

**BLACK RIVER FALLS
UNITED METHODIST CHURCH**

**BUILDING USE
POLICY**

SEPTEMBER 2013

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GENERAL GUIDELINES FOR USE OF FACILITIES

Church Vision That Guides Our Building Use: *Serve, Teach, and Love as We Grow in Faith*

1) Goals

- To use this space in a God honoring way
- To treat visitors as honored guests

2) Criteria To Determine Building Use:

- Activity fits with who we are and what we believe
- Space availability
- How use impacts other programs
- Evaluation of safety/legal issues
- Group understands respect for the property

Statement of Policy:

Our church has been blessed with a wonderful facility to carry out the mission of the church. Therefore, proper oversight must be given to these facilities to ensure that:

1. Adequate facilities exist to effectively carry out the ministry objectives and goals
2. Users exercise proper care and safety
3. Such facilities are properly protected against loss or misuse
4. Wise stewardship is being expressed through energy conservation, cost reductions and safety measures
5. The life of the facilities is extended through a proper maintenance program.

Building Eligibility Guidelines:

The facilities and equipment of Black River Falls United Methodist Church exist for the primary purpose of being used by its members through its organizations and ministries.

1. A Facility Use Request Form should be completed for all groups requesting facility use.
2. Facilities are not available to outside groups for profit making activities.
3. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs.
4. A Certificate of Liability and Property Damage insurance coverage naming Black River Falls United Methodist Church as an additional insured **MUST** be on file prior to the date of the event by all outside groups for the purpose of covering liability and property damage or accidents that might occur on church property.

5. All outside groups or persons requesting use of church facilities must also have and adhere to our Safe Sanctuary Policy (see attached) regarding minors. A minimum of 2 adults must be present at all times.

The Priority of Use Shall Be As Follows:

1. Events are scheduled on a first come basis--with the church office calendar.
2. In the event of a funeral, the previously scheduled event maybe cancelled or rescheduled.

Reservations:

A Facility Use Request Form must be completed by all groups and submitted to the Church Administrative Assistant in advance of the activity. The Facility Use Request Form 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.

A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at the time of reservation. **All church activities are scheduled on the master church calendar.**

Approval Guidelines for the space request use shall be as follows:

1. All activities shall be approved pending availability of space and the priority schedule, and must be consistent with Black River Falls UMC mission statement and the building use philosophy.
2. No date is placed on the calendar until the form has been submitted and approved.
3. Long-term impact on the facility and equipment will be taken into consideration as part of the approval process.

Building Use Procedures and Guidelines:

The event representative is responsible for the following:

1. After building use, clean up all the areas used. The area should be returned to the same condition as before use.
2. Turn out lights, close windows and check rest rooms.
3. Report any maintenance problems and damages to the Church Administrative Assistant.
4. Before leaving the building lock door and put key in the box by the back entry.

Publicity and Promotion:

There will be no postings of any kind adhered to the walls. Postings that appear on the church kiosk or any other posting device must have prior approval of the Church Administrative Assistant.

Facility Use Guidelines:

To make your event and others enjoyable and non-chaotic, please adhere to the following guidelines:

1. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. Activities and programs are limited to the space that is assigned.
3. Smoking and the use of alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the church.
4. Dining or the serving of food is limited to pre-approved designated areas.
5. Use of candles is not allowed.
6. The user is expected to leave the building reasonably clean and in the same condition it was prior to the event and must remove all items associated with their program immediately following the event.
7. If furniture or equipment is to be moved, it must be done with the permission of the Board of Trustees to maintain the quality of the building's furniture and equipment, and or damage.
8. All decorations in the facility and on the grounds of BRF UMC must be approved by the Board of Trustees. No items may be affixed to any surfaces without the consent of the Board of Trustees.
9. The user will be held responsible for any damage done to church property.
10. The user assumes liability for injuries to persons attending the event and for damages or loss of the user's property.
11. Programs in the sanctuary that require the use of the sound system must have one of the church's sound technicians on duty. This service will be included in the usage fee. (See Fee Schedule)
12. 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. All children or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times.
13. The following items are not allowed in or on church property:
 - Weapons**
 - Alcoholic beverages**
 - Tobacco products**
 - Controlled substances/drugs**
 - Anything that would distract from a Christian atmosphere.**

14. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.

Special Rules For Use:

1. The capacity of the Sanctuary should not exceed fire code capacity at any one time, currently:
250 for Sanctuary
126 for Fellowship Hall.
2. Shirts or tank tops, along with suitable attire, are required at all times.
3. BRF UMC does not assume liability or responsibility for any participant.
4. **“For Profit Groups”** No group or individual may use the building for commercial ventures.

Kitchen:

The primary use of the kitchen facility will be for church wide functions such as banquets, meals and other pre-arranged meal functions.

Organizations using the kitchen will be required to comply with the following procedures:

- Meet with Kitchen Crew to be instructed on the use of the equipment: (Stove, dishwasher, garbage disposal and coffee maker) prior to event.
- Read posted instructions carefully before using dishwasher/coffee makers day of event.
- Clean, dry, and put away all dishes and utensils according to approved methods, i.e. dishwasher.
- Wash all counter tops and work areas with cleaner.
- **Do not** leave leftovers in the refrigerator.
- Check stove, oven, and other appliances to make sure they are turned off and nothing left inside of oven.
- Bag and tie garbage and leave in kitchen.
- Church groups must launder dish towels, tablecloths, etc. and return within 48 hours. Non-church groups are to leave dish towels on counter.
- No furniture or equipment may be borrowed from kitchen or fellowship hall.
- •Leave Fellowship Hall tables the same as they were prior to your event.