

DALTON FIRST UNITED METHODIST CHURCH USAGE POLICY FOR SANCTUARY AND CONNECTED FACILITIES

GENERAL POLICIES AND PROCEDURES

These facilities are to be used primarily for programs sponsored by the Dalton First United Methodist Church; District and Conference activities will be considered church-sponsored programs.

Members' requests for usage receive priority over outside groups such as charitable, educational, service, non-profits, etc. Such groups can reserve space up to three months prior to the desired date.

Non-members are eligible to use (1) the church for weddings (See Wedding Policy) and (2) other facilities as hereinafter provided.

All requests for use of the facility are to be made in writing on the Facility Request and Facility Compliance Form to the Facilities/Office Manager and must be approved. When this is completed and the required fees collected, the Facilities/Office Manager will approve and add the activity to the master calendar.

Any group meeting without a staff member present must be out of the building by the time the night custodian leaves 9:00 p.m.

Persons reserving facilities for events shall assume responsibility for the participants and guests.

All persons using the facilities for organized activities will be required to sign a release and indemnity agreement as informed by the Facilities/Office Manager.

A sponsoring group may secure the services of an instructor, musician, or consultant on a fee basis.

Groups using any part of the facility must leave it in its original state. Misuse will be subject to deductions from user's deposit and potential revocation of privileges. Nothing may be taped, tacked, or adhered to any walls or surfaces. Non-church sponsored meetings will not be scheduled on Saturdays. Non-church sponsored meetings involving services of the kitchen will not be scheduled until after 4:00 p.m. on weekdays.

The church and its facilities cannot be used by any group or individual to advertise or produce profit.

No alcoholic beverages, drugs, tobacco or gambling are permitted on church property.

Animals other than service animals (seeing eye dogs) are not allowed in church facilities. Exceptions for educational purposes may be approved. Requests need to be made to Facility/Office Manager.

If a question arises, final decisions rest with the Facilities/Office Manager in conjunction with the Board of Trustees.

SPECIFIC POLICIES AND PROCEDURES

SANCTUARY

The sanctuary may not be used for any purpose other than church-sponsored activities, weddings, and funerals.

Coffee and soft drinks are not appropriate in the sanctuary.

The Altar Guild's supplies such as glass chimneys, candles, etc., may not be used except with written permission from the Altar Guild Chairperson. Chimneys must be washed and candles and other supplies must be replaced upon return of borrowed items.

No furniture in the altar or choir areas may be moved. When the church is decorated for a special season, such as Christmas or Easter, decorations may not be moved or changed without permission from the Altar Guild.

Materials such as greenery or ribbons that are attached to the pews must not damage pews and must be removed after the function.

No lighted candles may ever be used on the ends of the pews by order of the fire marshal.

If a sound system technician is required for use in weddings a fee of \$50 an hour for members and \$60 an hour for non-members will be charged for the services of a sound technician.

(See Fee Schedule for use of Sanctuary.)

(See Facilities/Office Manager to obtain copies of the wedding policies for members and non-members and fee information.)

CHAPEL

Reservation of the Chapel does not include the Parlor or the Fellowship Hall; unless they are reserved, access is not permitted. Reservations for the Parlor or Fellowship Hall should be made at the time the Chapel is reserved.

Furniture and special decorations may not be removed or changed.

Coffee and soft drinks are not appropriate in the chapel.

(See Fee Schedule for use of Chapel.)

PARLOR

Furniture may not be moved out of the parlor. Tables may be moved by our custodial staff if prior arrangements are made. The Parlor is not automatically reserved with the Chapel.

(See Fee Schedule for use of Parlor.)

FELLOWSHIP HALL AND ATRIUM

The Fellowship Hall will be the primary area for serving food; however, food may also be served in other areas that are reserved for approved functions e.g., Gym, Atrium, Parlor.

Approved outside groups may reserve the Fellowship Hall and/or Atrium. Non-members may reserve the Fellowship Hall and/or Atrium provided the event is for a church member(s). Set-up instructions/diagrams for activities must be given to the Facilities/Office Manager at the time the facility is reserved.

Approved Functions:

- Members (and for members) – Receptions (wedding, anniversary, in honor of), family reunions, birthday parties, teas, showers, and rehearsal dinners.
- Approved outside groups – Banquets, awards ceremonies, meetings, conferences, etc.

(See Fee Schedule for use of Fellowship Hall and Atrium.)

KITCHEN

Any function involving the serving of food must be cleared through the Food Services Director. Any caterer using the kitchen must meet with the Food Services Director in advance of the scheduled function.

Kitchen equipment may not be used or meals may not be prepared in the kitchen by anyone other than kitchen staff. Church sponsored groups may have access to the kitchen for limited preparation.

Persons under 16 years of age are not allowed in food preparation area.

All non-church groups will be required to reserve services of a caterer of their choice. Outside caterers must meet with Director of Food Services immediately after the event is booked. All caterers must carry a minimum of \$1 million liability insurance and must present a certificate of insurance to Facilities/Office Manager before the scheduled event. Food provided

by caterers should be pre-prepared. Cooking is not permitted in the kitchen for non-church events. The only "power equipment" available for use by caterers is the dishwasher provided a kitchen staff person is present. Outside caterers are required to leave the kitchen clean, including removing garbage, sweeping and mopping the floors.

Caterers may use the pass-through cooler (if space is available) and the sink for washing dishes without the services of kitchen staff.

The church reserves the right to deny privileges to any caterer who does not adhere to these policies.

For church groups' use of supplies or services of the Food Service Staff, the group must fill out a "Request for Services or Supplies" form, which is available from our Food Services Director or from the Facilities/Office Manager. Requests must be made two weeks (preferably 30 days) prior to date required. Charges for services and or supplies will be made to the appropriate church budget account.

Policies for use of the kitchen will be posted in the kitchen and must be adhered to by all persons or groups using the kitchen.

(See Fee Schedule for use of kitchen.)

GYMNASIUM

The Leisure-Time Activities Chairperson and Church Staff will schedule on-going activities.

Children/Youth birthday parties may be held in the gym but must be scheduled with the Facilities/Office Manager and Director of Leisure Activities around regularly scheduled sporting events or church activities.

Non-members may schedule no more than one in advance of the birthday party and payment of fees will be required at this time. (See Fee Schedule for use of gym.)

Parents or sponsors of birthday parties are responsible for clean up. Custodial services are available. (See Fee Schedule.)

All food for birthday parties must be limited to the gym lobby and snack area.

Blow-up equipment and toys, etc., are restricted to the gym.

NURSERY AND KINDERGARTEN

The nursery and kindergarten rooms may be reserved with the Facilities/Office Manager for approved activities.

Tables/chairs needed for children's birthday parties will be relocated only by custodians.

Labeled supplies for Kindergarten, Sunday School, etc., cannot be used by any other group.

MUSIC

A guest organist may be used for outside weddings with the approval of the Director of Music Ministries/Organist.

Any use of pianos, organs, or musical equipment should be cleared through the church's Director of Music Ministries/Organist. A refundable deposit of \$100 will be charged for the use of each instrument.

Resource rooms, the choir room, the hand bell rehearsal room, and robing rooms are not available for use by other groups.

Pianos may not be moved without prior approval of the Director of Music Ministries/Organist.

WEDDINGS

All policies in the Church Wedding Manual shall be strictly adhered to; Wedding Policy is attached. (Copies available from Facilities/Office Manager in the church office.)

Wedding plans for a wedding may be made only after a consultation with a church-approved wedding director. (Names and phone numbers of approved wedding directors are listed in the Wedding Policy.)

All wedding music must be approved by Director of Music Ministries/Organist and must be religious in theme. Taped music is not permitted.

Non-members may not reserve the church until four months prior to the wedding date.

Non-member weddings will not be scheduled between Thanksgiving and New Year's Day.

Weddings cannot be scheduled on Easter weekend or the first weekend in December.

A custodian must open the facility for the wedding and remain on the premises until all activities in the building are completed and the facility is secured.

AUDIO-VISUAL/CHURCH EQUIPMENT

The Facilities/Office Manager must approve the use of any audio-visual equipment.

Audio-visual equipment can only be checked out by church members for church-related

activities. No audio/visual equipment may be removed from the facility without permission from the Facility/Office Manager.

OFFICE EQUIPMENT AND SUPPLIES

The copy machine and paper may be used for any church activity or function. For personal use or non-church use by members, the fee will be \$0.05 per copy.

Church-sponsored groups will be charged against the group's budget for copier use.

The Facilities/Office Manager must grant permission for use of the copy machine.

Church office equipment (including computers) may only be operated by church employees. Volunteer use is permitted under the supervision of a church employee.

*Effective 7/19/04
Supercedes all other issues
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INSERT FEE SCHEDULE HERE – TYPED ON SEPARATE PAGE