

## BUILDING AND PROPERTY USE APPLICATION

ORGANIZATION: \_\_\_\_\_ Date Received: \_\_\_\_\_

ADDRESS \_\_\_\_\_

.....

Date of Activity \_\_\_\_\_ Time of Activity \_\_\_\_\_

### CHURCH FACILITIES REQUESTED

Fellowship Hall    Kitchen    Classroom    Children's Worship Center    Sanctuary    Old Church Building

Type of Activity \_\_\_\_\_ Number of Persons \_\_\_\_\_

Time Requested \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM

### PERSON IN CHARGE OF ACTIVITY

Name \_\_\_\_\_ Church Member    Yes    No

Address \_\_\_\_\_ Phone \_\_\_\_\_

CHAPERONES WHO HAVE AGREED TO SUPERVISE THIS ACTIVITY (If it is being held for youth, a minimum of one adult to 10 children is required)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

.....

I have read and agree to abide by the policies and regulations concerning use of the facilities of St. Thomas United Methodist Church and will assume full responsibility for their enforcement. My Check is enclosed to cover the cost of service.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of person submitting application

### DONATIONS REQUIRED *(to be filled out by Trustees)*

Sanctuary \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Classroom(s) \_\_\_\_\_

Children's Worship Center \_\_\_\_\_ Old Church Building \_\_\_\_\_ Total \_\_\_\_\_

This application has been reviewed according to the rules governing the usage of St. Thomas UMC:

Approved    Disapproved

\_\_\_\_\_  
Trustee/Minister/Church Office  
(Designators of Board of Trustees)

\_\_\_\_\_  
Applicant

## INTRODUCTION

This church-use policy represents many hours of thoughtful deliberations to revise an earlier policy. It is an honest attempt to provide clear guidelines for the use of our facilities by church and non-church groups. The latter includes groups not affiliated with nor sponsored by St. Thomas United Methodist Church (STUMC).

Pursuant to the Discipline of the United Methodist Church, use of the church buildings, equipment and grounds by church groups and non-church groups must be in accordance with the general purposes of Christian fellowship.

These policies serve as a guide in decision-making and as a statement of purpose for both members and staff. They are an expression of our stewardship of property, utilities and personnel. Our goal is to continue to be helpful to as many as we can in a fair and equitable manner.

STUMC welcomes the use of its facilities by community service, fellowship and educational groups. The following policy statements have been prepared by the Board of Trustees and approved by the Administrative Board.

These policies have been prepared as an equitable means of providing maximum use of the church facilities by the community after meeting the needs and responsibilities of the congregation. Recognizing the priority of the core church-related activities, it is expected that thoughtful implementation of these policies will ensure proper care of all church buildings, equipment and grounds.

The Church sanctuary and narthex will be used for church-sponsored and church-related activities only. Other uses are permitted only with the prior written approval by the Minister.

The intended purpose of all suggested contributions is to help cover some of the basic maintenance, utilities and janitorial expenses.

Except as specifically noted, inquiries about these policies, application forms and suggested contributions shall be directed to the church office. If more than routine clarification is required, action by the Board of Trustees or the Administrative Board, or both, may be required. In these policies, the term "church" refers to STUMC.

## RESERVATIONS

1. Reservations by non-church groups shall be made with the church office as far in advance as possible. The request shall be made in writing at least 45 days prior to the event and shall specify precisely the rooms desired, any use of outside facilities (including the church grounds and the parking lot for other than car parking), the start and expected finish hours and the dates. Reservation forms are available at the church office. Non-church groups using the church property on a scheduled basis are required to make annual application on a regular basis for the use of the building.
2. Cancellations shall be made with the church office as far in advance as possible. The notification shall preferably be made in writing.
3. Requests for the use of special facilities (e.g. kitchen and church grounds) will be forwarded to the Board of Trustees by the church office for approval.
4. Due to the cost of replacement, church equipment or furnishings may not be used off the premises of the church property.
5. Each user group shall have a sufficient number of responsible adults in attendance at all times who shall be fully responsible for all the policies contained herein regarding damage, cleanliness, security, use of utilities, contributions, and similar obligations of any user.
6. Night meetings should be terminated in time to have the building properly secured and lights out by 10:00 PM. Extension may be granted only by special request and will be handled as in item #3 above.
7. Priorities shall be established for use of all church facilities in accordance with the following guidelines:

As soon as it is determined that conflict exists among the requests for use of the facilities, the church office will resolve the conflict by suggesting an alternative time or facilities. Failing this, approval will be made in accordance with the following general priorities/

- A. Church worship services, including wedding ceremonies, funeral services, and church school
- B. Church organizational meetings
- C. Social and recreational activities of church groups
- D. District church conferences or meetings
- E. Church members social activities, e.g. wedding receptions
- F. Church-sponsored groups, e.g. Scouts
- G. Non-church organizations who regularly use the church
- H. Community service and educational organizations

8. As a general rule, meetings or use of the facilities by non- church groups will not be granted for any Sunday.
9. No non-church activities (except weddings) are to be scheduled after 4:00 PM on Saturday, as the building must be in order for Sunday use.
10. The Administrative Secretary will maintain a calendar of all church activities.
11. The church reserves the right to pre-empt any scheduled activity of any group for good and sufficient reasons. Every effort will be made to give as much advance notice as possible.

### **CLEANLINESS**

1. All groups using church facilities and equipment are expected to leave them in a clean and orderly fashion. Furniture and equipment should be placed where originally found.
2. Groups using the kitchen shall adhere to the posted instructions for use of the kitchen equipment and are responsible for leaving the kitchen in a clean and orderly fashion. Kitchen counters, cabinets and carts will be cleaned. Stove and oven will be cleaned, if used. Refrigerator will be wiped out, if used. All leftover food will be removed from the premises and trash will be placed in the outside trash bin located in the parking lot.
3. All non-church groups will provide their own napkins, table coverings, paper plates, etc.
4. Non-church groups must provide their own storage for items, as there is not sufficient room at the church.

### **SECURITY**

1. Security is the responsibility of all groups using church property. Security shall be maintained during use (either alone or in coordination with other user groups) and when leaving.
2. User groups must restrict all activities and the presence of all group-related personnel to those areas for which permission has been given and direct access to such areas.
3. The user group is charged with the responsibility of closing windows, turning off lights (including those in restrooms) and locking all exterior doors before leaving the building.
4. The church buildings will be kept locked when not in use.
5. A representative of the user group will be assigned a key by the Trustees to be returned shortly after use.

## **FUND RAISING ACTIVITIES**

1. The church buildings, equipment and grounds shall not be used for commercial purposes, except when profit is to be used for religious, charitable or community benefit.
2. Non-church groups may not conduct fund raising or profit making activities on the church premises.

## **SUGGESTED CONTRIBUTIONS**

1. Contributions shall not be requested of any church group for the use of church buildings, equipment or grounds.
2. Contributions shall be requested of non-church groups in accordance with the schedule established by the Board of Trustees and approved by the Administrative Board. The Board of Trustees shall update this schedule annually.

## **GENERAL CONDUCT**

1. All persons, groups, or organizations are expected to conduct themselves in a Christian-like manner at all times.
2. All ball playing and roughhousing must be conducted outside the church buildings.
3. Smoking is **not** allowed within the church buildings.
4. Alcoholic beverages, drugs, gambling, or the use of un-Christian videotapes or movies are prohibited on church property.
5. Except for the altar, no candles or other open flames are allowed inside the buildings except with special permission from the Board of Trustees.
6. Telephone use is limited.

## DAMAGE AND LIABILITIES

1. Non-church users will assume full responsibility for any damage, which may result from such use.
2. Abuse of church property, or violations of the general rules of conduct, shall be grounds for denial of further use.
3. Non-church users must agree to assume responsibility for any legal liability for injury or damage to the persons or property of the user group or others, and for any uninsured injury or damage to church personnel or property in connection with use of the building or grounds. Non-church user must further agree to save the STUMC harmless in the event of any injury or damage.

## CONTRIBUTION SCHEDULE

For any approved non-church group using the facilities of STUMC, the following contribution schedule will apply and will be paid in advance.

		Member	Non-Member
Classroom	2 hours (min)		\$50.00
Fellowship Hall	4 hours (min)	\$275.00	\$550.00
Sanctuary	2 hours	\$405.00	\$915.00
Kitchen (*Limited Use)			
	4 hours (min)	\$100.00	

\*Limited use would include counter space with access to water and refrigerator.

Contributions are applicable to both church and non-church members for private functions. Contributions shall be waived for all church sponsored and church sanctioned affairs, i.e. Scouts.

Community service groups, which offer ministry, such as AA, will be asked to make a financial contribution on a regular basis.