



UNITED METHODIST FOUNDATION OF NEW ENGLAND  
5 Bricketts Mill Road ♦ Suite 5 ♦ Hampstead NH 03841  
ph: 800-595-4347 ♦ fx: 866-231-5921  
email: [info@umnfne.org](mailto:info@umnfne.org) ♦ web site: [www.umfne.org](http://www.umfne.org)

## BUILDING USE POLICY

UNITED METHODIST

### CHURCH

#### GENERAL USE FACILITIES GUIDELINES\*

*(provided by Aldersgate UMC, Chelmsford, MA)*

#### I. INTRODUCTION

These are the general guidelines for the use of \_\_\_\_\_ United Methodist Church (UMC) facilities and equipment.

The Church Council approved the guidelines on (date).

#### II. FACILITY

##### A. General Guidelines

1. The facilities are for use by UMC people and committees in the accomplishment of the church mission. Outside individuals and organizations, whose activities are compatible with the mission of the church may apply to use the facilities. UMC ministries will have priority over outside individuals or organizations.
2. All requests by outside individuals (non-members) or organizations will be referred to the Board of Trustees for disposition. The Pastor must approve use of the facility for any religious activity.
3. UMC organizations must coordinate their facility use with the Church Council.
4. Everyone using the church facilities and grounds must conduct their activities and treat the facility in a way that reflects respect for God's house. Smoking is prohibited in the building. The consumption of alcoholic beverages or the possession of legally prohibited drugs is prohibited in the building or on the church grounds.
5. The church must be maintained as a "clutter free" environment by:
  - a. Storing material in storage areas and cabinets as designated by the Board of Trustees.
  - b. Coordinating displays and bulletin board communications with the church staff.
6. Each activity leader is responsible for returning rooms used to their original arrangement.
7. All usage of the church facility and grounds will be accomplished in accordance with the church's Safe Sanctuary Policy. (Attachment 1).

##### B. Specific Area Guidelines

1. The sanctuary will generally be only used for worship activities. However, the pastor will have the authority to grant exceptions. All activities on

Saturday should be completed by 4:00PM to allow sufficient time for preparation for Sunday worship services.

2. The Fellowship Hall and Kitchen are for general use. Activities requiring these areas for extended periods should be limited. Use of the Fellowship Hall and Kitchen will be coordinated with the Church staff. Kitchen use will be in accordance with the Kitchen Use Guidelines. (Attachment 2)
3. Sunday morning activity signups and sales are encouraged to take place in the Fellowship Hall.
4. \_\_\_\_\_ Nursery uses the facilities during the school year. Church use of the facilities must be compatible with the Church/School Agreement.

### **C. Use Approval Procedures**

1. \_\_\_\_\_ UMC and United Methodist Ministries
  - a. The Church Council will coordinate ministry and work area activities requiring facility use.
  - b. The Church Administrative Assistant will maintain a schedule of facility reservations, and will schedule reservations requested by AUMC committees, members (e.g. weddings, funerals, family events, etc.) and other United Methodist groups. The schedule will also include facility use by outside individuals or organizations approved by the Board of Trustees.
  - c. The Administrative Assistant, in consultation with the Pastor and Church Council where necessary, will resolve any schedule conflicts.
  - d. Members of \_\_\_\_\_ UMC, those who regularly participate and other groups sponsored by the District or Conference offices may use the facilities without any financial contribution.
  - e. For funerals, weddings and other private events, a suggested contribution of \$35 is encouraged to cover extra custodial expenses.
2. Outside Organizations and Non-Members
  - a. Outside individuals or organizations requesting to use the facility must complete a Church Facility Use Request Form (Attachment 3) and receive approval from the Board of Trustees. Requests to use Church facilities for private parties will not be approved. The church Secretary will maintain all completed forms.
  - b. The Trustees, in consultation with the Pastor will evaluate all requests.
  - c. Church staff and / or the Trustees assign rooms so that Church ministries and the \_\_\_\_\_ School (when in session) are not interfered with.
  - d. Outside organizations, whose missions are determined to be supportive of a church mission area (e.g. Evangelism or Outreach) may use the facilities with no expected contribution as approved by the pastor and the Trustees.

- e. To cover utility and custodial services, the church expects contributions from private individuals or organizations that request to use the facilities and are not associated with a church ministry.

Customary daily contributions are as follows:

- |                                 |       |
|---------------------------------|-------|
| 1. Fellowship Hall:             | \$100 |
| 2. Fellowship Hall and Kitchen: | \$150 |
| 3. Sanctuary:                   | \$250 |
| 4. Other Rooms (each):          | \$25  |

### III. EQUIPMENT

#### A. Responsibility

1. The Trustees have responsibility for managing all church equipment (e.g. tables, folding chairs etc.)
2. Equipment will be stored in areas designated by the Trustees.
3. All equipment will be returned to designated storage areas after use
4. The document “Kitchen Use Guidelines” (attachment 2) controls the use of the kitchen and the equipment in it.

#### B. Use Approval Procedures

1. The \_\_\_\_\_ UMC ministry areas and members will have priority over outside organizations for equipment use.
2. Equipment used to accomplish scheduled ministries does not need prior approval.
3. Church members requesting to borrow equipment (e.g. tables, chairs etc.) for personal use off church grounds must have prior approval of the staff. Each requestor will complete an Equipment Request Form (Attachment 4) that will be approved and maintained by the Administrative Assistant.
4. Organizations requesting to borrow equipment must have the prior approval of the Pastor or Church Staff. Requestor will complete an Equipment Request Form (Attachment 4) in order to obtain the approval.
5. The Administrative Assistant will maintain records of equipment borrowed and returned. The user will return the equipment to the designated storage area. Repair or replacement of damaged equipment is the financial responsibility of the user.

### IV. BULLETIN BOARD AND DISPLAY AREAS

- A. The Church Council, in conjunction with the Trustees, has the responsibility for church bulletin board and display area usage.

### V. SECURITY

The security of the church is the responsibility of everyone who uses it. Persons unlocking entrances must take full responsibility to secure the entrance after use

or delegate the responsibility to a trustworthy person. In the event a door cannot be secured, it must be reported to the church staff or a Trustee.

#### **A. Security Systems**

1. Door key locks are the responsibility of the Trustees.
2. A set of keys for emergencies will be stored in an outside lock box for use by fire department and rescue personnel.

#### **B. Key Access**

1. The Trustees are responsible for determining church access policy, including access groups and key duplication. The church staff will approve access to a church key.
2. Persons requesting a key for the outside door locks must fill out a Key Access Form. (Attachment 5)
3. The church Administrative Assistant will maintain records of approved access forms.
4. When a person leaves the church or no longer has access need, the key will be returned to the church staff who will record its return.
5. The Trustees will conduct periodic inventories of authorizations and keys to ensure proper access control.

## **VI. FIRE ALARM SYSTEM**

The church is protected by a fire alarm system. In the event of an alarm, all occupants are to exit the building in an orderly manner. The fire department is responsible for deactivating the system.

#### **Attachments**

1. Safe Sanctuary Policy (separate document to be included in the manual)
2. Kitchen Use Guidelines (noted at Council meeting; this is under revision)
3. Church Facility Use Request
4. Equipment Request Form
5. Security Access Form
6. Security Access Form