



Building Use Policy

Effective June 5, 2025

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, including 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, including worship, education, fellowship, children's ministry, youth group, day school, scouting programs, member services, approved recreation programs, and administrative functions.
2. Outreach programs, including 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. Any 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 the conditions of this policy or the 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.

Building Use Application Process

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

7. Compliance with 'Use of Church Facilities' as outlined above,
8. 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. The gym is only available for outside use weekdays after 6pm, Saturdays, and Sundays after 3pm. A deposit of \$50 is required to reserve your time.
9. By paying the refundable deposit, you are agreeing that you received and will hold to our Building Use Agreement and Kitchen Use Policies. By violating any of these policies, you are forfeiting your right to have your deposit refunded.
10. All applications are submitted by one adult sponsor or contact person for the event. The sponsor's online agreement signifies that they agree to the terms of the policy, 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. In the case of payment not being made within office hours before the event, no keys will be given and your event will be removed from the church calendar. Church office hours are Monday-Thursday 8:30a-12:30p. If a special arrangement is needed, approval by the office administrator must be arranged in advance. You can make these arrangements by emailing info@StMattSA.org
3. Building damage, broken equipment, and leaving the event in a way that requires church clean-up, as determined by the trustees, is the responsibility of the activity sponsor.
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, with the exception of holidays. If all fees are paid before event but keys are not picked up during office hours or arranged in advance with the office administrator, you do not have permission to access the facility. You may arrange a time with the office administrator to have your fees returned, but forfeit the deposit. Failure to return the keys by the following Tuesday will result in not receiving the deposit back.
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.
6. Deposit must be left in cash or check to reserve your date. Final Payment for the Facility Use is due at or before the time of picking up the keys from the office administrator. Final Payment is accepted in cash, check, money order, or online (for a fee).

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. Children on the playground must be supervised by an adult. The playground is strictly off-limits during St. Matthew's UMC Day School hours.
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 expenses to the church in excess of the security deposit shall be charged to the event sponsor.
3. Fellowship Hall tables and chairs are located behind the partition. Gym tables and chairs are located in the utility closet to the left of the kitchen door. Do NOT move tables and chairs to other areas of the church for use. 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 correct arrangement or storage locations. We recommend you take a picture before use so everything is returned to the way you found it.

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 the 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.
8. All trash must be taken to the dumpster and trash bags replaced. Extra trash bags are located on the janitor's cart in the gym.
9. Do not, in any circumstance, duplicate the key.

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 hours¹

Sanctuary

Guest worship service or funeral ²	\$50 security deposit
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Fellowship Hall & Kitchenette

Member/Church programs ³	\$50 security deposit no charge
All other purposes	\$150
Rate per additional hour	\$25

Gym

Member/Church-programs	\$50 security deposit no charge
Sports Practice only (M-F 6-9p)	\$50
All other purposes	\$100
Rate per additional hour	\$25

Gym plus Kitchen

Member/Church-programs	\$100 security deposit no charge
All other purposes	\$150
Rate per additional hour	\$25

Nursery, Deats Building/Annex, Per Room

refundable security deposit

¹ The fee schedule covers church programs and ministries, as well as 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 must be approved in advance by the senior pastor.

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

³ Member/Church programs include church service meetings and church fellowship activities. All other activities will require a deposit and fee unless otherwise approved by the Trustees in advance.