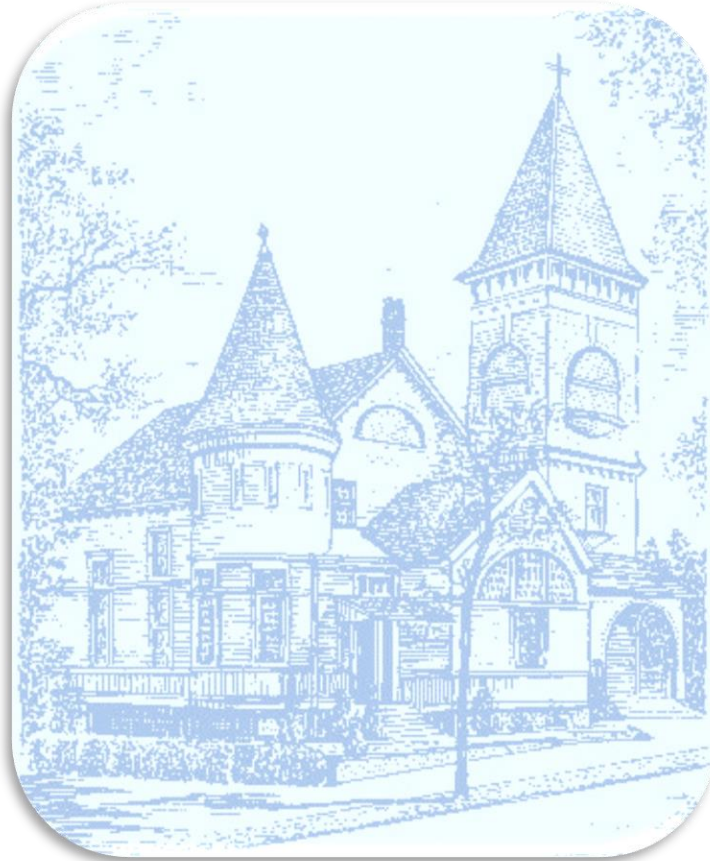


Senoia United Methodist Church

Gather ♦ Grow ♦ Go



Facility Use Policy

(non-wedding)

Revised March 2018

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FACILITY USE POLICIES:

It is the desire of Senoia United Methodist Church (SUMC) and its staff that every event held on church property should be made memorable and truly beautiful. In order that the proper procedures are followed, this material is made available for you.

SUMC has established the following policies and procedures regarding events which are held in our facilities. These policies and procedures are separate from those outlined in our Wedding Policy. We ask your cooperation in these areas.

Use of all church facilities is to be consistent with the ecumenical objectives and Social Principles outlined in The Book of Discipline of the United Methodist Church (Part IV, ¶¶ 160-166).

RESERVING THE CHURCH:

The first step in making plans is deciding on the date and hour for the event. As a general practice, events may not be scheduled on Sunday, the weekend prior to or after Vacation Bible School, or during the week of Easter or Thanksgiving weekend. There will be **no** weekend events during the month of December because of extensive use of church facilities for special activities during this period.

Events may not be scheduled to start before 7:00am and may not be scheduled to start later than 7:00pm without prior approval and the availability of a Facility Coordinator. An event ending after 9:00pm must be approved in advance and is also subject to the availability of a Facility Coordinator.

No nursery accommodations are available on the church premises, due to liability issues.

ALCOHOL/WEAPONS/DRUGS/SMOKING/VAPE:

No alcoholic beverages shall be permitted on church property. SUMC is a alcohol/weapon/drug/tobacco/vape free facility. Church property includes the grounds and parking lot.

COMPLETION OF EVENT:

Upon the completion of each event, the church facilities should be returned to their original condition.

All tables, chairs and any other furnishings that have been moved shall be returned to their proper places. The area used will be vacuumed and cleaned as necessary. All consumables (trash, food items, etc.) must be placed in proper waste containers and placed in the outdoor trash containers located behind the kitchen. The restrooms should be tidied with no waste paper on the floor and toilets flushed.

THE FACILITY COORDINATOR:

For groups not affiliated with SUMC, the church will provide a Facility Coordinator who will coordinate the thermostat settings, building access, and other such needs. The Facility Coordinator will also assure that the entire preparation, set-up, and event are carried out with due care for the Church facilities and property. The Facility Coordinator will be available at all functions at the beginning and the end to acquaint the users with the property, church policies that may apply, and to inspect the property prior to and as the event ends. This inspection process helps insure that the user can receive the return of the refundable portion of the deposit. The fee is per day (e.g., if using the facility for two days, the fee is times 2).

The Facility Coordinator's fee is mandatory and non-refundable.

SPACES AVAILABLE FOR USE:

Groups may reserve the following spaces for use:

Fellowship Hall (8 round dining tables, 66 chairs, 3 serving tables)

Class Room(s)

Kitchen (Use of the kitchen does not include the use of the stove, ovens, or church supplies, i.e. dishes, glasses, utensils, paper goods, etc.)

Sanctuary (Use of the sanctuary is very limited. All events wishing to use the sanctuary require the approval of the Pastor.)

Parking Lot (Use of the parking lot is limited to non-commercial passenger vehicles only. No trucks, trailers, travel/mobile homes, or any other kind of large vehicles are allowed due to the way our lot was paved.)

Exterior Electrical Receptacles

TIME ALLOCATIONS:

All events will be scheduled for **4 hours of usage**. If you feel more time is needed, please note it on the Reservation Form. Appropriate fees will be assessed for the additional time requested. The fee schedule assumes 4 hours or less of use.

OTHER REQUIREMENTS:

All outside organizations/groups, must provide a Certificate of Liability as evidence of coverage of their own insurance at the time of submission of the Facilities Use Reservation Request form.

All not-for-profit groups must provide a Tax ID number.

Fee Schedule*

SPACE / USER	SUMC & UMC CHURCH GROUPS	SUMC PROFESSING MEMBER	CIVIC & NOT- FOR-PROFIT GROUPS	NON-MEMBER / ALL OTHER GROUPS
SANCTUARY	N/A	TBD	TBD	TBD
FELLOWSHIP HALL	N/A	\$25	\$100	\$150
KITCHEN	N/A	\$25	\$25	\$50
CLASSROOM(S)	N/A	\$25	\$25	\$50
PARKING LOT	N/A		\$50	\$50
EXTERIOR ELECTRICAL	N/A	\$25	\$25	\$50
FACILITY COORDINATOR	N/A	N/A	\$50	\$50
DEPOSIT**	N/A	\$25	\$200	\$200

TYPES OF USERS:

Senoia UMC & UMC Groups: (*i.e. AA, NA, LaGrange District, North Georgia Annual Conference, Red Cross, Scouts, etc.*) may reserve the church facilities for functions as needed at no charge.

SUMC Professing Member: (*A member is defined as a Professing Member of SUMC for a minimum of 6 months at the date the building is reserved.*) may reserve the church for personal events. The member must be present the entire time of the event.

Civic Groups & Not-for-Profit Groups: (*i.e. other churches, Christian ministries, Home Owner's Associations, Kiwanis, Optimist, etc.*)

Non-Member & All Other Groups: (*i.e. educational groups, fundraising concerts not supported by the church, other fundraising group events, recitals, etc.*)

Groups and individuals that are not covered by these categories may request the use of the church facilities. The Board of Trustees and/or the Pastor will evaluate requests on a case-by-case basis (The Book of Discipline ¶ 2532). Please reserve ample time for this process.

*SUMC accepts checks only

**Deposit and completed, approved request form secures the facility. Deposit is refundable pending return of property in its original condition per Facility Coordinator. If deposit is more than the amount for use, deposit will be the amount for use.

◆The fee is per day (e.g., if using the facility for two days, the fee is times 2).

Remaining fees are due 2 weeks prior to the event. Failure to remit in a timely manner risks cancellation of the event and forfeiture of your deposit.

SENOIA UNITED METHODIST CHURCH

FACILITIES USE RESERVATION REQUEST FORM

(non-wedding)
Revised March 2018

EVENT NAME/GROUP TITLE: _____

GROUP USING SUMC (IF DIFFERENT): _____

EVENT DATE: _____ TIMES NEEDED: _____

SPACE(S) REQUESTED: _____

PERSON MAKING RESERVATION: _____

RESPONSIBLE PERSON (IF DIFFERENT): _____

CONTACT PERSON: _____

CONTACT PHONE NUMBER(S): _____

CONTACT MAILING ADDRESS: _____

TAX ID (IF REQUIRED): _____

.....
OFFICE USE ONLY:

GROUP TYPE: _____

Date request submitted	/ /	Request approved by	/ /
Date Request approved	/ /	<input type="radio"/> Trustee <input type="radio"/> Pastor	/ /
Deposit Amount	\$	Sent Treas request rtn dep	/ /
Date deposit returned	/ /	Deposit - Date Returned	/ /
COL Required?	<input type="radio"/> Yes <input type="radio"/> No	Date COL submitted	/ /
Tax ID Required?	<input type="radio"/> Yes <input type="radio"/> No	Date Tax ID submitted	/ /
Remainder of fees due	\$	Fees - Date Paid	/ /
Date fees due	/ /	Check Number	#
FC Required?	<input type="radio"/> Yes <input type="radio"/> No	FC approved return deposit	<input type="radio"/> Yes <input type="radio"/> No
Name of FC		FC Paid	/ /