

CHURCH BUILDING USE POLICY

Approved and Effective February 21, 2001

Purpose:

The Deerfield United Methodist Church Building's primary purpose is for worship, learning Christianity, and providing a meeting place for those serving God. A secondary purpose of the church building is to serve non-profit community organizations. A third purpose of the church building is to serve profitable organizations of the community. Mindful of this purpose, approval of building use is the responsibility of the trustees. This policy is provided to set a standard process for approving building use and determining the appropriate fees which are to be charged:

Building Use Approval

1. All building use involving Church related or church sponsored activities must check with the church office to ensure that there are no scheduling conflicts and to insure that the activity is noted on the church calendar. Notification of the pastor or trustee chairperson is also required. If the activity requires custodial services or may interfere with normal custodial services, the pastor or trustee chairperson must be informed of this and ensure that the custodian is notified.
2. Applications involving one time non-profit service organizations may be approved by the trustee chairperson, or in his absence, the vice--chairperson. Participation by a sponsoring church member is required.
3. Applications for regularly scheduled meetings of non-profit organizations may be tentatively approved by the trustee chairperson, or in his absence, the vice-chairperson. Tentative approval requires participation by a sponsoring church member. Approval is required by the Board of Trustees at the next scheduled meeting. Participation by a sponsoring church member is desired for all non-profit organizations using the church, but not required.
4. Building use by profitable organizations of the community requires trustee approval in all cases.

Fees and Donations Guidelines

1. Weddings

-Deerfield Member: Donation at the discretion of the member, plus \$25 custodial fee

- Non-member: \$250 Usage fee plus + \$25 custodial fee = \$275

2. Public or community service, or organizations: ~~\$25~~⁴⁵⁰ fee per use, (except Boy Scouts and Girl Scouts) This fee may be paid in cash or, where approved in advance, in goods or services donated.

3. Other organizations: Approval and Fee set by the Board of Trustees (~~\$30~~⁵⁰ Minim)

4. Trustees reserve the right to set and/or adjust fees based upon the nature and extent of the use.

ADDITIONAL CHURCH BUILDING USE POLICY GUIDELINES

The Trustees of Deerfield United Methodist Church have established the following policy for the use of the church facilities and equipment. The church will be available to in-church groups and qualified outside groups on a seven-day-a-week basis.

Qualified outside groups include community service organizations or community meetings and activities which may be considered as a part of our mission to the area.

The pastor is an authorized agent of the Board of Trustees of Deerfield United Methodist Church to grant permission or to confirm the use of the facilities or equipment for any meeting.

All users of the Deerfield facility are expected to follow the procedures and rules outlined below.

Scheduling

Scheduling for in-church groups will be accomplished through the church office. An office calendar will indicate all the scheduled activities for the building.

Outside groups are requested to submit a written application on the approved form for the use of the facility. The Board of Trustees will be responsible for approval of said applications. In-church groups will be given preference over outside groups.

Donations and Contributions

There will be no charge for in-church groups or groups sponsored by the church. Charges for outside groups will be negotiated with the Board of Trustees and will reflect amount of time and space of the facility used as well as the rooms used by the groups. The amount should be no less than \$25.00. The policy and guidelines set forth herein above shall be followed.

Liability for Damage and/or Injury

Outside groups shall be responsible for any damage caused to the church or church property and shall compensate the church for breakage or damage during use.

Deerfield United Methodist Church shall not be held liable for personal injury or loss occurring within the church building or grounds. If requested, an indemnification agreement or certificate of insurance shall be required, which shall name Deerfield United Methodist Church as a designated or named insured under the user's policy.

Church Use Rules and Guidelines

Rules and guidelines will be supplied to the heads of all groups using the facility. Violation of the rules may result in cancellation of facility usage.

General Rules

1. Smoking is prohibited throughout the building.
2. Groups will confine their activities to the rooms specified in the application.

3. All groups should restrict food consumption in carpeted areas. The consumption of any foods difficult to clean from carpet (i.e. pizza, greasy food, cream fillings and dyes) must be restricted to the kitchen or uncarpeted recreational areas.
4. Facilities are to be left in the same or better condition and with the same equipment arrangement as were found. This may require use of a mop or vacuum, which is available in the janitor's closet.
5. There must be at least one adult present for all activities involving youth under the age of eighteen.
6. No alcohol, illegal drugs or similar substances will be brought on to church property.
7. Temperature settings shall not be changed.
8. The last person to leave the building shall turn off all lights.
9. Trash should be emptied into the dumpster outside.
10. Nothing shall be hung from the walls or ceiling in any of the rooms.
11. A Building Use Checklist must be completed by a responsible representative of each in-church and outside group prior to leaving the building.

Special and Specific Guidelines

I. Sanctuary/Multipurpose Room

All furnishings, including chairs, are to be left in their present location unless permission is obtained from the Board of Trusts or pastor. When an item is moved it shall be returned to its original position at the conclusion of the meeting.

II. Kitchen

1. Absolutely no deep frying.
2. Use of the kitchen is permitted for all groups of the local church with the understanding that said groups wash dishes and put away any items they use.
3. All trash must be carried to the dumpster outside.
4. Groups periodically should replace napkins, coffee, and other items used.
3. Those renting the sanctuary or classrooms shall obtain permission for use of the kitchen at the time they rent the facility.
 - a. Any supplies used shall be replaced.
 - b. Guidelines for use of equipment are posted in the kitchen and should be read for safety.

III. Nursery

1. The nursery shall be left in the same condition in which it was found. This includes returning the cribs to where they are stored, putting away all toys, stripping the cribs, cleaning the restroom (if used), flushing toilets, and turning out the lights.

IV. Rest rooms

1. The rest rooms are available for use by any group using the church facilities.
2. The rest rooms should be left clean.
 - a. Paper should be picked up and placed in the trash.
 - b. Toilets and urinals should be flushed. Verify water has stopped running.
 - c. Lights should be turned out upon leaving.

V. Office Equipment

1. Members of the church may request the use of office equipment in the church office.

- a. Printing may be done with the permission of the pastor.
 - b. Only trained personnel may use the computer, printer, and typewriter.
 - c. Use of the copier by church members for non-church purposes may be done with permission of the pastor for a fee of \$.10 per copy.
2. No office equipment may be removed from the building except for repairs.
 3. Audiovisual aids (film strip projector, tape recorder, etc.) may be checked out from the office by church group leaders and teachers for use in their meeting and classes
 - a. Only trained personnel shall operate equipment.
 - b. Audiovisual equipment may not be removed from the building except for approved purposes (i.e. retreats, visiting shut-ins).

VI. Organ/Piano/Sound System

The Kurzweil Electronic Organ and the Sound System are sophisticated and expensive equipment intended to be used for worship services and church functions. They may be used only by persons who are trained and authorized to use them, or those under the supervision of approved church representatives. The piano may be used by anyone who can play the piano.

None of these are toys for children to play.

VII. Folding Chairs & Tables

Folding chairs and tables may be borrowed from the church by members for home meetings provided they are not kept longer than three days and will not be needed at the church during that time. Permission should be obtained from the pastor. The sanctuary chairs shall not be removed from the building.

VIII. Books

Books belonging to the church may be checked out through the office. Books may be checked out for two weeks. No more than two books should be checked out by the same person at one time.

IX. Keys

Church Building Keys will be provided only as required to church members and to organizations using the building. Keys must be registered with the church secretary. Duplication without approval is prohibited. Unauthorized duplication of church building keys, may result in loss of building use privileges.

X. Janitorial Supplies

The janitorial supplies (including vacuum and mop) are available in the janitor's closet. These supplies should be used by all groups to maintain the church facilities.

DEERFIELD KITCHEN RULES

- 1. Absolutely NO deep fat frying.**
- 2. All groups wishing to use the kitchen must have permission in advance, replace supplies they use, and are responsible for their own clean up. Dishes should be washed and put away. Equipment and surfaces should be wiped off. Cleaning supplies are located under the sink and should be replenished.**
- 3. All trash must be carried outside to the dumpster.**
- 4. Groups periodically should replace napkins, coffee, and other items routinely used.**
- 5. All coffee pots, electric skillets, etc. shall be unplugged before leaving the building**
- 6. Only glass and known microwave safe cookware should be used in the microwave.**
- 7. All foods shall be covered in the microwave to prevent splatters. Any spills in the microwave or conventional oven will be cleaned at the time of usage.**
- 8. All spills on the floor must be cleaned immediately to prevent falls.**
- 9. Those renting the sanctuary or classrooms shall obtain permission for use of the kitchen at the time they rent the facility.**
 - a. Any supplies used shall be replaced.**
 - b. Guidelines for use of equipment are posted in the kitchen and should be read for safety.**

Approved February 21, 2001

