board of Trustees after a formal application using the form attached. This form has to be filed at the church office at least four weeks prior to the event, or in case of a recurring event, four weeks prior to the first occurrence. Groups in these priority classes using the facilities on a recurring basis have to update their applications annually and no later than March 1 of each year.

Fees

Facility usage fees will generally not be assessed from users within the first priority class. Contributions to cover the utilities and maintenance costs for the facilities used are encouraged.

A cleaning/damage deposit of \$250.00 will be requested from all users with second and third priority. This deposit is due two weeks prior to the first use of the facilities. The users will forfeit this deposit if the facilities are not left in clean and orderly condition, cleaning and/or set-up has to be organized by the church or if damage has occurred during the activity. It will be the responsibility of the Board of Trustees to determine if all or a portion of the deposit is returned. The Board of Trustees has the right to waive the fee should appropriate information be presented to justify the waiver.

Cancellations

If any scheduled event has to be cancelled by the users of the facility, the church office must be notified as soon as possible. If the event is cancelled more than seven days prior to its occurrence, the cleaning/damage deposit will be fully refunded. If the event is cancelled within seven days prior to its occurrence, the deposit will be returned less any expense incurred by SUMC in regards to the event.

Any group with priority two or three may have its permit for recurrent use of the facilities cancelled by the Board of Trustees with 30 days notice.

The Board of Trustees may cancel the permit for recurrent use of the facilities for any group with priority two or three immediately if the group seriously violated the general guidelines listed below.

Any approved and scheduled event with priority two or three may be cancelled immediately by the Board of Trustees or the pastor, even during its occurrence, if it becomes evident that the event is not consistent with the goals and limits laid out in the first three paragraphs of the introduction.

Assignment of Responsibility for Clean-up, Security, and Damage

For each event, the responsibility for clean-up, facility security, and damage report or damage restoration will be assigned to **one single person**. This does not mean that this person is the only one to perform the clean up, but that he or she has to make sure that the group does not leave without cleaning up. The same person is also required to secure (in most cases: lock) the facility after the event and to report to the pastor or to the church office as soon as possible if any damage to the facility has occurred during the event. In case of an event with priority two or three this person will also be responsible for a speedy restoration of the damage.

For events with priority one, the **leader or chairperson** of the group, board, or committee using the facilities will carry the responsibilities defined above.

For one-time events with priority two and three, the person signing the application for use of the facilities will assume the responsibilities defined above unless other arrangements have been made with the Board of Trustees.

For recurrent events with priority two and three, the applicant has to name two members of the group (preferably also members of SUMC) as contact persons for the church office. One of these two group members will have to be present at any event on the church premises held by the group and will then assume the responsibilities defined above. If both of these members happen to be present at any event of their group, they will have to decide at the beginning of the event, who will bear the responsibilities defined above for that event.

It should be remembered that it is a privilege for **all** groups to have access to the facility for use. With this privilege comes the responsibility to leave the facility in a neat and orderly manner and ready for its primary intent - to worship God. Listed below are guidelines for the use and clean up of the facility.

General Guidelines for the Use of the Facilities

1. Smoking, consumption of alcoholic beverages, and use of recreational drugs are absolutely prohibited on the church premises.
2. Any group using the facilities will only use the facilities assigned to that group. In particular, the permit to use a meeting room does not automatically include the permit to use the kitchen (see below).
3. Groups with priority two or three are not allowed to consume or prepare beverages and/or food on the church premises without prior approval by the Board of Trustees.
4. When placing items on the walls of the facility, thumbtacks, staples or tape are not to be used. Damage related to the use of these items can result in a damage charge and possible revocation of application for priority two or three users.
5. Any group using the facility has to restore equipment, furniture, etc. to the order in which it was found unless directed otherwise by the pastor or a member of the church staff.
6. Chancel furniture must remain in place unless the pastor approves a temporary move.
7. Narthex (entrance hall) furniture must remain in place.
8. Furniture must remain indoors unless it is specifically designated for outdoor use.
9. Chairs must not be used as doorstops or stepping stools.
10. Tables have to be stacked top-to-top or bottom-to-bottom in order to avoid scratching the tabletops.
11. Furniture and any equipment must not be taken from the premises.
12. Audio-visual and sound equipment, copiers and other office equipment may only be used by trained persons and after prior approval by the Board of Trustees or the pastor.
13. The kitchen may only be used under the guidance of a trained person and after prior approval by the Board of Trustees. Detailed guidelines on the use of the kitchen equipment are posted in the kitchen and have to be strictly adhered to. A general rule for kitchen use is that it should be returned to a completely clean and orderly state after each function when used.
14. Events with priority two or three must not extend past 11:00 p.m.
15. After an event, the lights (including bathroom lights) have to be turned off.
16. After the last event of the day, all entrances must be secured.
17. The keys must be returned to the church office by the next working day.

General Guideline for Music/Dancing

Dancing and the playing of music in the facility are allowed as long as the music being played is respectful of the location. The group should remember that the facility is first and foremost considered Holy and ultimately the Lord's House. All music played for dancing and fellowship should be in no way disrespectful of the primary purpose for which the facility exists, that is to provide a reverent place to worship God. Any group wishing to use the facility where music and dancing is planned, should first prayerfully consider whether the music planned is respectful of the main purpose. Questions regarding certain types of music should be directed to the Trustee Chairperson or designee.

Clean-up Details

The clean up that has to be performed after each event by any group using the facility, **regardless of priority level**, consists of at least trash collection and removal, possibly sweeping or vacuuming the floor, and wiping the tabletops with a damp cloth, if needed. Goal of the clean up is to have the facility ready for the next users. The following hints should be observed:

1. Any spills must be cleaned up immediately. The necessary equipment for cleaning up spills and wiping tables is located in the lower cabinet next to the kitchen sink. A mop bucket is located inside the janitorial closet (in the men's lavatory). Wet spills on carpeted areas must be cleaned with a damp cloth using white vinegar and water.
2. Cups and other containers still containing beverages and/or ice must not be put straight into the trashcans, but have to be first emptied out into the kitchen sink. Afterwards the kitchen sink has to be rinsed and wiped in order to avoid staining. This part of the clean up does not constitute a kitchen use requiring special approval.
3. **Trashcans, especially those containing food, must be emptied immediately after all events.** In order to avoid odors and insects, all trash bags have to be tied tightly before they are deposited into the dumpster. All emptied-out trashcans must be equipped with new liners. Bag ties and new trashcan liners can be found in the kitchen pantry.
4. Brooms, dustpans, can be found in the pantry. The vacuum cleaner can be found in the table closet in the Sanctuary. The special instructions posted with the vacuum cleaner have to be observed.

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5420 Sunset Lake Road Holly Springs, North Carolina

FEE SCHEDULE FOR USE OF CHURCH BUILDINGS AND GROUNDS

Revision Date: June 12, 2006

Cleaning/Damage Deposit: \$250.00

Sound System/Projection Support \$ 15.00 / hour, minimum \$ 45.00

The Board of Trustees reserves the right to waive all or a portion of the Cleaning/Damage Deposit based on usage intent.