

Humeston Christian United Methodist Church FACILITIES USE POLICY

To schedule an event at this church, it is necessary to contact the church Pastor or church secretary. The church phone number is 641-877-4641. **The Pastor or designated representative of the Christian United Methodist Church will be present and in charge of all usage of the sanctuary.**

The following will need to be provided:

Name, address, contact phone number, date requested, time of event and number of people expected to be in attendance at the particular occasion.

The person making the reservation will be responsible for informing all participants of the facility usage policy.

Fees

Fees for all events will be paid at the time the reservation is made. There is no additional fee for a wedding rehearsal. Members are not required to pay the Pastor fee or a deposit fee for the building, however, donations are encouraged and appreciated. "Members" are those people who belong to a family that ACTIVELY attends and supports the parish. A "member means the person making the reservation is a member of the United Trinity Parish.

WEDDING FEES (Includes use of sanctuary and fellowship hall)

1. Member \$100.00 custodial fee.
2. Non-Member \$150.00 + \$100 custodial fee.
3. Non-Member (Sanctuary only, for party less than 20 people). . . \$100.00
4. Audio/Video Staff Person Fee \$50.00

USE OF FELLOWSHIP HALL (Includes use of kitchen)

1. Member Up to four hours \$25.00
All Day \$50.00
2. Non-Member Up to four hours \$100.00
All Day \$200.00

USE OF LIBRARY

1. Members only for small group meetings. \$20.00

Local non-profit organizations may have fees waived by the Administrative Council; however, donations will be gladly accepted. All reservations require approval by the Administrative Council after consideration of regular church business.

Funerals always have priority.

The use of the Church for non-charitable, money-making events is not permitted. Charitable fund-raising events must be approved by the Administrative Council.

Smoking, Alcohol Use, Illegal Drugs

There will be NO SMOKING, ALCOHOL, AND/OR ILLEGAL CONTROLLED SUBSTANCES on the church property. No person will indulge in alcoholic beverages or use illegal controlled substances prior to or during an event at the church. The Pastor reserves the right to ask any person suspected of using alcoholic beverages or illegal controlled substances to leave the premises and may refuse to continue the service or event at any point. The host/hostess is expected to inform all participants of these rules.

Use of Equipment

1. Only authorized (trained) church personnel may operate the sound, projection, and recording equipment in the booth. Prior arrangement must be made with one of them to be in attendance should you desire that convenience. Reimbursement for their time is expected. **The sound system is NOT to be used unless special arrangements have been made with the Pastor at the time the reservation is booked.**
2. Under no circumstances are either the piano or the organ to be moved. **Anyone playing the organ must have prior approval from the Worship Committee Chairperson or Trustee Chairperson.**
3. Office Equipment is to be used by church staff or others under the supervision of a staff member. All personal copies are \$.25 per copy.
4. Sound/video projector, DVD players, overhead projector, maps, pictures, etc. are available for use by all groups and organizations of the church with Administrative Council approval, but will not be loaned to outside groups or individuals.
5. All equipment purchased by the church school classes, groups, or individuals for the church automatically become church property.

Property Damage

The person making arrangements for the event is responsible for the replacement of any lost items or repair of any damaged church property.

General

1. Groups of minors must have sponsors who will be responsible for their behavior and care of the building and church property during any function in the building.
2. A designated church representative will lock the building for any event lasting past 9:00PM. Prior arrangements must be made with the church office.
3. No Saturday night activity after 6:00PM without prior approval by the Pastor or Administrative Council.

Use of Building

1. **The use of nails, tacks, staples, or scotch tape on walls or woodwork is prohibited.** Use only cork strips.
2. Flower containers must be clean, rust free, and leak proof.
3. Only oil filled candles are permitted. The only exception is a Unity candle on the communion table.
4. Flowers may not be placed on the pulpit, organ, or piano.
5. Objects that will scratch or mar the surface may not be placed on any furniture.
6. All decorations need to be removed immediately following the event unless other arrangements have been made previously with the Pastor.
7. The sanctuary is available for church related services only.
8. The sanctuary is open for prayer to any individual or family at any time the church building is unlocked.
9. Muddy shoes and boots are to be removed at the doorway on the linoleum or tile.
10. No rice or similar material will be thrown in the church building or on church grounds.

I. Other Considerations

These must be followed by everyone except for wedding parties that are paying custodial fees.

- A. **Put all garbage in the outside containers on the east side of the building, outside the back door. Be certain the lids are secure. For recycling, please take cans, plastic jugs, and cardboard boxes to the recycling bins behind B & D Auto.**
- B. Return furniture and equipment where you found it – folding chairs on racks, tables cleaned, and restacked. Please handle with care.
- C. Sweep the kitchen floor and wipe up spills. Counter tops should be left clean.
- D. Vacuum carpet if needed, including Fellowship Hall and front entry. The vacuum is kept in the storage room off Fellowship Hall.
- E. Turn faucets, and lights off before leaving the building. Ceiling fans in the sanctuary and Fellowship Hall are to be left ON.

II. Leave all rooms as clean as you found them.

- A. Doors to the Sunday School rooms and restrooms are to be left open. All other doors are to be closed before leaving the building.
- B. If you find something broken or in need of repair, please leave a note on the Pastor’s office door or the Secretary’s office door or contact a church representative.
- C. All personal items are to be removed from the facility when leaving. Nothing is to be left at the church.

III. Please do not use the sanctuary unless you have scheduled its use with the Pastor.

Questions?

We want your event to go well and your use of the facilities to be a pleasant experience. If questions arise or situations arise for which you need assistance, please call the Pastor or church office at 641-877-4641.