

**St Matthew's United Methodist Church**  
**Building Use Policy**  
**November 9, 2023**

**Responsibilities**

It is the responsibility of the trustees to adopt, maintain, and administer this policy. The church office administrator ensures day to day compliance with the policy.

**Scope**

This policy encompasses activities and events taking place on the St. Matthew's UMC campus, to include buildings and grounds.

**Use of Church Facilities**

The use of church facilities, grounds and parking areas is permitted for the following activities:

1. Church activities and ministries, to include worship; education; fellowship; child and youth groups, to include the day school and scouting programs; member services, approved recreation programs, and administrative functions.
2. Outreach programs, to include: shared space organizations; community programs (i.e. AA meetings); community activities and private events such as weddings, funeral services, birthday parties, and sports events.
3. Worship services and funerals are approved in advance by the senior pastor.
4. The trustees or church office administrator reserves the right to decline an application for church facilities use based on previous damage or failure to follow conditions of this policy, or intended purpose of the event.
5. Terms of this policy may be changed or adjusted to meet individual circumstances by the trustees or pastor.
6. Political events and political activities on the St Matthew's UMC campus are not an appropriate building use forum.

**Building Use Application Process**

Building and grounds use requests are made through the church office administrator. Requests are considered by following process:

1. Compliance with 'Use of Church Facilities' as outlined above,
2. Space and time availability. Church programs are given priority ranking over community and non-member private events. Applications are considered on a first-come, first served basis.
3. All applications are made and signed by one adult sponsor or contact person for the event. The sponsor's signature signifies that they agree to the terms of the agreement, including being held responsible for damage or maintenance issues.

**Fees, Deposits and Related Costs:**

1. Fees and deposits are outlined in the Fee Schedule. Usage fees are collected to recover costs to the church.
2. All fees and deposits are to be paid to the church office administrator or designee in advance of the event as a condition of the application approval.
3. Building damage, broken equipment and leaving the event requiring church clean-up, as determined by the trustees, is the responsibility of the activity sponsor.

## **Building Use Policy**

4. Keys to the building are picked up from the church office administrator, or designee, by the sponsor no earlier than two days prior to the event and are returned no later than two days following the event.
5. The security deposit is held until all keys are returned and the premises are checked for damage and clean-up. A program that results in forfeiture of the security deposit must meet with a member of the trustees before being allowed to request another reservation.

### **Safety, Security, and Maintenance:**

1. The sponsor or contact person is responsible for the safety of all persons at the event and for building/grounds security. This includes supervision of children during the event.
2. The sponsor or contact person for the event is responsible for ensuring set-up and clean-up. In the event of damage or the building/grounds are not left in the condition found prior to the event, as determined by the trustees, or designee, may result in forfeiture of the security deposit and cancellation of future reservations. Damage or clean-up expense to the church in excess of the security deposit shall be charged to the event sponsor.
3. The use of tables and chairs from the gym utility closet may be requested on the Facilities Usage Request form. Additional tables or chairs may be available from adjacent rooms. Furniture set-up and take-down is the responsibility of the group as church custodial staff is not available for this service. Such borrowing is discussed with the church office administrator in advance to avoid conflicts with other scheduled groups. The event sponsor or contact person is responsible for returning chairs and tables to the gym utility closet.
4. The use of tobacco products, alcohol or non-prescribed controlled substances within buildings or on the grounds is strictly prohibited.
5. Lights, heating/air conditioning are turned off or adjusted as directed by the church office administrator upon completion of the event.
6. Pets are not allowed in buildings or playground. Service animals may be brought to events with advance notice to and approval by the church office administrator.
7. All doors are locked and gates are closed at the completion of the event.

### **Decorations:**

No decorations of any kind may be attached, tied, glued, or stapled to any wall, ceiling, floor, door, or door frame without advanced approval by the church office administrator or designee.

### **Hours of Usage:**

Church facilities shall not be occupied earlier or later than stated on the reservation. However, sponsors are allowed one hour to set up and one hour to clean up in addition to the reserved time. All reservations end at 12:00 midnight, unless approved in advance by the church office administrator, or pastor. An additional fee shall be charged for early arrival or late departure.

### **Insurance:**

The approval of a reservation may require the sponsor to sign a release indemnifying the church for any injury that may occur during an event. At the trustee's discretion, some building uses require non-members to obtain and maintain liability coverage.

## Fee Schedule, up to three hours (1)

### Sanctuary

Guest worship service or funeral (2) refundable security deposit

### Fellowship Hall & Kitchenette

Member programs (3) no charge  
All other purposes \$100  
Rate per additional hour \$25

### Gym

Member programs no charge  
All other purposes \$50  
Rate per additional hour \$25

### Gym plus Kitchen

Member programs no charge  
All other purposes \$100  
Rate per additional hour \$25

Nursery, Deats Building/Annex, Per Room refundable security deposit

(1) The fee schedule covers church programs and ministries, and approved community activities and programs.

All reservations require payment of a refundable \$50 security deposit, unless approved in advance by the trustees.

Members are not charged a fee or security deposit for meetings, or fellowship programs.

(2) A guest worship service or funeral is approved in advance by the senior pastor.

A guest request to use the sanctuary on a reoccurring basis for worship services are considered on an individual basis by the senior pastor.

(3) Member programs include church service meetings and church fellowship activities