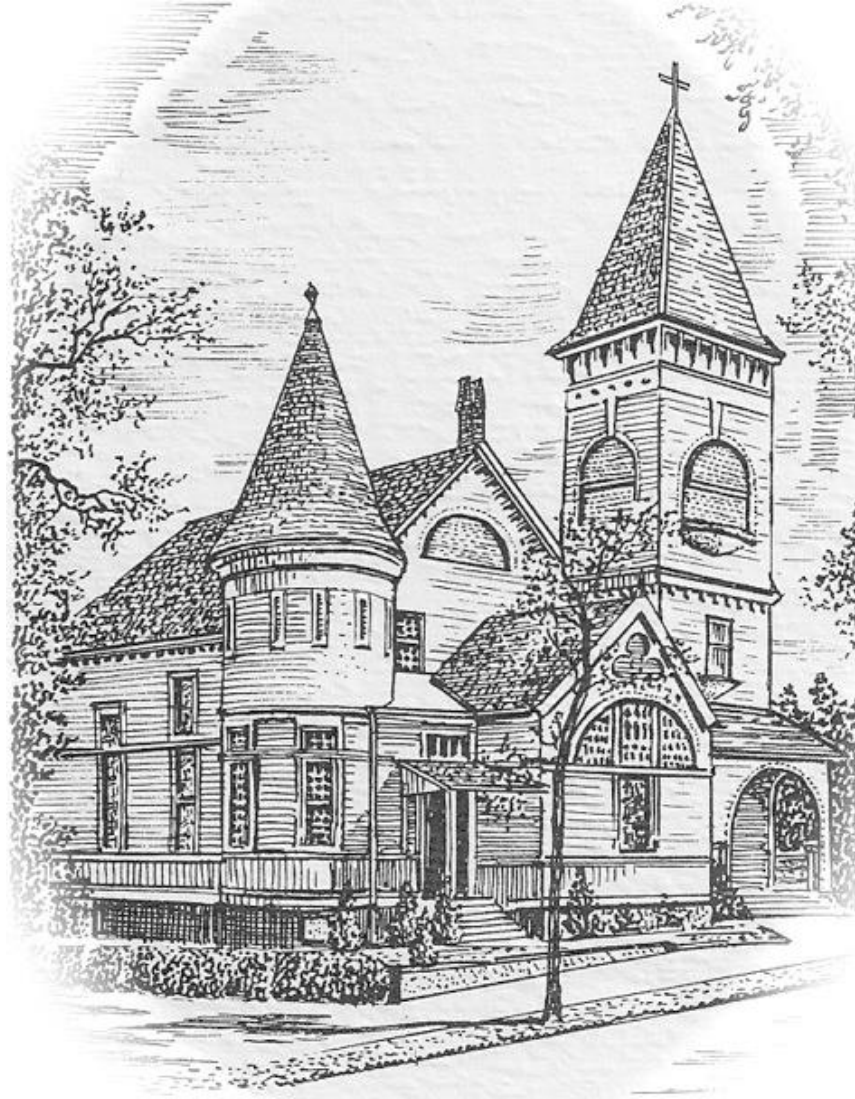


Senoia United Methodist Church



Facility Use Policy

(Revised July 15th, 2014)

FACILITY USE POLICIES:

It is the desire of Senoia United Methodist Church 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 to you.

Senoia United Methodist Church has established the following policies and procedures regarding events which are held in our facilities. These policies and procedures are separate from the policies and procedures 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 general practice, events may not be scheduled on Sundays, 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.

Please see the Fee Schedule.

Events may not be scheduled to start later than 7:00 pm.

An event is not placed on the church calendar until the reservation form has been completed and all deposits have been paid. All other fees shall be paid no later than 2 weeks prior to the event. Deposits will be returned following the approval of the Facility Coordinator.

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

ALCOHOL – SMOKING:

No alcoholic beverages shall be permitted on church property.
Senoia United Methodist Church is a tobacco-free facility.

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. If the amount or type of trash-after is significant or would become a problem due to odors, it must be placed in the

outdoor trash containers located behind the kitchen.

THE FACILITY COORDINATOR:

For groups not affiliated with Senoia United Methodist Church, the church will provide a Facility Coordinator who will coordinate heating & air 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 present at all functions with the hope that his/her presence will be an asset to the event. *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 Rooms

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

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

TIME ALLOCATIONS:

All events will be scheduled for 4 hours usage. If you feel more time is needed, please discuss this with the Facility Coordinator in advance. Additional time/fees can be arranged if the facilities are available.

FEE SCHEDULE:

(A member is defined as a Professing Member of Senoia United Methodist Church for a minimum of 6 months at the date the building is reserved.)

- 1. Church groups and Church-oriented ministries** *(i.e. AA, NA, LaGrange District, North Georgia Annual Conference, etc.)* may reserve the church facilities for functions as needed at no charge.
- 2. Church Members** may reserve the church facilities for personal events *(i.e. birthday celebrations, showers, anniversary, etc.)* related to their immediate family members *(i.e. self, parents, spouse, children, siblings)*, or a church member for an event honoring another church member, by paying a non-refundable fee of \$25.00.
- 3. Civic Groups & Non- Profit Groups** *(i.e. other churches, district & conference groups, Christian ministries, Home Owners Associations, Kiwanis, Optimist, etc.)* may reserve the church facilities by making a deposit of \$100.00, a non-refundable fee of \$75.00 (Additional time \$50/hour) and the Facilities Coordinator fee of \$50.00.

4. Groups outside of the church (*i.e. concerts not supported by the church, fund raising groups, recitals, etc.*) may reserve the church facilities by making a deposit of \$100.00, a non-refundable fee of \$150.00 (Additional time \$50/hour), and the Facilities Coordinator fee of \$50.00.

5. Non-members may reserve the church facilities for personal events by making a deposit of \$100.00, a non-refundable fee of \$150.00 (Additional time \$50/hour), and the Facilities Coordinator fee of \$50.00.

Groups and individuals that are not covered by these categories may request use of the church facilities. Approval will be given by the Board of Trustees and or the pastor (The Book of Discipline ¶2532) on a case by case basis.