

# **SEDFIELD UNITED METHODIST CHURCH BUILDING USE POLICY**

## **INTRODUCTION**

The Board of Trustees of Sedgfield United Methodist Church believes that the buildings and properties of this Church are for the purpose of Christian worship, education and fellowship, and community service. The following rules and policies have been prepared to govern the use of the facilities of Sedgfield United Methodist Church.

## **APPLICATION FOR USE**

Any organization or group of individuals desiring to use any facilities of Sedgfield United Methodist Church must submit a completed "Application for Building Use" to the church office, signed by an adult individual sponsor. The form is available in the church office and on our website. When possible, the application should be submitted at least 3 weeks prior to the first date of the proposed use. The facility may be used only to the extent and in the manner stated in the application. No activities may take place within our buildings or grounds that conflict with the policies and the practices of Sedgfield UMC or The United Methodist Church.

*Note: In rare instances, unforeseen needs of the Church for the use of these facilities – such as weddings or funerals – may take precedence over previously scheduled events. In such case, it may be necessary to re-schedule the event or to restrict the use of areas of the property. The Church will make every effort to avoid such conflicts.*

## **ALCOHOL AND CONTROLLED SUBSTANCES**

The use of alcohol or illicit drugs is expressly forbidden on church property. This includes the grounds and parking areas. Anyone suspected of violating this policy will be excused from the premises and such action could lead to revocation of a previously approved privilege of use.

## **SMOKING**

Smoking and Vaping are not permitted anywhere inside the church facilities. If these activities take place outside the building, on the church grounds, you are responsible for cleaning up any debris created.

## **FOOD AND DRINK**

No food or beverages may be served unless the application clearly indicates these arrangements, nor will the kitchen facilities be used unless expressly approved.

## **WEAPONS**

Weapons are not permitted on church property.

## **DECORATIONS**

No decorations will be allowed which leave any damaging effects to the buildings or furnishings. Painters tape is the only adhesive approved for use in hanging temporary decorations. All decorations must be removed immediately and completely following the event. If the Church deems that there has been damage, the group using the facilities will be held liable for the cost of repair.

## **ROOM SETUP**

Please observe the setup of the room prior to re-arranging items for your activities. Following the event, all rooms should be returned to their previous setup unless told otherwise.

## **THERMOSTATS**

If you adjust any thermostat, you must make sure it is returned to run the preset program before leaving the building. If you are not sure how the thermostat works, do not touch it.

## **SANCTUARY SOUND AND/OR VIDEO SYSTEM**

The systems may only be operated by approved members of Sedgefield UMC and additional charges will apply for use of these systems.

## **SUPERVISION OF CHILDREN**

This Church has adopted the policy of SAFE SANCTUARIES for children. Please read the attached policy. All users of the facility are expected to follow these guidelines including:

- No fewer than two adults must be present at all times during any program or event involving children.
- These adults must be 18 or older and must be at least 5 years older than the children whom they are attending.

## **SECURITY**

We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The Church is not responsible for theft or damage to personal property.

## **CLEAN-UP**

Unless a Custodial Fee has been paid for the area used, cleaning up is the responsibility of the user including restrooms, grounds and parking lot. This includes replacing furnishing in their previous positions, wiping up any spills on surfaces and/or floors, removing all decorations, removing any leftover food/beverages, and removing all trash to the outside dumpster. Before leaving the building, groups must reset the thermostat if altered, turn off all lights (**including restroom lights**), and lock all doors.

## **TABLECLOTHS, KITCHEN SUPPLIES, DISHES, ETC.**

Tablecloths, kitchen supplies, dishes, glassware, and other items owned by the church are for the use of members. Use of any of these items for anything other than church events requires previous approval and if permitted may come with additional charges. If included in the event use, all items must be cleaned and returned to the proper storage place following the activities.

# SUMC FEE SCHEDULE

Scheduling for use of facilities of Sedgefield United Methodist Church must be made through the church office. An *Application for Building Use* form shall be required.

## CHURCH SPONSORED EVENTS

SUMC organizations and church groups are not subject to facility fees or applications. All dates must be approved through the office and appear on the church calendar.

## ACTIVE CHURCH PARTICIPANTS

The building and grounds are available for use by church members at no charge provided the event is approved through trustees and/or the office. Members need to be aware of additional costs incurred by the church. *Donations are accepted* to offset these costs. If a custodian is needed, members must pay the custodial fee.

## NON-ACTIVE CHURCH MEMBERS OR OUTSIDE INDIVIDUALS OR GROUPS

Outside individuals or groups are subject to the fees listed. Renting a space will incur the rental PLUS custodial fees if needed. Exceptions to these fees may be approved under certain circumstances through the Pastor or Trustees. PAYMENT IN FULL IS EXPECTED IN ADVANCE OF USE.

### Rental Fees for up to 4 hours (increased fees will be charged for full day use)

Sanctuary (cap 200)	\$ 50.00
Sound System	\$ 150.00
(Requires SUMC member to operate)	
Fellowship Hall (cap 100)	\$ 50.00
Classroom or Parlor	\$ 0.00 (custodial fees still apply)
Kitchen	\$ 50.00

### Custodial Fees

Sanctuary	\$ 100.00
Fellowship Hall	\$ 50.00
Classroom or Parlor	\$ 25.00
Kitchen	\$ 50.00

Key Deposit            \$25.00 (refundable upon return)