

HARRISON UNITED METHODIST CHURCH



FACILITY POLICY AND PROCEDURE MANUAL

Rev. 7/1/2014

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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 (once or twice a year) Rental (Including HOA's): Same requirements as in #2 above. A Usage Agreement Form (see page 10) and Key Request Form (see page 12) 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) Non-profit (ongoing or multiple times a year) Rental: Approval is at the discretion of Trustees.
- 6) Non-Member or For-profit: Not available.

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 (separate instruction for a "major" event request) requiring a meeting room or other assignment, a Room Request Form (see page 15) and an Audio Visual Request Form (if any sound or visual effects equipment is needed for your meeting) must be made through the church Administrative Assistant, so that all assignments may be coordinated and recorded on the church calendar of events. The Audio Visual Team requires 2 weeks' notice to arrange a volunteer or to set up the system for your event.
- 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 Trustees 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	**MEMBER Family Events	NON-MEMBER or FOR-PROFIT	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

*100% Non-refundable payment and key deposit required prior to event. *100% Non-refundable payment required prior to event.

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

- A. No use of tobacco products in the building or drinking of alcoholic beverages on the premises is allowed. Smokers must smoke 10-15 feet away from the entrances of the buildings.
- B. Posters, signs, flyers, etc. may only be mounted on walls, doors, windows or any equipment or structure with painters tape or mounting squares found in the Copy Work Room in the Plummer Education building. The use of nails, tacks, push pins, staples, screws, or any kind of adhesive tape (other than painter's tape) is prohibited. Map rails are available for use in the main floor classrooms of the Plummer Education building.
- C. Facilities used must be left as you find it or cleaner. 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.
- D. Do not drag chairs and tables across the floor. Roll the tables and use the provided chair carts to move the chairs.
- E. Group using the facility will be responsible for:
 - 1) Returning all furniture and moveable items to its original position.
 - 2) Cleaning table tops with solution (provided in spray bottle in garbage can aprons) and cloth (or paper towels) prior to putting them back on their carts. Tables are put back top to top with 6 tables to a cart.

- 3) Laundering all washcloths and dishtowels and returning them to the proper storage location.
 - 4) Sweeping the floors.
 - 5) Mopping the floors if food was available (mops and buckets are in the Janitor closet-WATER ONLY-not chemicals).
 - 6) Taking trash to one of the outside dumpsters. Locations are behind the Parsonage (building 500) and at the end of the Preschool (200 building next to the Cemetery).
 - 7) Turning lights off.
 - 8) Resuming 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. Report any thermostat/HVAC problems to Administrator.
 - 9) Checking after yourself using the posted Checklist For Use Of Kitchen/Gymnasium (see page 9).
 - 10) If event is on a Saturday in Hammill Hall: In addition to items 1-9 above, the chairs must be set up for Sunday worship prior to 8:30 a.m. on Sunday according to the diagram posted on the doors to the storage closet. Failure to comply could lead to loss of privileges. Chair set up will not be coordinated or arranged by staff.
- F. If a Children's Sunday School room in building 100 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.
- G. Key will not be given out unless authorized by the Church Administrator.
- H. The piano and chancel furnishings cannot be moved except by the church's staff.
- I. Report any damage to the Church Administrator immediately so appropriate repairs may be scheduled.
- J. **All buildings must be vacated by 9:30pm** to allow for custodial service and lock up.

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 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 Audio Visual Team and used for church-related purposes only.
 - 4) Nothing is to be borrowed or removed from the church campus without submitting an Equipment Check-Out Form (see page 11) to the Administrator for approval. Designated materials and equipment may be utilized off-premises for a 24-hour period. Longer periods must be specifically approved by the Church Administrator/Trustees.
 - 5) Cushioned chairs are NOT to be taken 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 Administrative Assistant 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 (NO tables or handouts on Easter or Christmas Eve). The same group may only reserve a table for 3 Sundays (consecutive or not).

9. HAMMILL HALL/GYM-Recreational Use

The gym is closed on Sunday until 1:00 pm and during any other scheduled church activities.

- A. To play basketball, you must have completed the sixth grade. Children under 16 must be accompanied by an adult. At least one adult member of the church must be present at all times.
- B. NO Food and beverages allowed on the stage.
- C. Trash must be taken to one of the two campus dumpsters before departing.
- D. Appropriate athletic shoes must be worn while playing basketball.
- E. **ABSOLUTELY NO ROLLER-BLADING, ROLLER SKATES, HEELIES, SKATEBOARDS, ETC., ALLOWED.**
- F. **NO PROFANITY, NO ALCOHOL, NO DRUGS, NO TOBACCO.** You will be removed from the premises if any un-Christian-like behavior is observed.
- G. Do not drag tables or chairs across the gym floor. All furniture moved must be moved back using the furniture carts provided. Chair carts are to be used/operated by adults only.
- H. A First Aid Kit is located in the storage area. Notify the Church Administrator in case of injury or emergencies.
- I. HUMC is not responsible for injury or accident occurred while using the facilities.
- J. 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.
- K. 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 using a Room Request form.
- B. If kitchen equipment or materials are used, 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 (water must be emptied prior to leaving)
- proofing cabinet
- fryer
- warmer

C. The church Kitchen Coordinator will order and stock the following items in both kitchens:

Coffee-Regular and Decaf
 Sugar and packet creamer
 Styrofoam dinner plates
 Styrofoam dessert plates
 Styrofoam bowls
 Styrofoam cups
 Plastic forks, spoons, knives
 Trash bags for kitchen trash cans
 Napkins
 Plastic gloves
 Dishwasher detergent

If you desire special consumable products, that is your group's responsibility. If you use the last of any of the items listed above, please report needs to the Administrator or Kitchen Coordinator.

- D. Kitchen equipment and materials will not be removed from the kitchen and dining area other than specific equipment purchased for this purpose (such as insulated totes and coffee urns for food delivery to Charlotte Rescue Mission).
- E. Sunday School Classes, Bible study groups, choirs, etc. are expected to provide/buy their own coffee pots and refreshments for their classrooms. Do not remove bowls, pitchers, glassware, silverware, etc. from the kitchen and dining area.
- F. 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).
- G. 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.
- H. 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.**
- I. Wash hands thoroughly before working in kitchen. Use plastic throw-away gloves when handling food.

- J. Leftover food should not be left in the refrigerators. The food will be disposed of on a quarterly basis unless marked with a date and ministry name. Condiments left must be marked and dated.
- K. Groups or individuals using the kitchen must complete a **Checklist for Use of Kitchen** and return it to the Administrator.
- L. 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.

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.
- _____ All equipment emptied and cleaned if used. Proper disposal of fryer oil is to take it home and put out with your recycles. Water drained from warmer table.
- _____ 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. Food scrap basket is emptied. 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 _____ Printed Name _____ Signature

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USAGE AGREEMENT FORM

This Agreement is to confirm and clarify the arrangement made with

_____ of _____ and

Harrison United Methodist Church of Pineville, North Carolina.

A _____ will take place in the following room(s):

on the _____ day of _____, 201__ from _____ _m until _____ _m.

I hereby agree to pay the sum of \$_____ as a fee for use of the above
Named room(s) within one (1) week of the event.

I will be responsible for returning the room to its original condition.

All cleaning supplies, mops, brooms, etc. for your use is supplied by HUMC. Groups or individuals using these facilities are responsible for leaving them clean. If it becomes necessary for extra custodial care to clean the facility for the next scheduled event, all expenses incurred for this service, will be passed along to the responsible individual or group.

This _____ day of _____, 201__.

NO ALCOHOL, NO DRUGS, NO TOBACCO, NO PROFANITY. You will be made to leave the premises if any un-Christian-like behavior is observed. No food or drink in Sanctuary. No television networks are allowed to film inside the facility or use the name of Harrison in their reports.

By: _____ By: _____

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.

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: _____

For Office Use Only

Rental Amount of \$ _____ check # _____

Key Deposit of \$100 check # _____

Return Date: _____

Key # _____

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EVENT APPROVAL FORM

Directions:

1. This form should be used to obtain approval of any major event* at HUMC that was not planned at the annual COM calendar planning session.
2. This form should be used to obtain approval of a change of date for any major event planned at the annual COM calendar planning session.
3. This form must be completely filled out and approved BEFORE dates are finalized and any advertising of the event takes place.
4. Print clearly your answers to the questions below – attach a separate page, if necessary.
5. The form should be submitted to Council of Ministries for approval at the next COM meeting (4th Sundays of even months) and at least 30 days prior to the event. A person from the ministry submitting the request should be present at the meeting to present the proposal and answer questions.
6. Approval for major events should be done at the COM meetings and approved by a quorum.

*A major event is considered to be any event that involves 20+ persons and is not a regularly scheduled meeting.

Note: If the event requires fundraising, a separate fundraising approval form should be completed and submitted for approval by COM.

Which ministry is making this request? Date of request:

Name of the event:

Date and duration of the event:

What is the reason for the event?

Who will benefit from the event?

How many volunteers are needed for the event?

Describe and estimate the cost of the event:

Is the event budgeted? If not, how do you propose to cover the cost of the event?

Are there other major events within a month prior to / after this event?

Who is the point person for the event? Please provide name and contact information.

What space do you anticipate using for this event?

Have you checked with Ruth Million on the availability of this space for the date / time requested?

Do you need set up / tear down time for the event? If so, how much time do you need?

Do you anticipate any Audio/Visual support needs? If so, please complete the Audio Visual Request Form. Note: Use of the church A/V equipment and / or sound room requires the service of a trained A/V team member.

Approved by Council of Ministries Date: _____

Denied by Council of Ministries Date: _____

If the event is approved, the person responsible should complete the Facility Request Reservation Form and submit it to Ruth Million, Administrative Assistant.

FUNDRAISING APPROVAL FORM

Directions:

1. This form must be completely filled out and approved BEFORE any fundraising activity takes place.
2. Print clearly your answers to the questions below – attach a separate page, if necessary.
3. The form should be submitted to Council of Ministries for approval at their next meeting and at least 30 days prior to the fundraising event. Council of Ministries meets the 4th Sunday of even months. A person from the ministry making the request should be at the COM meeting to present the proposal and to answer any questions.
4. Approval for fundraising should be done at the COM meetings and approved by a quorum.
5. If the fundraising event is approved, you should complete an event approval form if this is for a major on-site event.
6. The approval of a fundraising event does not automatically give approval for all such events in the future. Each fundraising event needs to be approved by COM as a separate event.

Which ministry is making this request? / Date of request:

What is the reason for the fundraising activity?

Who will benefit from the funds that are raised?

How much money is to be raised?

How will the money be raised?

Duration of the fundraising activity:

How will the money be spent?

Who will decide how the money will be spent?

Describe and estimate any costs associated with this fundraiser.

Will related costs be taken out of the money raised or out of the ministry budget?

Who will be handling the money?

What, if any, ongoing expense will be incurred because of this fundraiser?

How will excess funds be disbursed?

Approved by COM: _____ Date:

Finance Chairperson: _____ Date:

FACILITY REQUEST RESERVATION FORM 2014

Please complete one form per reservation.

DATE SUBMITTED: _____

Request to Reserve:

___ Room: # of rooms desired: ___ Why? _____

___ Signage (Banner/Marquee)

___ Bus - Designated Driver: _____

___ Trailer

___ Table/ 1 or 2 desired? _____

___ Do you have any Audio/Visual support needs? If so, please complete the "Audio Visual Request Form". (Use of church A/V equipment/sound room requires the services of a trained A/V Team member).

Date(s) wanting to Reserve: _____

Time of Reservation: (allow set-up time): _____

Room Set Up Time (minutes): _____

Room Tear Down Time (Minutes) _____

Requested By: (Ministry Name) _____

Contact Person: _____

Phone Number: _____

E-Mail Address: _____

Room Reservation Preference:

PLEASE READ: From the [HUMC Facility Policy and Procedure Manual 2014](#), which can be viewed on our website: www.harrisonumc.org under Administration Forms on the homepage:

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First Preference of Rooms (can not be guaranteed)

Second Preference of Rooms (can not be guaranteed)

Banner Reservation: Desired Location ~ Please circle.

Lancaster Hwy Top / Bottom

Lancaster Hwy L-Shaped North: Top / Bottom

Lancaster Hwy L-Shaped South: Top / Bottom

Corner (Lancaster Hwy and Providence Rd W): Top / Bottom

Providence Road West: Top/ Bottom

Please submit request to Ruth Million at ruth.million@harrisonumc.org.

Audio/Visual Request Form

Event Name: _____

Date(s): _____

Start Time: _____ End Time: _____

Location: Hammill Hall _____ Sanctuary _____ Other _____

Your Name: _____

Your Phone # _____

Your E-mail Address: _____

Ministry Name: _____

Check Support needed:

____ Audio Support:

Stage microphones: # _____

Wireless Mics. # _____

Instrument hookups # _____ guitars, etc.

Audio Device _____ User supplied: IPAD, IPOD, etc.

Other audio needs: _____

____ Visual Support:

Power Point _____

Church MAC _____

User supplied laptop _____

Video provided on: DVD _____ Flash Drive _____ Other _____

Please submit request to Ruth Million at ruth.million@harrisonumc.org.

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