

# **HARRISON UNITED METHODIST CHURCH**



## ***FACILITY POLICY AND PROCEDURE MANUAL***

Rev. 4/18/2010

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## 1. STATEMENT

- The buildings and property of Harrison United Methodist Church (HUMC) are considered a means to provide opportunities for the congregation and community to share in Christian fellowship and outreach. In order to insure the facility is utilized in an effective manner, The Facility Policy and Procedure Manual has been developed.
- The Manual will be used to govern all uses of the church property (both real and personal) and facilities for any and all purposes. It is intended that these policies will direct the use of the church facilities in a manner that will honor and glorify God and serve to minister to His people.
- The terms “facility” or “facilities,” as used in this document, includes all property under control of the church as well as all buildings located on that property. This includes parking lots and grassy areas.

## 2. AUTHORITY AND APPROVAL

- The Board of Trustees must act to assure that all uses of the church property are consistent with the Methodist Social Principles as stated in the Book of Discipline.
- Approval of policy included in this Manual and revision thereto shall be by the Board of Trustees and the Administrative Board.
- The Board of Trustees will be responsible for maintaining the master copy of this Manual and subsequent revisions and for its distribution to church staff. The church staff will inform members/groups and enforce policies set by The Board of Trustees and the Administrative Board.

## 3. PRIORITY OF USE

**A. Groups directly sponsored by the church or church-related functions shall have first claim to space, facilities and equipment.** This includes, but is not limited to: church-wide events, worship services, funerals, Sunday School and/or church-related functions.

Regularly scheduled church events/classes may be moved to accommodate a church-wide event. Weddings will not be moved due to the nature of the event and fees paid. Proper and advanced notice (at least two (2) weeks) will be given to leaders of the events/classes being moved. In the case of a funeral, as much notice will be given as possible.

**B.** There are (5) types of facility users:

- 1) Church Events: Event originates from within a church ministry.

- 2) Members / Family Events: Will be put on the church calendar no more than a year prior to event / function. Members requesting use of the facility for their personal use, i.e. private party, social gathering, etc. requires approval from The Board of Trustee for greater than 100 in attendance prior to scheduling. Additional deposit, fees, charges and requirements may apply based on event use and size. Weddings of members are allowed up to 300.
- 3) Non-profit user (Including HOA's): Same requirements as in #2 above. A facility use form and key request form must be used and deposits and fees must be paid before the event and before a key is given to renter.
- 4) Weddings: See Section 11.
- 5) Outside use: Approval is at the discretion of Trustees.

#### **4. SCHEDULING FACILITY USE**

- A. **Groups directly sponsored by the church or church-related functions shall have first claim to space, facilities and equipment.**
- B. Before scheduling an activity requiring a meeting room or other assignment, a request for such space must be made through the church office, so that all assignments may be coordinated and recorded on the church calendar of events.
- C. If there is a fee associated with renting the facility as outlined in 5 below, then a Usage Agreement form and Key Request Form for each Event must be completed.

#### **5. FACILITY USE CHARGES**

- A. Any group that is a part of, or sponsored by, Harrison United Methodist Church may normally schedule and use the church facilities without charge.
- B. If the Board of Trustee or Church office determines that any request for use of facility will require an additional cost; i.e. Custodial service, utilities, preparation or supplies, a fee will be incurred at the discretion of the Trustees.
- C. Fees are due and payable one week prior to the scheduled event. Weddings are an exception, see section 11.

FACILITY	CHURCH EVENT	NON-PROFIT or Home Owners Association	*MEMBERS Family Events	**NON-MEMBER or OUTSIDE GROUPS	CONCERTS
Sanctuary	Waived	Not Available	\$100+75 Renewal of Vows Only	Not Available	Not Available
Chapel	Waived	Not Available	Waived-Wedding	Not Available	Not Available
Hammill Hall Gym/Dining Area only	Waived	\$100 /hr for each hour. See note for over 100 people.	\$50/hr maximum \$150	Not Available	Not Available
Kitchens	Waived	\$75 flat fee per use	\$37.50 flat fee	Not Available	Not Available
Small Classroom	Waived	\$20/hr.	\$10/hr. \$30 max.	Not Available	Not Available
Room 301	Waived	\$30/hr.	\$15/hr. \$45 max.	Not Available	Not Available
Banquet 100	Waived	\$50/hr.	\$25/hr. \$75 max.	Not Available	Not Available
Banquet 101	Waived	\$80/hr.	\$40/hr. \$120 max.	Not Available	Not Available

\*50% Non-refundable Deposit required at time of reservation. \*\*At discretion of the Trustees.

## 6. FACILITY USE REQUIREMENTS (For Members and Non-members)

- A. No use of tobacco products in the building or drinking of alcoholic beverages on the premises is allowed.
- B. The use of nails, tacks, screws, or adhesive tape is prohibited. Posters, signs, flyers, etc. may only be mounted on walls, doors, windows or any equipment or structure with painters tape or mounting squares provided. They are to be posted on bulletin boards. Wall hangers are provided for pictures hung throughout the campus.
- C. Group using the facility will be responsible for:
  - 1) Returning all furniture and moveable items to its original position.
  - 2) Sweeping the floors.
  - 3) Mopping the floors if necessary (mops and buckets are in the Janitor closet).
  - 4) Taking trash to one of the outside dumpsters.
  - 5) Turn Lights off.
  - 6) Resume thermostat. Heat/AC must not be left on "HOLD" press the resume button or the red button on the thermostats depending upon which building you are using.
  - 7) If the kitchen is used, please see the posted cleaning list for direction.
- D. If a Children's Sunday School room has been reserved, the user will set-up the room for Sunday School. A set-up diagram of the room will be furnished to the user.
- E. Key will not be given out unless authorized by the Church Administrator.
- F. The piano and chancel furnishings cannot be moved for piano recitals or concerts except by the church's maintenance personnel or staff.

- G. Contributions to the church suggested in connection with use of its facilities are to aid in defraying the costs of making the facilities available for the use involved.
- H. Facilities used must be left as you find it; clean and orderly. If it's necessary for additional custodial effort to clean the facility for the next scheduled event, a fee for these expenses will be issued, at the Trustees discretion, to the responsible group or individual.

## **7. USE OF CHURCH EQUIPMENT/PROPERTY**

A. It will be the policy of this church that the materials and equipment of the church be used for ministry functions of Harrison United Methodist Church. Requests for use of materials and equipment away from the church will be checked out and scheduled through the Church Administrator/Trustee concerning use of equipment owned by Harrison United Methodist Church, the following procedures apply:

- 1) The use of equipment by non-members will generally not be permitted.
- 2) Musical equipment use must be approved by the Music Department.
- 3) Use of the portable sound boards off-premises must be authorized by the Music Department and used for church-related purposes only.
- 4) Designated materials and equipment may be utilized off-premises for a 24-hour period. Longer periods must be specifically approved by the Church Administrator/Trustee.
- 5) Nothing is to be borrowed or removed from the church campus without submitting an Equipment Check-Out Form.
- 6) Mity-Lite Tables, round tables and cushioned chairs are not to be removed from the property or outside. Metal chairs are stored in the shed for outdoor events.

## **8. SUNDAY MORNING SIGN-UP/SOLICITATIONS**

The following set of guidelines provides control as to the number and location of tables/solicitations that can be set up on any Sunday morning.

Advance Registration: **ALL** groups, organizations or individuals desiring to set up a table must pre-register with the church office at least 2 weeks prior to the Sunday in question. Requests will be honored on a "first come, first-served" basis. The limit will be 2 tables per Sunday. The same group may only reserve a table for 3 Sundays (consecutive or not).

## **9. RULES AND REGULATIONS – HAMMILL HALL/GYM**

The gym is closed on Sunday until 12:30 pm and during any other scheduled church activities.

- A. Upon arriving and departing, you must check-in and check-out with the Recreational Supervisor or Church Office.
- B. To play basketball, you must have completed the sixth grade. Children under 11 must be accompanied by an adult.

- C. Food and beverages will be allowed only in the designated areas.
- D. Place all trash in appropriate receptacles before departing.
- E. Appropriate athletic shoes must be worn while playing basketball.
- F. **ABSOLUTELY NO ROLLER-BLADING, ROLLER SKATES, HEELIES, SKATEBOARDS, ETC., ALLOWED.**
- G. **NO PROFANITY, NO ALCOHOL, NO DRUGS, NO TOBACCO.** You will be removed from the premises if any un-Christian-like behavior is observed.
- H. Do not drag tables or chairs across the gym floor.
- I. At least one person playing basketball must be a member of the church.
- J. A First Aid Kit is located in the storage area. Notify the Recreational Supervisor in case of injury or emergencies.
- K. HUMC is not responsible for injury or accident occurring while using the facilities.
- L. Hammill Hall must be left clean and in order for the next scheduled event. If it's necessary for extra custodial cleaning after your use of facility, a fee for these services will be passed along to the responsible group or individual.
- M. Rules are subject to change.

## 10. KITCHEN

- A. The use of the kitchen by organizations or program groups within the church body must be scheduled on the church calendar by the church office.
- B. If kitchen equipment or materials are used, then an experienced individual must be present. This individual will be accountable for the cleanliness, security, and use of the facility and equipment. The following equipment should be used only after proper instruction:
  - 20 quart mixer
  - convection oven
  - tilting skillet
  - dishwasher
  - hot and cold bar
  - proofing cabinet
- C. If meals are to be prepared in the church kitchen, a member of the Food & Entertainment committee, or an individual specifically authorized to operate the kitchen equipment, will demonstrate the equipment that will be used to prepare the meal.
- D. All groups, with the exception of church-wide events, are expected to provide consumable items such as plates, napkins, sugar, punch, etc. Report needs of paper products to the Food & Entertainment Chairperson.
- E. Kitchen equipment and materials will not be removed from the kitchen and dining area.
- F. Sunday School Classes, Bible study groups, choirs, etc. are expected to provide their own equipment and refreshments served in their classrooms. Do not remove bowls, pitchers, glassware, silverware, etc. from the kitchen and dining area. The food and supplies in the kitchen are not community property. Each group is expected to provide their own.

- G. Groups and responsible individuals are expected to leave food service area completely clean. Trash is not to be left in the kitchen over night. The dumpsters are located behind the parsonage (building 500) and at the end of the Children's Wing (building 200).
- H. Towels, dishcloths, pot holders, tablecloths and aprons must be laundered and returned to the kitchen within three days. Tablecloths must be returned the next day.
- I. Sinks are for designated and specific uses:
  - Vegetable/fruit preparation
  - Meat preparation
  - Washing dishes, pots and pans
  - **For sanitary reasons, a sink designated for one purpose must not be used for another purpose.**
- J. Wash hands thoroughly before working in kitchen. Use plastic throw-away gloves when handling food.
- K. Leftover food should not be left in the refrigerators. The food will be disposed of on a quarterly basis unless marked with a date. Condiments left must be marked and dated.
- L. Groups or individuals using the kitchen must complete a Checklist for Use of Kitchen and return it to the church office or other authorized personnel.
- M. Groups or individuals using the kitchen are responsible for leaving it clean. If it becomes necessary for extra custodial care to clean the kitchen for the next scheduled event, all expenses incurred for this service will be passed along to the responsible group or individual.

## **11. WEDDING POLICY-Please refer to the separate Wedding Booklet**

Harrison United Methodist is very willing to serve its members (membership for at least 6 months prior to the wedding date) as couples seeking to join themselves through the covenant of marriage. Our church welcomes the opportunity to be involved in the beginnings of Christian homes through the holy Service of Marriage.

**EXHIBIT A**

**CHECKLIST FOR USE OF KITCHEN/GYMNASIUM**

Before leaving the kitchen, initial each item to indicate you have done the following:

- \_\_\_\_\_ Freezer and refrigerator – Absolutely NO UNMARKED FOOD left inside.
- \_\_\_\_\_ Dining tables are cleaned, washed, dried and returned to storage room.
- \_\_\_\_\_ Dishes, glassware, silverware, all cooking pans utensils – washed thoroughly, rinsed, dried and returned to proper storage areas.
- \_\_\_\_\_ Appliances, (mixers, etc.) cleaned and returned to original location.
- \_\_\_\_\_ Sinks – drained and washed
- \_\_\_\_\_ Stoves – turned off and tops cleaned
- \_\_\_\_\_ Ovens turned off and any spills cleaned and cleared off all food and utensils.
- \_\_\_\_\_ Coffee urns – unplugged, emptied, rinsed and dried. Serving coffee pots emptied, washed and dried and stored properly.
- \_\_\_\_\_ All counter area tops – washed and dried. **(Use NO abrasive cleaners or cleaning pads on stainless steel surfaces.)**
- \_\_\_\_\_ Serving trays – washed and dried thoroughly, before stacking.
- \_\_\_\_\_ Dishwasher is turned off and water is drained from it. Dishes and silverware have been removed and returned to proper storage area.
- \_\_\_\_\_ Used towels, dishcloths, tablecloths and aprons to be taken home and returned laundered within three days. (members only)
- \_\_\_\_\_ Tablecloths taken home must be returned the next day.
- \_\_\_\_\_ Floor cleaned of any spills – swept and mopped.
- \_\_\_\_\_ Fans turned off.
- \_\_\_\_\_ Lights off.
- \_\_\_\_\_ All doors closed and locked.
- \_\_\_\_\_ All cleaning supplies, mops, brooms, etc. for your use are supplied by HUMC. These are located in the kitchen and custodial closet in the dining/gym area and next to the Men’s bathroom in building 100.

Groups or individuals using the kitchen and/or gymnasium are responsible for leaving it clean. If it becomes necessary for extra custodial care to clean the kitchen and gym for the next scheduled event, all expenses incurred for this service will be passed along to the responsible group or individual. By doing these things, you are leaving Hammill Hall as you would like to find it when you arrive. Thank you for your cooperation in caring for this much needed and heavily used facility.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature





EXHIBIT D

**KEY REQUEST FORM**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone (daytime):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Reason for requiring Access Key:** If you are the head of a Ministry group or outside organization, please indicate the name of the group and the frequency of your meetings.

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**Building(s) requiring access to:** Check all that apply

- Building 100-Administration and 100-118
- Building 200-Library, Parlor, Sanctuary, Children’s Wing, Preschool
- Building 300-White Building
- Building 400-Hammill Hall/Gym
- Building 500-Old Parsonage

I agree to safeguard the key issued to me, not to copy it, not to give it to anyone to copy or use, and to return it to the church Office immediately upon the termination of my need for it, or upon request. I understand the \$100 key deposit will be returned upon return of the key (HOA’s or rental only).

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

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

Approved by: \_\_\_\_\_

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

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**For Office Use Only**

Rental Amount of \$ \_\_\_\_\_ check # \_\_\_\_\_

Key Deposit of \$100 check # \_\_\_\_\_

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

Key # \_\_\_\_\_