

Garris Chapel United Methodist Church Building Use Policy

(Adopted by GCUMC staff June 2010)

Garris Chapel UMC has enhanced its commitment to hospitality by adopting a “Building Use Policy” that encourages utilizing and sharing our facilities while maintaining responsible stewardship of our valuable assets.

A copy of this policy is available on the church web site and in the office to guide groups wishing to reserve and use the building.

The facilities of Garris Chapel United Methodist Church exist for the primary purpose of being used by its members through its ministries.

Requests for building use will come for approval to the church.

The Priority of Use Shall Be As Follows:

1. Recognized Groups Within the Church:
 - Church Services- (i.e. worship services, Sunday School, adult, youth and children’s education, mission events)
 - Regularly scheduled church activities- (committee meetings, small group meetings related to church ministries, and scouts)
 - Connectional ministries within the United Methodist Church

2. Church Members
 - Weddings, funerals, memorial services, anniversaries, and receptions which follow these services.
 - Music staff may use the building for recitals if there is not a conflict with church programming.
 - Music staff may use the facilities for private teaching if cleared with the music director and office manager for calendaring.

3. Service Organizations or other Non-Profit Groups

Outside groups that are non-profit and agree to abide by this Building Use Policy will be considered at the weekly staff meeting as space limitations and custodial services allow.

On-going Meeting Space:

In order for outside non-profit groups to be considered for on-going meeting space, a church member must be an active participant in the group and be present for the meetings being requested.

One-Time Special Events :

In order for outside non-profit groups to be considered for one-time special events, a church member must be present at the event being requested.

On-going Support Groups :

On-going support groups that we host will be allowed to request space without a church member present in the group.

Fees:

There are no fees for members using the facilities.

There are typically no fees for outside non-profit groups that use our building during regular custodial hours as we understand this use to be part of our stewardship to the community. Donations to help off-set the cost of custodial duties and building use are welcomed.

Exception: *If the event falls outside of regular custodial hours, or the event requires extra custodial coverage, there will be a fee of \$100.00 to cover these expenses.*

Making a Reservation

Church activities will have a top priority.

Church events and church-related meetings may be scheduled in advance as early as they wish.

An Application for Use of Buildings and Grounds must be completed by all groups and submitted to the church office manager in the church office. Applications for Use of Building and Grounds are available in the church or on our website.

Outside groups may submit an Application for Use of Buildings and Grounds no earlier than 3 months ahead and no later than 2 weeks before the event, with the exception of weddings. Once approval is granted, every effort will be made to honor our commitment; however, unplanned church events such as funerals and memorial services may require changes to this commitment.

The Application for Use of Buildings and Grounds provides for every area of the church. All facilities, set-ups, and other service needs (i.e. food, sound, etc.) must be included on the form.

Other guidelines to be followed include:

All church groups and outside groups that sponsor events involving children or youth in attendance must abide by the guidelines of the GCUMC Safe Sanctuary Policy (available from the church office).

When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.

Use of the Sanctuary must be approved by the Pastor.

Due to the complex heating/cooling system, only the church sponsor as listed on the Application for Use of Building is permitted to change the controls.

No food or beverages are permitted in the Sanctuary.

Smoking, alcoholic beverages, illegal substances, and weapons are not permitted in the buildings or on the grounds of the church.

Users are expected to leave the building clean and in the same conditions it was in prior to the event and must remove all items *including any food* associated with their program immediately following the event.

Please use ONLY the designated rooms you have reserved. It may appear that an empty room is available, but in reality it may have been reserved for another group later in the day/evening or the following day.

Furniture or equipment cannot be moved without the permission of the office manager to maintain the quality of the building's furniture and equipment and to prevent damage. The user will be held responsible for any damage done to the church property.

The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.

The use of any church property, such as tables and chairs, must be approved through the office manager.

Non-church sponsored activities that could present the image that the church is taking a stand or backing an organization will not be permitted.

Dining or the serving of food is limited to pre-approved designated areas, and activities and programs are limited to the space that is assigned.

Programs in the Sanctuary, Youth Center, and Family Life Center that require the use of the sound or video systems must have a church technician on duty during the event. The sponsor will be responsible for compensating the technician.

Please let church staff know of any broken or damaged items or any other issues with building use. (252-566-4355)