

# CHURCH BUILDING USE POLICIES

## *NEOGA GRACE UNITED METHODIST CHURCH*

### MISSION STATEMENT

The Neoga Grace United Methodist Church (GUMC) facility is to be used for Christian worship, education, fellowship, and service to the community, in the name of Jesus Christ.

### OVERALL FACILITY POLICIES

In fulfilling these purposes, the following guidelines and policies are to be followed:

1. Individuals and organizations will be given access to the facilities in the following priority order.
  - a. Neoga GUMC members and groups for church related events.
  - b. United Methodist Churches and ministries in the Illinois Great Rivers Conference.
  - c. Other churches in the Neoga community.
  - d. Neoga GUMC members for non-church related events.
  - e. Non-profit social service organizations, operating in harmony with the Social Principles of the United Methodist Church.
  - f. Non-members for specific events as permitted by these policies.
2. Unless stated differently elsewhere in these policies, reservations for use of facilities should be made not less than one week in advance of the date of the event. Return facility application, with all applicable fees and security deposit, to the church office.
3. Reservation requests will be reviewed and approved by appointed members of the board of trustees. The requester will be notified within two weeks of acceptance or decline use of the facility. Use will be governed by these policies and availability as noted on the church calendar located in the church office.
4. Use of the facility is restricted to the area or areas requested on the facility application and restrooms. Submit all room requests on one facility application.
5. For non-Neoga GUMC members only – under all circumstances, a member of Neoga GUMC must be present at the event to supervise the use of the facilities.
6. All groups are expected to clean up after their event. Room setup and returning room(s) to original condition and configuration is the responsibility of the undersigned. Cleanup includes, but not limited to, vacuuming, wiping down tables and chairs, cleaning up spills, removing trash, and replacing trash can liners, etc.
7. Event cancellation: If the event needs to be cancelled, notify the board of trustees representative. For a full building fee refund, notification of cancellation must be made at least five working days prior to the date of the event. If cancelled four working days or less, only 50% of the building fee will be refunded. The entire security deposit will be refunded.
8. When youth (age 18 or under) are present in the building, an adult (age 21 or older) must be present for the purpose of supervision.

9. All heating and cooling thermostats are under the supervision of a representative designated by the board of trustees and appointed pastor.
10. Nails and fasteners may be placed on the walls, ceiling, and floors of the building with the approval of designated representatives of the board of trustees. Non-permanent hangers, especially tape, should not be used without permission.
11. Information items may be placed in bulletins, in newsletters, on bulletin boards, on tables, or in information racks only for individuals, groups, activities, or organizations related to Neoga GUMC with the approval of the appointed pastor.
12. The appointed pastor of Neoga GUMC will supervise, or authorize supervision of, all funerals, weddings, and other services of worship in the church building.
13. Neoga GUMC is not responsible for accidents or injuries occurring or sustained upon its premises unless such accidents or injuries are attributable to the negligence of Neoga GUMC. It is understood that the use of any and all facilities within the building is conditioned upon the express understanding that Neoga GUMC is not liable for injuries sustained upon the premises. The user agrees to hold harmless and indemnify Neoga GUMC for any and all claims, demands, or causes of action that may arise as a result of injuries sustained upon the premises, except injuries that may result from the negligence of Neoga GUMC. It is further agreed that the undersigned will be responsible for any breakages, damages and/or injuries caused by the undersigned and sustained to the real or personal property of Neoga GUMC, and the undersigned agrees to promptly pay any reasonable claim or damages tendered. The Neoga GUMC member supervising the event will report the damages, in writing, to the board of trustees. The board of trustees will determine the cost of breakages or damages and provide the undersigned with a written estimate for repairs. The undersigned will pay the estimated amount within 60 days.
14. In accordance with the United Methodist *Book of Discipline*, alcoholic beverages, tobacco products, weapons, and games of chance (including raffles) are prohibited on church property.
15. Neoga GUMC reserves the right to deny access and use of the building to individuals as deemed inappropriate by the appointed pastor and church leadership.
16. Requests for variances from church policies must be made in writing to the board of trustees at least 60 days prior to the event in question.
17. Violation of these policies may result in the restriction or revocation of current and/or future access privileges.

### **USE OF SANCTURAY AND CHAPEL**

1. The appointed pastor of Neoga GUMC must approve all events scheduled in the sanctuary and chapel.
2. The sanctuary may be used for spiritual musicals, concerts, and recitals with the approval of the appointed pastor.
3. Fundraising events held in the sanctuary are at the discretion of the appointed pastor in consultation with the board of trustees and/or church leadership.

## USE OF THE KITCHEN

1. All requests for use of the kitchen must be approved by the designated members of the board of trustees or the appointed pastor.
2. If another portion or portions of the building is to be used in conjunction with a meal, the area must be reserved at the same time as reservations are made for the kitchen. The appropriate security deposit must accompany the reservation form.
3. Under all circumstances, a member of Neoga GUMC must be present at the event to assume a supervisory role, during meal prep, serving, and cleanup.
4. The dishwasher may only be used with prior approval from a designated representative of the board of trustees.
5. Food and drinks are not permitted in the sanctuary, chapel, or hallways of the church building.
6. Food, drinks, and supplies - including but not limited to such items as coffee, creams, sugar, napkins, paper towels, tablecloths, salt and pepper and other condiments - are to be provided by the undersigned requester.
7. Table service: Use of the church's table service (dishes and utensils) is permitted with prior approval and must be requested on the facilities application.
8. Food and trash/waste removal: All trash/waste must be placed in the outside trash container located east of the building near the two-car garage.
  - a. Groups and individuals using the facility for one-time events must remove their unused food from the premises immediately following the event.
  - b. Groups meeting regularly may leave food in assigned areas of the refrigerator and/or cupboards. All trash/waste must be moved to the outside trash container located east of the building near the two-car garage.
9. All groups are expected to clean up after their event. This includes, but not limited to, wiping down kitchen counters, tables, and chairs; washing, drying, and putting away table service; cleaning spills; sweeping kitchen floor; removing trash and replacing trash can liners; etc.
10. Used dish towels are to be left on the center island. They are not to be removed from the building.
11. Dishes left behind, and not claimed within 30 days, will be given to charity.

## FUNERALS

1. The appointed pastor will be responsible for working with the church leadership for funeral arrangements.
2. Church members are exempt from all fees related to funerals. Non-members are expected to pay all appropriate sanctuary and fellowship hall usage fees.

## USAGE FEES

The security deposit is refundable contingent upon the condition of the building at the end of the event. We will hold and return "deposit" checks given for fewer than three months in advance. "Deposit" checks for more than three months in advance will be deposited in to the trustees' bank account. Usage fees are waived for non-profit charitable community organizations. Fees for the sanctuary include janitorial services; however, we may request that the janitor have help moving equipment and chairs.

	Usage Fees	Security Deposit
1. Fellowship Hall (less than 100)		
Members	\$25	\$50
Outside Groups/Non Members	\$75	\$50
2. Fellowship Hall (over 100)		
Members	\$25	\$50
Outside Groups/Non Members	\$150	\$50
3. Kitchen		
Members	\$15	
Outside Groups/Non Members	\$45	
4. Sanctuary – Non wedding events. For weddings see #5.		
Members	No Charge	
Outside Groups/Non Members		
50 people	\$110	\$50
100 people	\$150	\$50
150 people	\$225	\$50
200 people	\$300	\$50
300 people	\$450	\$50
5. Wedding fees:		
• Sanctuary – \$200		
• Sound Board Technician – \$25/hour (\$50 minimum) paid directly to the sound board technician who must be a designated member of Neoga GUMC.		
• Custodial Services – \$100		
• Pastor – Pastoral fees are to be negotiated directly with the pastor. Couples must meet with pastor three times before the wedding and attend Sunday morning church service on a regular basis in the time leading up to the wedding. The pastor's fee also includes one rehearsal and the wedding day.		
6. Additional line items:		
• Cloth Table linens – \$10 each		
• Candelabras – \$10 each		
• Chair set up – \$25 per hour (The church will provide the set-up crew).		
• Sound Board Technician – \$25/hour (\$50 minimum) paid directly to the sound board technician who must be a designated member of Neoga GUMC.		

## NEOGA GRACE UNITED METHODIST CHURCH APPLICATION FOR USE OF FACILITIES

Date of request \_\_\_\_\_ Organization or person making request \_\_\_\_\_

Type of event \_\_\_\_\_ Date of event \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_ Total hours to be used \_\_\_\_\_

Responsible Person Supervising Event: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Number of people attending event: \_\_\_\_\_

Additional items requested: (Audio-visual equipment, table service, dishwasher, table linens, etc.)  
\_\_\_\_\_

Area(s) reserved: Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Sanctuary \_\_\_\_\_ Chapel \_\_\_\_\_  
Youth area \_\_\_\_\_ other: \_\_\_\_\_

### FEES

Refundable deposit: \$50 (Refundable contingent upon the condition of the building and equipment at the end of the event.)

Building Use Fee: \$\_\_\_\_\_ (See usage fee schedule above.)

Total Fees: \$\_\_\_\_\_ (Paid with the submission of this application.)

### CANCELLATION POLICY

In order to receive a refund of the building usage fee, in excess of 50%, the responsible person listed above must notify the designated representative of the board of trustees, no less than five working days in advance of the event, of the desire to cancel the event.

The Neoga GUMC reserves the right to rescind use on short notice, due to special circumstances. A full refund of fees paid will be made.

### CONSENT

I have read the "Church Building Use Policies" and agree to support them.

Responsible person signature \_\_\_\_\_ Date \_\_\_\_\_

Board of trustees representative \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_