

North Raleigh United Methodist Church, Inc. Facilities Use Policy

Usage Policy

The Book of Discipline of the UMC charges the local church Board of Trustees with the oversight and care of church facilities. With increasing interest in the use of church facilities, the Board of Trustees has developed a Usage Policy that establishes guidelines for the use of church facilities and a cost recovery fee structure to help offset the cost of facilities management and maintenance.

WHO MAY USE THE CHURCH FACILITIES:

The facilities shall be used in a manner consistent with the Book of Discipline of the UMC and the mission of the North Raleigh United Methodist Church (NRUMC). Church facilities are intended for church and Council on Ministries activities; however, members, non-members, and groups or organizations from outside the church may be allowed to utilize facilities as long as the proposed event meets the criteria established in this policy. It is not the intention of the church to replace available commercial facilities in the community.

All facility requests should further the mission statement which is "*Growing in God's grace through worship, community, discipleship, and service*".

Groups (church members and outside groups) wishing to use any facility must submit an "Application for Ministry Planning and Facilities Use". This form is available at the church office or online at www.nrumc.org. The form must be completed by the sponsoring group and submitted to the church secretary for a confirmation of date, time, and location as best fits the church calendar. Groups will be notified of confirmation by email or telephone call.

Approval of Use/Priority Basis:

In some instances church staff is authorized to approve the use of church facilities in accordance with the usage policy. For certain applications, the church staff may request the Board of Trustees to review and determine approval.

Use of the facilities for programs and events will be scheduled on the following priority basis:

1. Church activities, such as Worship Services, Council on Ministries supported programs, committee meetings, Sunday school activities, funerals, and other church activities.
2. Methodist Conference activities or NRUMC sponsored ministries and programs. Examples include the Scouts, Wake Interfaith Hospitality Network, Bible Study and NRUMC education.
3. Functions for members (the honoree(s) must be a member), such as family reunions, weddings and receptions, personal dance or music recitals.
4. Use by non-profit organizations or community groups with a humanitarian or human service mission. The content of the event or program must be consistent with the mission statement. Events cannot be booked more than 3 months in advance. Reoccurring events must submit a new application form annually.

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Fee Schedule (Applies only to priority groups 3 and 4 above)

The fee schedule is established to cover a portion of direct and indirect costs, including setup and breakdown time, of the proposed use.

Fee Schedule

Sanctuary	-	\$275/day
Fellowship Hall	\$75/hr	\$200/day
Youth Worship Center	\$75/hr	\$200/day
Large Classroom	\$50/hr	\$125/day
Small Classroom	\$25/hr	\$75/day

Use of the Kitchen Facilities

Please see the Food Service Policy.

Use of the Facilities for Weddings

Please see the Wedding Policy.

Use of the NRUMC Buses

Please see the Bus Use Policy.

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General Rules of Use for all Property:

1. An NRUMC member must be present for all scheduled events and must remain until the end.
2. NRUMC is a non-smoking facility. Smoking is prohibited in all buildings and the entire campus.
3. The use of alcohol and non-prescription drugs is forbidden. A violation of this rule will result in the immediate suspension of privileges.
4. If the user of the facility requires special arrangement for moveable furniture or a special set up, a floor plan must be submitted a minimum of one week prior to the scheduled event.
5. The use, placement, and method of attachment of decorations, special signs, posters, or markers for the scheduled event must be pre-approved by church staff.
6. The "Application for Ministry Planning and Facility Use" must be completed by the sponsoring group and submitted to the church secretary for a confirmation of date, time, and location as best fits the church calendar. The NRUMC Facilities Manager will then be contacted for all groups using the NRUMC facilities to coordinate such items as building access, room setup and other requirements for the program or event. The Facilities Manager should be notified well in advance of the event.
7. Church staff is not available to help with non-church events. The user of the facility must provide all manpower necessary for giving directions to the meeting location, parking, loading and unloading of supplies, greeting, opening the doors and other tasks associated with the event. The church security code cannot be given to the public.
8. If the event requires the service of church staff, maintenance personnel, off-duty law enforcement, or other personnel, the user accepts financial responsibility for payment for the services. Decisions about the necessity of extra services required for the event rest with the NRUMC Facilities Manager and Board of Trustees.
9. Any publicity for an event not sponsored by NRUMC, whether in the form of brochures, e-mail, web information, or media ads, must state clearly and visibly the following: North Raleigh United Methodist Church is not a sponsor of this event.
10. Non worship related activities are generally not allowed during services. Exceptions to the policy must be approved by the Board of Trustees.

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RESERVATIONS:

- **Application for Ministry Planning and Facilities Use** must be obtained through The Church office or from The Church web site at www.NRUMC.org
- The person responsible for the event must complete the reservation form and return it to the Church Office.
- Non-sponsored groups may submit a reservation form at any time; however, an approved reservation will not be scheduled more than three months prior to the requested date.
- Non-sponsored groups must submit a non-refundable deposit equal to the amount of the rental fees which will hold a reservation up to 12 (twelve) months prior to the event.

NOTIFICATION:

- Sponsored groups of The Church will be notified by e-mail or phone call after reservation form has been received and processed.
- The responsible party of a non-sponsored group will be notified in writing by the Church office once a decision has been made by the Board of Trustees.
- Notification will include the name of a contact person for the event.

EXCLUDED ITEMS:

- The following may not be used by non-sponsored groups:
The Church offices, nursery, phones, copiers, computer equipment and any additional items as listed elsewhere in this document.

GENERAL USE POLICIES:

- No smoking is permitted inside The Church or anywhere on the campus including outside the buildings.
- No alcoholic beverages are permitted inside The Church or on its property.
- The building is available for use from 6:00am to 10:30pm (after 10:30pm the building security alarm is automatically turned on).
 - Time limits for activities and events should be scheduled within these times by the committee/people in charge of event.
 - If there is a need requiring use of the building after normal hours, Trustees/Facilities Manager may be requested, in writing, at least five (5) days in advance to adjust the security system accordingly.
- Restrooms are located just outside the Fellowship Hall and in the hall near the classrooms. They must be left in the order they were found, taking care to wipe sinks and countertops dry.
- It is understood that the responsible party agrees to pay for any damages to The Church or its property.
- No decorations may be attached to windows, doors, walls or ceiling.
- Adequate adult supervision must be provided for all children and all children's activities.
- Do not use The Church's paper products. (paper plates, cups, cutlery, rolled paper towels)

ROOM SET-UP:

- The individual or group requesting use of The Church is responsible for setting up tables, chairs, decorations, etc.
- They are also responsible for resetting the room the way it was found.

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SANCTUARY USE:

- Any furniture moved in chancel area must be returned to its original position at the conclusion of the service.
- It is the responsibility of the group holding the event to clean the sanctuary after the event.
- Pulpit and Altar can be moved with the supervision of the facilities manager or a designated person only, such as sound technician or wedding coordinator.
- Organ, Piano, Drum Set, Choir Chairs and Worship Banners cannot be moved for any reason.
- Dripless candles must be used.
- No food or beverages are allowed in the Sanctuary.
- Use of the Sanctuary is restricted to worship services, marriages, funerals, sacred and church sponsored events such as choral, vocal, or instrumental ceremonies that include elements of worship consistent with the Book of Discipline.

FELLOWSHIP HALL USE:

- Any furniture moved must be returned to its original position at the conclusion of the event.
- It is the responsibility of the group holding the event to clean the room after the event.
- See general guidelines for Room set-up and Clean-Up Guidelines.
- Fellowship Hall and Kitchen Clean-up Check List must be used by all groups.
- No food or drink is allowed into other areas of the facility.

KITCHEN USE:

- It is the responsibility of the group holding the event to clean up at the conclusion of the event.
- If an outside caterer is used, caterer must agree to cover any and all damages to kitchen facilities or equipment.
- The group using the kitchen equipment is responsible for any damage to the equipment.
- See general guidelines for Room set-up and Clean-up Guidelines.
- Fellowship Hall and Kitchen Clean-Up Check List must be used by all groups.

CLEAN-UP GUIDELINES:

In planning your event, please plan for sufficient clean-up help ahead of time. It is the responsibility of the responsible person to see that the clean-up guidelines are followed or the event is subject to be denied future event applications.

- Do not use church paper products.
- All decorations are to be removed from the rooms before leaving.
- Trash must be removed (from each area used) and placed in dumpster.
- Tables and chairs must be set up for the next scheduled event or returned to the way it was found.
- Fellowship hall and kitchen clean-up check list must be used by all groups using the fellowship hall and kitchen.

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INSURANCE STIPULATIONS:

- Each non-sponsored user must provide The Church a “proof of insurance certificate” to insure the organization has adequate liability and medical payment coverage. This shall be placed on file with the application by the church secretary.
- The Church must also be named as an “additional insured” on the non-sponsored organization’s policy to reduce the risk to The Church.
- If non-sponsored user does not have insurance coverage, then a non-liability clause will be added to this policy acceptance and placed on file with the application.

PAYMENT OF FEES:

- Rental fees are due at the time of reservation approval.

SEATING CAPACITIES:

- Main Sanctuary 640 in pews, 30 with overflow chairs, 75 in choir loft
- Youth Building 115 in worship center
- Fellowship Hall 180 w/tables and chairs, 290 w/chairs
- Classrooms 20 to 60 w/tables and chairs

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I have read the Facility Use Policy and agree to honor the Facility Use Policies.

Date: _____

Signature of Responsible Party: _____

Printed name of Responsible Party: _____

Approved/Declined Date: _____ By: _____