

## RULES ON THE USE OF CHURCH FACILITIES

Revised 4/19/99; 5/2/00, 5/15/00, 1/30/01, 6/1/04, 2/25/08, 5/12/09, 3/29/11, 12/14/14, 8/2/16, 8/20, 9/2022)

**CHURCH CONTACT PEOPLE:** (Call the church office [330-239-2396] for name and phone numbers of the people listed below.) Pastor 330-242-8092 Custodian 440-292-6816

### I. GENERAL REGULATIONS

A. Priorities in the use of the facilities: (**NOTE:** Scheduling conflicts will be resolved by negotiation with the Pastor and Trustees [if necessary].)

1. Funerals & worship services
2. Groups that are directly part of the church program
3. Church sponsored groups
4. Other community groups, such as 4-H, etc.
5. Non-profit community groups, "pick-up" groups, etc.

B. There shall be no tobacco, drugs, alcohol or firearms allowed in the church or on church premises at any time.

C. No food or drinks permitted in the Sanctuary or Library.

D. Use of any liquid or solid that can stain surfaces is prohibited. This includes, but is not limited to, any red drink or juice (fruit punch or cherry), grape, orange, or any Kool-Aid (other than clear). We encourage the use of clear refreshments or milk. When anything with frosting is served (cake, doughnuts, etc.) Please pay close attention to children/youth under your supervision.

E. Gym/Fellowship Hall is part of the church, appropriate behavior shall be maintained at all times.

F. Each group must have an active member of the church WITH THEM who is at least 18 years of age and who will be responsible for the group. If such a person is not available, they may have an adult who is a member of the community and has been approved by the Trustees as a chaperone. **Minor children must be supervised at all times in all rooms, even in the Fellowship Hall/Gym.** Those responsible for the group shall:

1. Through the church office, schedule the use of the building in a timely manner
2. Pick up, then return the key after use
3. See that the rules are kept regarding the use and care of the building; require appropriate group conduct at all times
4. Turn out the lights, check lavatories, check and lock doors, leave the building as good or better than they found it: this includes vacuuming/mopping floors and wiping off tables/counters in rooms being used by the group.

The group is responsible for any breakage/loss. Saturday **events must conclude by 8 PM, allowing time for the church to be readied for Sunday morning services.** Some Adult Fellowship and Game Night may be excluded with the understanding they will make sure the church is readied for Sunday Morning.

G. No equipment or church furnishings are to be borrowed from the church. However, tables and chairs in the storage room only can be borrowed for church functions through the church office.

H. Failure to abide by the rules described herein may mean forfeiting the privilege to use the building in the future.

### II. REUNIONS, FAMILY GATHERINGS, AND SPECIAL OCCASIONS

A. There is a charge for **custodial services** for any event that is not in his/her job description. This applies to members and non-members alike. **Contact with custodian must be at least one month in advance.** (Which includes payment of fees 30 days prior to the scheduled event.)

A down payment is required at the time of scheduling the reservation for the facility. Rental fees for the use of the facilities:

	<u>Member Cost</u>	<u>Others</u>	<u>Custodial</u>
Sanctuary only (down payment)	No Charge	\$200.00	\$100.00
Fellowship Hall / Kitchen (Down payment)	No Charge	\$200.00	\$100.00
Pavilion & Restrooms (Down payment)	No Charge	\$200.00	\$100.00

*(Custodial Fees listed are minimums, to be determined after consultation with custodian)*

**(Note: "Member" applies to members and their immediate family. All fees are payable to Granger United Methodist Church. Others must pay at the time of scheduling the event, in order for the date to be reserved.**

C. Pastor may use his/her discretion with church fees. Employee fees can be determined after consulting with custodian.

### III. WEDDING AND RECEPTION REGULATIONS

A special word of understanding may be in order. The church seeks to be a part of the community. We really want to be helpful to all couples who are at a special time of their life, as they prepare for their marriage. However, the church is under no obligation to provide time and space for non-members to be married. It is a service we are willing to provide because we believe that Christ would want us to do so, as a means of reaching out to people in need. We believe that the Church and Christ add a dimension to a marriage that is essential to a loving marriage. We believe that a service of Christian marriage mirrors a couple's commitment to Christ. We are willing to be a part of your life, and to share with you your special day, but we ask that you consider the importance of faith in all of your life, and especially your marriage.

- A. Couples must first call the church office, 330-239-2396, to schedule an appointment with the pastor. At the end of the first appointment, the pastor will determine if the wedding may be performed in the church. The couple will be expected to have at least two more appointments with the pastor and in the case of inactive/non-members, a deposit is required to reserve the church and date. There is no set fee for the pastor when at least one member of the couple is an active member or one member of the immediate family of the couple is an active member. Weddings are performed at the sole discretion of the pastor.
- B. The person making the reservation will need to provide their own musician.
- C. In that this is a service of Christian worship, there will be no flash pictures permitted during the ceremony (from arrival at the altar until after the benediction). Time exposures are permissible from the back. Videotaping may be done from two fixed locations and not moving around. It is the responsibility of the couple to instruct their photographer and florist to contact the Office Administrator or Pastor with any questions, or plans to visit the church. They will be requested to follow our rules and regulations.
- D. There shall be no tobacco, drugs, alcohol or firearms allowed in the church or on church premises at any time.
- E. CONFETTI and RICE are prohibited. The use of birdseed or bubbles may be used only outside the church.
- F. Persons using the sanctuary, kitchen, or fellowship hall, must set up their own needs. The Office Administrator or Pastor will assist, but it is the outside party's responsibility to advise the Office Administrator or Pastor during their first meeting, or as soon as possible after, and no later than two weeks before the wedding date. He/She will then confirm arrangements with the custodian.
- G. After the wedding and reception (if held at the Granger Church), all equipment must be restored to its proper place and arranged as before. (This includes all rooms used for dressing, both bride and groom, to be sure no pins, clothing, or other items are left in the Sunday School rooms.) A reception held on Saturday must end no later than 8:00 PM in order to allow the church to be ready for Sunday morning. The custodian will assist.
- H. Any use of the kitchen equipment must be cleared through the Office Administrator or Pastor.
- I. Wedding rehearsals generally last one hour and are most often set for 6:30 PM the evening before the wedding.
- J. If you choose to have a Unity candle ceremony, you must furnish the three candles for this. The Church does have a candleholder for the large Unity candle, as well as two candle holders for the individual candles. The church does not have an aisle runner; this should be arranged through your florist. The aisle is 75 ft. long and it is recommended that a paper runner be used for safety purposes.
- K. There is a kneeling bench available at no charge as well as two seven-branch candelabra. These arrangements must be made when meeting with the Off. Admin. or Pastor.

- L. If you choose to have a wedding bulletin, be sure to discuss this with the Office Administrator or Pastor. These arrangements must be made with the Off. Admin. in the church office no later than one month before the wedding and necessary information given to the office two weeks prior to the wedding date. (Information required: names of bride, groom, their parents, and the bridal party; a list of the music, order of service and anything else you may wish to add. It is recommended that a statement be placed in the bulletin to inform people that NO FLASH pictures are to be taken after the bride comes down the aisle.) You may purchase blank bulletins at most Christian bookstores. The church will prepare and print these for a fee of \$15.00 per 100.
- M. Care must be taken with all church furnishings. Permission to move or rearrange any furniture (other than chairs) must be discussed with the Office Administrator or Pastor.
- N. In order to facilitate the complete wedding process, **we recommend that you bring to the wedding rehearsal your marriage license and mailing envelope.**
- O. A DOWN PAYMENT OF \$100.00 EACH FOR RESERVING THE SANCTUARY AND/OR THE FELLOWSHIP HALL/ KITCHEN IS REQUIRED AT THE TIME OF SCHEDULING AND IS NON-REFUNDABLE IF RESERVATION IS CANCELED 30 DAYS OR LESS PRIOR TO THE SCHEDULED EVENT. THE REMAINING BALANCE OF THE FEE IS DUE 30 DAYS PRIOR TO THE DATE OF THE SCHEDULED EVENT (WEDDING). THIS IS REQUIRED FOR ALL NON-MEMBERS AND INACTIVE MEMBERS.

	<u>FEES MADE PAYABLE TO:</u>
1.) Sanctuary (non-member down payment for facility)	\$200.00 Granger UMC
Custodian - clean up	100.00 Custodian
2.) Fellowship Hall/Kitchen/Pav./Fire Pit (non-member down payment)	200.00 Granger UMC
Custodian - clean up	100.00 Custodian
3.) Pavilion (non-member down payment )	200.00 Granger UMC
Custodian—clean up	100.00 Custodian
4.) Bulletins	15.00/100 Granger UMC
5.) Pastor (non-members)	200.00-300.00 Pastor

ALL FEES ARE PAYABLE ONE MONTH IN ADVANCE EXCEPT DOWNPAYMENTS WHICH ARE REQUIRED AT THE TIME OF SCHEDULING. The pastor may use discretion with the fees except the fees for employees.

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#### **IV. REGULATIONS ON USE OF BUILDING FOR FEE ACTIVITIES**

- A. The purpose of the program or activity must be consistent with the purpose of the church, and have a valid place within the ministry of the church.
  - 1. To be accepted, application must be made to the Leadership Team. (Application should include a statement of purpose, description of activities, areas of use needed, supervision that will be given to activities, fees that will be charged to participants, and other relevant information.)
  - 2. The program/activity is accountable to the Leadership Team. (Someone from the program activity should be a liaison to the Leadership Team, to keep Leadership Team aware of what is happening.)
  - 3. The program or activity is subject to periodic review, and building use may be terminated by either party.
- B. The areas that will be used must be clearly defined with the Trustees, Building Use Coordinator, custodian, and the person(s) responsible for the program/activity.
- C. Those responsible for the program/activity must understand the use these areas have in our regular church program, and how the areas are to be left for the regular church program when the fee activity/program is over.
- D. If additional liability insurance coverage is needed for the program/activity, the person responsible for the program/activity must provide the Office Administrator or Pastor with a certificate indicating that they have purchased the necessary insurance.
- E. Fees to be charged for the program/activity are to be worked out with the Leadership Team in the initial application, and with the Trustees as changes in the fee structure need to be made. Fees include:
  - 1. Reimbursement to the church for utilities and wear and tear on the building, consistent with the amount of use on the building for the activity. (Money received will go to the General Fund. In general, the church is not seeking to make money on its facilities, and seeks only reimbursement of its expenses. A fee structure shall be established.)
  - 2. Reimbursement of the custodian for any services rendered.
  - 3. Reimbursement of those operating the program/activity for their time, effort and use of their skills.
  - 4. Adequate monies to cover supplies and other expenses directly used in the program/activity.
  - 5. Those responsible for the program/activity shall do their own bookkeeping, and the monies the church treasurer will handle will only be those monies for Section IV, part E, items 1 & 2 above

#### **V. USE OF AUDIO-VISUAL EQUIPMENT**

- A. The church owned A-V equipment shall be used only within the church building.
- B. All A-V equipment is to be operated under the direct supervision of an adult.
- C. Use of A-V equipment by non-church groups is not permitted unless an adult church member operates it, assumes responsibility for it, and it is used within the church building.