

BUILDING USE POLICY FOR Bright Star UMC

The Buildings and entire facilities of Bright Star United Methodist Church were built and dedicated to the Glory of God and for the service of worship, teaching, and other religious services as well as the use of the facilities for our community in the form of church sponsored programs.

The Sanctuary is to be used only for events appropriate for space dedicated to the worship of God. All other ceremonies, events etc should be held in another room. Exceptions can be requested to the pastor or the Trustees Committee.

We welcome the facilities to be used by persons or groups who are non-members subject to the following guidelines:

- I. The church facilities shall be made available for activities in the following order of priority:
 - A. Church sponsored programs (Category I)
 - B. Church benefited programs (Category IA)
 - C. Non-church sponsored activities, but church member related (Category II)
 - D. Non-church related activities (Category III)

Note: Groups currently using Bright Star UMC are categorized in Appendix A

- II. An activity calendar shall be located in the church office to log the date, time, and room assigned for any activity being conducted in our facilities. This calendar shall be maintained by the Church Administrator, under the direction of the Pastor. No activities or usages shall be entered on the calendar without the knowledge of the Church Administrator or the Pastor.

Church sponsored programs (Category I)

- A. Any church committee or commission or other Church Council sponsored activity, including Bright Star UMC chartered or sponsored scouting units, Bright Star UMC Emmaus groups, youth activities, ROCA District or North GA conference activities. Any group requiring use of the facilities shall notify the church promptly when the facilities will be required.
- B. It shall be the responsibility of each committee, etc. requesting use of facilities to make arrangements to have the area ready for their use and to properly secure the

building and utilities after use. Those using the facility will return it to its original configuration unless other arrangements have been made.

- C. To the extent possible church groups will submit their facility requirements on an annual basis at the Church Council planning session and submit updates when requirements change.

IV. Church benefited programs (Category IA)

- A. Defined as those spiritual development programs approved by the United Methodist Church Upper Room Ministries or North Georgia Conference or Rome-Carrollton District that provides a spiritual benefit to members of Bright Star United Methodist Church. Examples of groups which provide these benefits are Emmaus Community, Home School Associations, other church groups, singing groups not normally on the Church Council Planning Calendar.
- B. **Short Term Usage (1-2 Days) will require a deposit.** For long term usage (many times during the year, month, week) a negotiated (with the Trustees Committee) donation for utility use and a deposit for cleanup/repair will be expected from the group.
- C. Facilities use priority is the same as that of Category I once the reservations are made with the Church Office

V. Non-church sponsored programs that are church member related (Category II)

- A. The church facilities may be made available for non-Bright Star UMC sponsored activities, but which are religious activities approved by the Facilities Usage Committee.
- B. Funerals will be scheduled as needed without charge.
- C. Building use policy and fees for weddings are covered in the separate Wedding use policy.

VI. Non-church programs (category III)

- A. The church facilities may be available for non-church related activities upon written request to and approval by the Trustees Committee.
- B. The goals, aims, purposes of the group shall not conflict with those of Bright Star United Methodist Church.

- C. There will be no fund raising activity for personal gain on church grounds or in church facilities (exceptions are made for Bright Star UMC fund raising activities).

VII. Facility usage for non-church program sponsored activities as permitted in paragraph IV, V, & VI above is subject to the following conditions:

- A. The group requesting use of the facilities has aims and goals not conflicting with those of the church and that the use of the facilities be in keeping with the purposes for which the property was originally erected and maintained and that at no time will alcoholic beverages be served or used in any manner.
- B. The buildings and grounds of Bright Star UMC are designated **No Smoking** zones. The use of tobacco products in the buildings or within 20 feet from entrance is prohibited.
- C. The proposed date of use does not conflict with the use of facilities for Bright Star UMC program(s).
- D. All persons or groups make application on a request form secured from the church office. All requests which are in accordance with normal previous usage of the building may be approved by the church Office Manager or the Pastor. In the event of requests which vary from normal previous usage shall be made in sufficient time for review and approval by the Trustees Committee prior to the date of usage. All application forms are to be signed by a representative of the requesting party, dated and kept on file for future reference.
- E. The person or persons making the application for use of the facilities shall assume all responsibility for damages to the premises during the period of usage, and should plan on being present at the activity, unless specifically excused from attendance by the Trustees Committee.
- F. It shall be the responsibility of the church to have the building unlocked. The applicant will arrange and properly rearrange immediately after the use of the area and secure the utilities and building after its use or forfeit the cleaning deposit. This includes but not limited to the following: shutting off lights, closing classroom/office doors, securing exterior doors, closing blinds, picking up trash, and disposing of it in the trash cans, erasing boards, etc
- G. No decorations, posters, etc. are to be used that will damage the floors, carpets, walls, or furniture, or demean the sanctity of the church, and all such decorations, posters, accumulated trash, etc. shall be removed by the applicant immediately after use.
- H. Should the church cancel a reservation due to a church conflict or other circumstances of the church, all monies shall be promptly refunded.

- I. It is expected that the behavior of those using the facilities and grounds of Bright Star UMC not be such as to conflict with community standards and Christian morals.

VIII. Special Facilities

- A. Kitchen: A set of rules describing the use, care, and replacement of equipment will be posted in the kitchen and shall be provided along with the approval application and fee schedule obtained from the church office (Appendix B). Absolutely no kitchen equipment shall leave the building for any reason.
- B. Equipment: Church members and other area churches may borrow chairs and tables from the church subject to the following requirements:
 1. The equipment shall not be borrowed for more than five (5) days.
 2. All equipment to be borrowed will be listed on an equipment form obtained from the church office. The condition of all borrowed equipments shall be checked and signed by a member of the Facilities Usage Committee or the church staff prior to leaving the church and upon being returned.
 3. A “Use Replacement Fee” for non-members will be charged according to the schedule attached to the rear of this policy (Appendix C). This is to cover the cost of replacing furnishings as they wear out.
 4. The cost of repairing any damage to the equipment occurring during periods of loan shall be borne by the person or group borrowing same.
 5. Requests for any other church owned equipment shall be made at least ten (10) days prior to need so that the request may be processed through the church Facilities Usage Committee for consideration.
- C. Weddings: A separate use policy has been prepared for weddings and a special form giving instructions for use of the facility will be furnished by the church office. This policy also covers the use of the Sanctuary and the Fellowship Hall
- D. Funerals: A separate use policy has been prepared for funerals and instructions of use will be given by the church office.
- E. Nursery: A separate use policy has been prepared for the use of the nursery and instructions will be given by the church office
- F. Church-owned Van: A separate use policy has been prepared for the use of the van and instructions will be given by the church office (Appendix D).

- G. Other: For long term. Regular or daily use of the church facilities by non-sponsored groups such as scouting, special arrangements are to be made by and agreed to by both the requesting part and the Trustees Committee and approved by the Board of Trustees. A written copy of these arrangements will be made a part of the Bright Star United Methodist Church Policy on Buildings, Facilities, & Usage.
- H. The use of the office equipment (copiers, typewriters, fax machine, postage meter, computers, printers, and long distance/fee type phone usage) is restricted to those activities directly associated with church programs (Category I). All other categories will be by permission and on a fee basis as arranged through the Church Administrator.

IX. Usage Fees

- A. A facilities usage charge shall be levied to cover the cost of maintenance, utilities, supplies and custodial services according to the schedule at Appendix H.
- B. The above fees shall be made for each day of use except weddings which will include the rehearsal on a previous day if necessary.
- C. All fees shall be paid in advance at the time the requested application is submitted.
- D. The Trustees Committee will look at requests on a case by case basis and have the authority to reduce or waive all fees. Reasons for such waiver shall be documented with the request.

X. Appeals

- A. Appeals may be made to the Board of Trustees whose decision is final.

XI. Notes

- A. **The individual making the application will be financially liable for any damages caused by the group, even if they are not in attendance at the event.**

APPENDIX A
GROUP/FUNCTION CATEGORIES

<u>NAME OF GROUP/FUNCTION</u>	<u>CATEGORY IA</u>	<u>II</u>	<u>CATEGORY III</u>
1. Weddings (See separate wedding policy)		X	X
2. Funerals		X	X
3. Affiliate Member Church(s)			X
4. Weight Watchers (non-profit)		X	X
5. Family Reunions		X	X
6. Girl Scouts (non-sponsored)		X	X
7. Boy Scouts (non-chartered)		X	X
8. Girl Scouts (parent leadership)		X	X
9. Boy Scouts (parent leadership)		X	X
10. Home School Assoc.	X	X	X
11. Bar-B-Ques (non-Bright Star UMC)		X	X
12. Church league sports		X	X
13. Piano Recitals		X	X
14. Basketball Practice (Team & Individual)	X	X	X

Group (s) not categorized here will be evaluated by the Facilities Usage Committee and added to the master list held by the Church Administrator and Facilities Usage Committee.

APPENDIX B KITCHEN POLICY

Equipment must be requested in advance and approved through the church office. If you do not request church equipment you will be required to furnish your own cooking equipment.

1. At the end of the function, all equipment must be washed/ dried and returned to its proper place, unless other arrangements are made through the office. Kitchen counters are to be wiped down, floor swept and mopped.
3. Church staff will inspect and inventory assigned equipment and the condition of the kitchen before the deposit is returned.
4. Church sponsored events require that the person in charge of the event take dish cloths/ towels and launder them to be returned to the kitchen as soon as possible.
5. Anyone using the Fellowship Hall kitchen is responsible for replacement costs of any damaged equipment.
6. Person responsible for any category event must bring appropriate storage containers for left over food or supplies. No food is to remain in the refrigerator or freezer. The only exception to this shall be long term kitchen usage such as Wednesday Night Suppers or Vacation Bible School.
7. Rules for usage are listed below and also posted in the kitchen and must be followed.

Kitchen Rules

1. The coffee pot should be washed, dried and returned to designated area.
2. Dishes and silverware should be washed, dried and returned to appropriate area.
3. Towels and dish clothes taken from a drawer for use should be taken with you, washed, dried and returned to the drawer as soon as possible.
4. Cookware or serving pieces taken from a drawer are to be washed, dried and returned to drawer.
5. The stove is to be cleaned after each use. When cleaning the grill, the drip pan should also be emptied and cleaned.
6. Pots, pans and other cooking equipment are to be washed and returned to designated area.
7. The sinks are to be washed and dried after use.
8. Counters and floors are to be cleaned.
9. Tie trash bags and take to dumpster. Do not leave any trash in the kitchen area.
10. Left over food should be taken home not left in refrigerators or freezers.
11. When dishes or cookware are brought in for use, take them with you.
12. If you are uncertain where an item goes, leave it cleaned and place it on the counter.

**APPENDIX C
USAGE FEE SCHEDULE**

<u>Equipment Description</u>	<u>Non-Bright Star Usage Fee</u>	<u>Lost/Damaged Replacement Fees</u>
1. Folding Tables (each)	\$ 5.00	\$50.00
2. High Chairs (each)	\$ 1.00	\$40.00

To Have Equipment Set Up:

Set up fees payable to custodian: \$.50 per chair, \$1.00 per table; if tables are required to be moved from one building to another, the cost is \$5.00 per table.

Notes:

1. The church cannot be held responsible for accidents resulting in personal injury and/or property loss once the equipment is off the grounds owned by the church.
2. These fees are intended to be used for replacement of the equipment.
3. Equipment must be checked in and out during office hours (9:00 am – 5:00 pm Monday –Thursday) for proper crediting by office staff. In the event of off hours, a member of the Facilities Usage Committee or staff may check the equipment in or out.
4. Broken equipment will be replaced by the church and billed to the user if it is returned damaged. **It is the user's responsibility to check the equipment prior to pickup to inspect and get the office staff to note any pre-conditional damage.**
5. Only tables, chairs, and highchairs from the fellowship hall or gym are to be used. Tables in classrooms and offices are not to be used.
6. **Church members are exempt from usage fees. Charges for full replacement will be incurred for damaged equipment.**
7. Any non-Bright Star UMC related person or persons using equipment must place a \$50 deposit with the Administrator. This deposit will be returned upon the return of the equipment in good order.

**APPENDIX E
USAGE FEES**

<u>FACILITY</u>	<u>CATEGORY II</u> <u>non-church sponsored-member related</u>	<u>CATEGORY III</u> <u>non-church related programs</u>
*Sanctuary	\$50	\$250
*Church Fellowship Hall (with Kitchen)	\$100	\$150
New Theater	\$50	\$200
Classroom (large)	\$10	\$20
Classroom (small)	\$5	\$10
Classroom (childcare)	\$20	\$40
Gym	\$15/hr. or \$50/day	\$30/hr. or \$100/day
Nursery	\$10	\$25
Kitchen	\$50	\$75
Driskell Hall (without Kitchen)	\$50	\$100

NOTE: All other Category II & III groups are not allowed use of office machines, unless negotiated and approved by the Facilities Usage Committee.

* Sound person available if required. Outside groups **may not** operate the sound or lighting equipment without one of Bright Star UMC Sound System Operators present. Please call the church office for contact number.

The deposit required for use of the Sanctuary, Fellowship Hall, Theater, or Youth Center shall be \$200. The deposit required for the youth room or conference room shall be \$100 and the deposit for a small classroom, kitchen or nursery shall be \$50. The deposit for equipment use will be \$50. The deposit will be returned in full in a timely manner provided that no damage is incurred and church policy is followed.