

Platt Springs United Methodist Church Building Use Policy

The Board of Trustees of Platt Springs United Methodist Church (PSUMC) recommends an enhanced commitment to hospitality and faithful stewardship by adopting a "Building Use Policy" that encourages utilizing and sharing our facilities while maintaining responsible stewardship of our valuable assets.

PHILOSOPHY

PSUMC is committed to serve the members of the church and local community organizations whose purposes are consistent with the ministry values of PSUMC and the Social Principles of the United Methodist Church.

The following guidelines have been developed to facilitate the approval of requests for use of PSUMC's properties.

- Worship services and ministries of the church will have priority usage of the building and grounds at all times.
- Other United Methodist congregations and agencies or organizations along with charitable and not-for-profit groups sponsored by the church may use the building and grounds by following the procedures outlined below.
- Members of PSUMC may also use the building and facilities for private and family events such as birthday parties and reunions by following the procedures outlined below.
- PSUMC facilities will be made available for emergency aid and/or shelter when circumstances call for such a need.
- PSUMC facilities will NOT be available to any partisan political groups or for political activities, except early voting or other voting events sanctioned by the Election Commission.
- PSUMC facilities will NOT be available to groups for commercial gain (for-profit groups) if not a PSUMC sponsored event or approved by the Board of Trustees.

PROCEDURES

1. Requests for use shall be made by completing and returning to the church office the Building Use Request Form available in the church office and on our website: www.psumc.org.
2. Church and church sponsored groups may submit requests at any time, however all recurring events (ie: weekly AA meetings; monthly meetings of the Board of Trustees) must complete an annual renewal to reserve their times. The calendar year for building usage will run February 1 – January 31 each year, allowing the church secretary and Trustees time after Christmas to prepare a church building use calendar. Thus, annual renewals are due in the church office by January 15th.
3. Individuals and Outside groups may submit a Building Use Request Form no earlier than 3 months ahead and no later than 2 weeks before the event.

4. Once approval is granted, every effort will be made to honor our commitment; however, unplanned church events such as funerals and memorial services may require changes to this commitment.
5. Requests should include the name of a member of PSUMC as a host for the requested event. Should a host not be named, the Board of Trustees may appoint one.
6. All completed request forms for use of building(s) or grounds for private functions and those for community functions will be considered at the next regular monthly meeting of the Board of Trustees. The requesting party will be notified by a member of the trustees in a timely manner of the Board's approval or denial of the request and any additional conditions.
7. Approval will be granted on a first come first served basis. When there are multiple requests for the same space received at the same time, the following priorities will be observed, noting that organized church activities will always take precedence over non-church activities, and no activities will supercede or interfere with worship services:
 - a. Recognized groups within the church: Sunday school groups, adult, youth and children's education and ministries, UMW and UMM, recognized church committees, Regularly scheduled church sponsored activities - Boy scouts, Girl Scouts, AA and Connectional ministries within the UMC
 - b. Church Members (weddings, receptions, family reunions, parties, etc)
 - c. Service Organizations and other Non-Profit groups Outside the Church¹
8. Events/requests will not be put on the church calendar until all forms are completed and approvals are given.

¹ **Service Organizations or other Non-Profit Groups Outside the Church**

Outside groups that are non-profit and agree to abide by this Building Use Policy will be considered at the weekly staff meeting prior to submittal of request to Board of Trustees to ensure there is not a conflict with church programs or events that are in the planning stages. Outside groups may make requests for either:

On-going Meeting Space: In order for outside non-profit groups to be considered for on-going meeting space, a church member must be an active participant in the group and be present for the meetings being requested. On-going support groups that we host (such as Alcoholics Anonymous) will be allowed to request space without a church member present in the group.

One-Time Special Events: In order for outside non-profit groups to be considered for one-time special events, a church member must be present at the event being requested.

Policy for Using Building Space

1. Smoking, alcoholic beverages, illegal substances, and weapons are not permitted in the buildings or on the grounds of the church.
2. The use of PROFANITY is prohibited.
3. Absolutely no gambling of any type is allowed on church property.
4. Users are expected to leave the building clean and in the same condition it was in prior to the event and must remove all items *including any food and trash* associated with their program immediately following the event. See attached "check in" and "check out" lists for details.
5. Use ONLY the designated rooms you have reserved. It may appear that an empty room is available, but in reality it may have been prepared for another group later in the day/evening or the following day.
6. Furniture or equipment cannot be moved without the permission of the Trustees to maintain the quality of the building's furniture and equipment and to prevent damage.
7. The use of PSUMC facilities is at the risk of the participants. PSUMC does not assume liability or responsibility for any participants of outside groups. PSUMC does not make any express or implied warranty of the premises, equipment, fixtures, or furniture. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
8. It is expected that any and all activities held here will reflect the highest Christian standards.
9. It should also be stated that commercial selling is prohibited at all times on the church grounds. The sale of any merchandise (with the exception of sales by church sponsored Scouting programs) will be for the sole benefit of the church and must be pre-approved by the Board of Stewards.
10. All user groups/organizations agree to pay for any and all damages to church property.
11. Programs in the sanctuary or fellowship hall that require the use of the sound or video systems must have someone present during the event who has been trained by one of PSUMC's trained A/V volunteers to operate the equipment.
12. Property can be removed from the PSUMC facilities for PSUMC-related activities sponsored by PSUMC-related groups, however due to wear and tear on church equipment and furniture, PSUMC does not loan out any items for others to use off property. Exception is made for any "old" chairs/tables and chairs located in the storage room.

13. Each group is expected to provide supplies (ie: paper products; food items; etc.) for their own event. Supplies currently in the facility are for the exclusive use of church functions.
14. Nails, tape, tacks, screws, etc. are prohibited for attaching items to walls, doors, and ceilings. Sticky tack is the only acceptable use of adhesive.
15. Prior to leaving the facility the person reserving the building is to ensure that all lights are off, thermostats are re-set to temperature listed on the thermostats, and all doors are locked. Please take all trash with you and replace liner. Ensure bathrooms are clean and in order (check that toilets are flushed, water turned off, and lights out).
16. The key must be returned to the church office on the first business day after the function.
17. Please let church staff know of any broken or damaged items or any other issues with building use. (794-3415)
18. It is expected that usage of the facilities will end by 10:00 pm, unless special circumstances have been previously approved by the Board of Trustees.
19. All outside groups must show acceptable proof (company and limits of liability) of Certificate of Insurance.
20. No animals allowed in the building with the exception of service animals.

USAGE PARAMETERS

1. Use will be limited prior to and during Christmas, Easter, and Thanksgiving and other major church events and activities as set annually by Board of Stewards (ie: Homecoming; Vacation Bible School).
2. Groups are to remain in areas designated for their use, maintain reasonable noise levels, and conduct themselves appropriately, consistent with the use of the House of God.
3. Specific spaces designated for parking must be respected.
4. When applicable, facility keys will be issued to the approved contact person and cannot be duplicated. Keys should be returned as soon as possible following completion of use. Notification must be made to the church secretary immediately at 803-794-3415 if keys are lost or reassigned to another contact person for the organization.
5. Doors to church properties may not be propped open for any reason at any time, and must be locked before leaving, even if another group is in the building.
6. All activities at PSUMC are canceled whenever area schools are dismissed early or closed due to snow, ice or other inclement weather.

Safety and Insurance

Safety: It is expected that the sponsor or person in charge will be responsible for the oversight and behavior of the group attending by providing appropriate supervision and risk management.

Insurance: Groups that are not part of the direct ministry of PSUMC using church facilities regularly are expected to have adequate insurance for their personal injuries and liabilities. The group will be asked to provide a certificate of insurance before using the facilities.

Fire: Groups using the facilities should know where the fire exits and fire extinguishers are located.

Candles: The use of candles or other flames, apart from regular use in worship services, shall require special permission of the Board of Trustees.

Accidents: All accidents, involving either the injury of persons or the damaging of property, taking place on the property must be reported immediately to the minister or a member of the Board of Trustees.

Safe Sanctuary: Safe Sanctuary Guidelines Must Be Followed. All church groups and outside groups that sponsor events involving children or youth in attendance must abide by the guidelines of the PSUMC Safe Sanctuary Procedures. (see Safe Sanctuary Policy available from the church office.) When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.

Special Considerations

CLASSROOMS

1. Leave the room(s) clean and organized and return furnishings to their original layout.
2. Use of food and beverages is restricted to classrooms only and should never be taken into the hallways or Sanctuary.
3. Properly dispose of all food and drinks when you leave the room(s). Empty trash into main trash bin in church parking lot and replace liner.
4. Use only chalk on chalkboards, and only dry erasable markers on white boards. Please keep markers away from small children.

FAMILY LIFE CENTER/ FELLOWSHIP HALL & KITCHEN

1. Coordinate use with Kitchen supervisor prior to using kitchen appliances.
2. Please supervise all activities closely and take care when cooking.
3. All areas are to be cleaned completely after use; including utensils/pots/dishes, counters, stoves, appliances, tables and floors. This includes mopping the kitchen floor.

4. Please do not leave "extra" food or drinks in refrigerator.
5. All trash must be placed in the outside trash dumpster and please replace liners.
6. Wet or dirty towels should be laundered and returned to the kitchen within 2 business days.
7. All tables and chairs are to be returned to the proper place in the storage area prior to leaving.
8. Any spills including those in the oven, in the refrigerator, on the stove or counters must be cleaned.
9. Only persons trained by PSUMC trustee's designated AV volunteers may operate the sound equipment.
10. If using balls or other recreation equipment, be careful while playing indoors and return all equipment to proper place in storage area prior to leaving.

CHOIR/MUSIC ROOM The Music room is designated for the church choir and musical groups. Choir activities will take precedence in scheduling use of the room. All others wishing to use this room must get prior permission from the Choir Director before completing a building use request form.

ADMINISTRATIVE OFFICES

1. No one is to be in the Pastor's offices unless he/she is present.
2. The secretary's office is to be limited to leaving messages, depositing mail, etc.
3. Phone calls should be church related. Absolutely no personal long distance calls should be made without permission.
4. The fax machine, copier, and computers are for church business use. However, we do recognize that from time to time members may have a personal need to make a small amount of copies or send a fax for personal reasons (ie: medical insurance claims). Thus, members are asked to consult with the church secretary regarding any personal needs for copies/faxes and will be asked to pay a small fee to offset costs of any copies/faxes obtained.

SANCTUARY

In general, the Sanctuary is not available for use unless coordinated directly with the minister. If permission to use the Sanctuary is obtained, the following guidelines apply.

1. The sanctuary is to be used only for religious activities, not strictly secular.
2. The minister must approve in writing any non-conforming use of the sanctuary.
3. No food or drink is allowed in the Sanctuary except for Sacramental Elements.
4. None of the Sanctuary furnishing including the altar or piano may be moved, covered or altered in any way from their intended purposes without permission of the minister.
5. The Altar table is never to be used as an ordinary table. Nothing may be placed upon it except candles, worship elements and floral arrangements.
6. The Bible and candlesticks may not be removed.
7. No religious symbols or decorations may be removed without minister's approval.
8. The Sanctuary may not be used for "Broadway" type musicals or plays.

USE OF HEATING AND COOLING

When you receive a key to the building, you will be shown where the thermostats are located for the room(s) you will be using so that you can set the temperature to a comfortable level for your event. Recommended occupied temperatures are: Summer = 78 (min) Winter = 72 (max)

DEPOSIT AND FEES

Upon approval of application, all non-PSUMC groups as well as individual members seeking to use facilities for personal functions will be required to provide a deposit of \$200.00 to hold date of activity. All deposits will be returned when the key is returned to the office or to a Trustee following the event if the room(s) used are found to be clean and left in the condition they were in prior to the event.

FEES

There are no fees for church groups, including District and Conference events, using the facilities.

There are typically no fees for members or for church sponsored groups (ex: AA, Boy Scouts, Girl Scouts)

Visiting youth groups or mission teams will not be subject to fees, however, will be bound to all other policy items and responsible for costs for any damages to building and/or equipment.

All Christian Non-profit Organizations (ex: God's Helping Hands, Nehemiah Project, etc.) that use our building during regular custodial hours will not be charged a fee as we understand this use to be part of our stewardship to the community. However, donations to help off-set the cost of custodial duties and building use are welcomed. **EXCEPTION:** *If the event requires extra custodial coverage, there will be a fee of \$40 per hour to cover these expenses.*

Lost Key Fee - \$50.00

Fees for use by OUTSIDE ORGANIZATIONS (ex: neighborhood associations, governmental bodies, etc.) The following fees are requested and are to be paid in full no later than three days prior to the event:

	Rate per Hour	Max for day
Use of kitchen (includes dishes, pans, coffeepots, stove)	\$ 35	\$ 200
Use of fellowship hall	\$ 40	\$ 250
Nursery room		
Exclusive of pay for nursery workers)	\$ 15	\$ 70
Classrooms, each	\$ 10	\$ 50
Custodial help	\$ 40	N/A

The Board of Trustees has the authority to waive fees for scheduled events.

Miscellaneous

- Contact Person for Group Using Facilities is responsible for adherence to the *Building and Facilities Use Policy*. The contact person is also responsible for arranging for the opening and closing of the church building for the activity scheduled and paying the fees at the church office.
- Violation of the guidelines will result in the loss of privileges.
- PSUMC reserves the right to cancel or terminate activities due to emergencies or other unforeseen circumstances.
- PSUMC staff members have complete authority during any event held in the PSUMC facilities. This includes the right to make disciplinary decisions or dismissal of people from the facility in the event that PSUMC policies are being violated.
- When a staff member is not present, the approved contact person for a user event has complete authority during the event. This includes the right to make disciplinary decisions or dismissal of people from the facility in the event that PSUMC policies are being violated.
- The capacity of the buildings cannot be exceeded.
- PSUMC Board of Trustees reserves the right to modify fees on a case-by-case basis.
- This policy may be amended by action of the PSUMC Board of Stewards in consultation with the Board of Trustees.

RECOMMENDED BY Board of Trustees May 16, 2011

APPROVED BY Board of Stewards July 10, 2011

Platt Springs United Methodist Church Building Use Request Form

Date you are submitting form: _____

Your Name: _____

Your Phone Number: _____

Date of Event: _____

Time of Event: from _____ to _____

Is the reservation for: (circle one) **PS/UMC Ministry** **Personal Use** **Group Event**

If group, name of Group making request: _____

Is your group non-profit? _____

Your group's mission statement:

Are any Platt Springs Methodist church members active in your group? _____

Name & Contact Information for Platt Springs UMC member who will serve as host of this event: _____

Purpose of Meeting/Brief Description of Event: _____

Room preference: _____

of Tables needed: _____ # of Chairs needed: _____

Note: you will need to handle set up and take down – when will you need to set up table and chairs? _____

Equipment needed: (microphone, projection system, etc.)

Number of people attending: _____ Kitchen use? Yes No

Name of person who will pick up key and open building? _____

Name of person who will lock up and return key? _____

(TURN PAGE OVER FOR ADDITIONAL INFORMATION)

Trustee Record of Action Taken on Application

Date Received: _____ Date Reviewed: _____ Approved _____

If not approved, state reason: _____

Date Applicant Notified of Decision: _____ By: _____

Trustee Responsible to receive deposit and provide key: _____

Trustee Responsible to check facility after use & return deposit: _____

Date Deposit Received: _____ Check # _____

Date Check list completed and Key given to applicant: _____

Date Deposit Returned: _____

Date Check list completed and Key returned: _____

If deductions made from deposit for damages/clean-up, list below:

Building Use Check List

Check mark indicates item found in good condition – X denotes concerns – see notes on back for details.

Receipt

Exit

_____ Bathrooms clean (toilets flushed/floors clear/trash emptied/lights off)

_____ Classrooms clean (trash emptied/furniture in standard set up)

Fellowship Hall

_____ Floors swept and free from spills

_____ Trash removed

_____ Thermostat (receive instruction on use with key/appropriate setting at exit)

Kitchen

_____ Floors swept and mopped (on receipt, show location of cleaning supplies)

_____ Trash removed

_____ counter tops clean and dry

_____ group's food items removed

_____ refrigerator free from spills & doors clean and closed securely

_____ stove top clean – all spills cleaned from drip pans

_____ oven – all spills cleaned, all items removed

_____ grill – all spills cleaned, all debris removed

Nursery

_____ Removed all trash – dirty diapers and wipes

_____ toys put back in order

_____ adjoining bathroom clean (toilet flushed/diaper pail emptied/floor clean)

Other

(TURN PAGE OVER FOR ADDITIONAL INFORMATION)

Concerns Noted: _____

