

## **Policies for Use of Central United Methodist Church Facilities**

### **Introduction**

The mission of Central United Methodist Church is “to live and to proclaim the gospel as we grow in Christian faith, nurture each other, and reach out to people in our community.” The church building is one resource that enables the congregation to carry out this mission. The policies for use of the church building will help ensure that as a Christian congregation we are good stewards of the facilities. The frequent use of the church facilities requires establishing guidelines for members and non-members. These guidelines will assure that all users find a clean, comfortable space ready to be used for appropriate activities.

Permission for a non-church organization to use church facilities can be granted when the use is consistent with the Social Creed of the United Methodist Church, does not conflict with scheduled church activities, and follows the Policies for use of Central United Methodist Church facilities. In keeping with our social principles, smoking, tobacco products, use of alcoholic beverages, or illegal drugs are not permitted on the premises.

### **Policies for Scheduling Functions**

1. Sponsors of church functions and chairs of committees and work areas are responsible for placing meetings and times on the master church calendar. Activities should be scheduled by the fifteenth of one month for the following month.
2. Sponsors of non-church functions must complete the *Request for Use of Church Facility* form. Forms should be requested through the church secretary. Each request for non-church functions will be considered by the minister and chair of the Board of Trustees. The church secretary will notify the sponsor of the status within a week after the form is submitted. Requests should be received at least three weeks before the event.
3. Non-church functions are defined as activities that are not sponsored by regular or special programs, committees, or work areas of Central UMC.
4. Church functions have scheduling priority over non-church functions, when events are simultaneous. Otherwise dates and time will be confirmed on a first-come, first-served basis.
5. The sponsor of a non-church function becomes the legally responsible person for administering these policies. The sponsor must be on the premises during the use of the facility.
6. When non-church functions are placed on the church calendar, the church secretary will send written notification to the church’s insurance carrier giving name of the group, the time and date of meeting(s), and the group’s sponsor.
7. Non-church groups that meet regularly at Central must schedule meetings annually. A copy of the group’s tax-exempt status and proof of liability insurance coverage should be attached to the Request for use of Church Facility form.

### **Policies for General Building Use**

1. All activities must reflect Christian principles.
2. Plans to move or rearrange furniture should be identified on the building use form or discussed with the church staff. Furniture must be returned to its normal position after activities.
3. Tape, thumbtacks, or nails will not be placed on any walls, windows, or anything other than bulletin boards.
4. Cork strips and bulletin boards are provided for classroom displays. Any permanent classroom displays, such as pictures, may be hung after consultation with trustees. For safety, permanent displays, such as pictures, can only be hung using hardware approved by the trustees.
5. Permanent structures, such as pictures, bulletin boards, bookcases, etc., may not be placed in common areas without approval of the trustees.

6. Announcements and notices for the entire congregation should be posted on hall bulletin boards.
7. The fellowship hall is designed for general recreation. For safety reasons, ball games such as basketball, volleyball, and dodge ball are excluded.
8. The need for janitorial service will be confirmed before scheduling an event. If an activity requires janitorial service outside the hours that the custodian is on duty, the sponsoring group will compensate the custodian at the rate of \$10 per hour. Fees for janitorial services outside the usual hours are paid directly to the church custodian..
9. The overall security and care of the designated area are the responsibility of the sponsor in charge of the group. The sponsor is responsible for leaving the area clean, turning off all lights, and securing the building when the activity is over.
10. Payment for services and usage by a non-church group is due one week before a scheduled event. The fee should be given to the church secretary.

### **Policies for Kitchen Use**

The kitchen committee serves as representatives of the trustees to supervise and coordinate the use of the church kitchen. The committee is responsible for the care and replacement of equipment and consumable supplies. The kitchen committee is responsible for meeting all federal, state, and city regulations for the operation of the kitchen. To help ensure the care and proper use of equipment and required sanitary conditions, the following guidelines have been established.

1. Persons using the kitchen will sign in and out for the kitchen key with the church secretary. The secretary will keep a log of persons using the kitchen and is responsible for the key(s).
2. The City of Spartanburg ordinance requires that cooking equipment be used only by trained individuals. Therefore, the unauthorized use of cooking equipment by untrained personnel is prohibited. Central members who are trained in the use of equipment and trained caterers, contracted by Central, are authorized to use the kitchen for food preparation.
3. The contracted caterer must have insurance, permits from the Health Department, and a Spartanburg City License on file in the church office.
4. Outside caterers may use the kitchen for serving and cleanup only. A representative of the kitchen committee must be present.
5. A representative of the kitchen committee will check the cleanliness and order of the kitchen after each event.
6. Regularly scheduled Central groups will have priority use of the kitchen and fellowship hall. Other Central groups may use the facilities on a first-come, first-served basis.
7. No catering for groups meeting outside the church will be done from the kitchen.
8. A non-church group that has Central members in the organization will designate one Central member as a sponsor. The person will be responsible for obtaining any needed key and signing the kitchen use log. This member will also be responsible for returning everything to its proper place and returning the key to the church secretary.
9. When a non-church group without a Central member uses the kitchen and/or fellowship hall, a member of the kitchen committee or its designee will be responsible for the key.
10. The kitchen committee should be notified two weeks in advance so that the above arrangements can be made.
10. Any group using the kitchen will be responsible for leaving the kitchen clean and everything returned to its proper place. Table linens and dishcloths should be laundered and returned as quickly as possible.
11. No equipment, utensils, pots and pans, or anything belonging to the kitchen or fellowship hall will be borrowed or removed from the church. Items designated for functions in other parts of the church building will be signed out and in on the key use log. (i.e. punch bowl, ladle, coffee pots, serving platters, plates, etc.).
12. Central is not responsible for food stored in the kitchen if the food does not belong to Central.
13. The blue china and stainless flatware in the storeroom are for special meals and should be requested from the kitchen committee when needed.

**For the schedule for non-church functions other than weddings (for wedding fees see section VI)**

A non- church group that has Central members in the group will not pay a building use fee. If the group requires janitorial service, the group will compensate the custodian \$10.00 per hour.

	Member	Non-member
Fellowship Hall	no fee	\$20/hr.
Kitchen & Fellowship Hall	no fee	\$30/hr.
Room	no fee	\$20/hr.
Playground	no fee	not available
Nursery	no fee	not available
Janitorial Service	\$10/hr./custodian	\$10/hr./custodian

**PHOTOGRAPHER AND VIDEOGRAPHER POLICY**

1. A photographer and/videographer filming at Central United Methodist Church for the first time must consult with the Wedding Director **3 months** prior to the date of the wedding.
2. A deposit of **\$150.00** must be made by the photographer and/or videographer and returned to the church with this signed agreement within **2 weeks** of consultation.
3. If the deposit and signed document are not received, the photographer and videographer will not be allowed to photograph the wedding at Central United Methodist Church.
4. The full deposit will be refunded within 10 days following the wedding if the policies are observed.

I agree to abide by the above stated policy of Central UMC.  
 Enclosed is my deposit of \$150.00,  
 which will be returned if rules are observed.

Signed:\_\_\_\_\_

Date:\_\_\_\_\_

**Policies for Weddings**

A wedding is a joyous occasion in the lives of the bride and groom. It is also of great concern and importance to the church. Although it has social aspects, a wedding ceremony is a service of worship where vows are spoken, prayers are offered, and the blessings of God invoked. For this reason Central United Methodist Church is happy to offer its facilities. In fact, the church invites and encourages its members to engage the church when a member plans to marry. The church does not charge its members. However, when weddings are held which require extra services of staff members, there are fees to cover the extra rendered services. Non-church members who desire the use of the sanctuary, chapel, or fellowship hall are required to pay an additional fee as specified herein. In order that the wedding ceremony may be conducted by the church in a spirit of worship and sacred order, certain regulations must be observed. (see: wedding policy)

**1. Arrangements**

- a. The minister of Central UMC has charge of all weddings held at Central. Another minister may be invited to conduct or assist with the ceremony after the bride and/or groom consults with the minister at Central. When the preferred date of the wedding is established, the parties concerned will contact the minister of Central regarding plans and required counseling. This must be done before the wedding can be placed on the calendar.
- b. Tentative reservations for the use of the sanctuary for the rehearsal and the wedding should be made through

the church office. These reservations will be made based on the priority of request. Non-church members may schedule a wedding no more than three months before the wedding date.

- c. A wedding information sheet must be secured from the church office and all requested information completed. Should the wedding date and time change, the church office must be notified promptly. When the information sheet has been returned to the office with appropriate fees, the wedding date will be placed on the master church calendar. A member of the Wedding Committee of the Altar Guild will contact the person submitting the information.
- d. No weddings may be scheduled on Easter Sunday or the two preceding days nor on the 23, 24, 25, or 26 of December.

## **2. Music**

Music is a vital part of the wedding. Because the ceremony is set in the context of worship, the music should be religious. While it is by no means exhaustive, a list of suggested music will be provided by the church organist or the director of music. Taped music is not permitted. The organist of Central UMC is available to play for all church weddings. Any other organist must be cleared with the minister and approved by the director of music. A written request must be given to the music director at least six weeks in advance.

## **3. Wedding Director**

To insure smooth coordination of the wedding, Central requires the use of one of our trained directors. The director will be available to help plan and assist at the rehearsal and the wedding. The minister of Central Church has the overall responsibility for the conduct of the rehearsal and wedding.

## **4. Decorations**

- a. All decorations for the wedding, whether in the sanctuary or chapel, must be done under the supervision and with the approval of the Altar Guild. The name of a representative will be given to the bride and florist for consultation.
- b. No decorations are permitted which conflict in any way with the fire ordinances. Members of the wedding party may not carry or hold lighted candles.
- c. None of the furniture may be removed from the chancel.
- d. Decorations are never placed on the altar table, chancel rail, organ, or piano. No staples, tacks, tape, thorny vines, or pine may be used in the sanctuary.
- e. The regular altar appointments (cross and two single candlesticks) always remain in place.
- f. Only fresh plant material arranged in Altar Guild containers may be used at the altar.
- g. Certain sanctuary decorations are traditional at Central during Thanksgiving and Christmas seasons. Couples desiring to be married at these times are welcome to use these decorations, but none may be removed until done so by the Altar Guild. No additional decorations may be used within the altar rail.
- h. Candles should be lighted properly. Candles will be provided for all altar appointments. If additional candelabrams are used, they must have chase candles.
- i. All decorations will be removed by the florist immediately following the ceremony unless the bride specifies that the altar flowers be left for the Sunday service.

## **5. Photographer**

No flash photography is permitted inside the sanctuary from the time the organ music begins until the recessional is completed. One time exposure is permitted near the rear of the sanctuary during the ceremony. The wedding party may return to the sanctuary for photographs after the wedding. The photographer must contact the wedding director before the wedding. Any recording or video equipment must be placed inconspicuously at the back of the sanctuary. An unattended video camera is permitted in the choir loft if it is completely hidden.

## **6. Church Reception**

- a. Arrangements for the use of the kitchen and fellowship hall must be cleared through the chair of the kitchen committee.



## Key Management and Building Security

To insure the security of the church building and the safety of congregation the following policies are established.

1. The church secretary is responsible for the key cabinet and the key directories. The key cabinet, containing all keys and directories, is located in the church office. Master keys, those with brown tags, should never be taken from the key cabinet except to have a new key made. The directories match a key to a particular door.
2. The custodial staff will check the security of all doors when they leave after regular work hours. Members who have meetings or work after regular hours must check the security of doors (make sure that all outside doors are completely closed and locked). When simultaneous meetings occur after hours, members must check with each other to identify the last person leaving the building and who will be responsible for locking the doors. The security of an area is the responsibility of the sponsor in charge of the group. The sponsor is responsible for turning off all lights and securing the building when an activity is over.
3. The church secretary keeps a record of all individuals who have keys. Keys may be issued to the following people:

Senior Minister	grand master
Minister of Christian Education and Programs	grand master
Custodian	
Church Secretary	
Financial Secretary	
Scout Leaders	
Music Director	
Organist	
Hand bell Director	
Chair of Kitchen Committee	
Chair of the Board of Trustees	
Minister of STAR	
Volunteer Supervisor of Custodian	
Chair of Church Council	
Contracted Caterers	
Chair of Altar Guild	
Sponsor of Moravian Fellowship	
Church Treasurer	
Chair of the Men's Monday Morning Prayer Group	

Any Central member who needs a key for a meeting or a special event should sign the key register and check a key out from the church secretary. The key must be returned to the secretary promptly.

4. The persons authorized to duplicate any church key are the church secretary, Senior Minister, and the Minister of Christian Education and Programs.