

Facilities Manual for People's United Methodist Church

Mission Statement:

We are sent as a community of faith to reach out by:

- 1) Listening openly.**
- 2) Loving unconditionally.**
- 3) Inviting all to hear the good news of Jesus Christ**
- 4) We share Gods love through circles small enough to care for each and large enough to encompass all.**

This Facilities Manual is intended to provide general expectations relating to the use of the People's Church's Facility. Consistent with the Congregation Members' commitment to be good stewards of the Facilities and other gifts that have been entrusted to us, our goal is to promote maximum use of the church for ministry to members of the Congregation and the public. The contents of this manual cannot cover or anticipate every possible problem or situation that may arise. The facility is available for use by community groups with approval from the pastor, or office manager.

Purpose of the Manual:

- ♦ To provide general expectations to the Pastor, Church Staff, Congregation, and other "User Groups"¹ concerning the use of the Church Facilities.
- ♦ The Church reserves the right to review, modify and change this Facilities Manual and the general guidelines set forth herein at any time, with or without prior notice. Changes will become effective immediately upon approval by the Trustees and adoption by the Church Council.
- ♦ Questions concerning this manual may be directed to the Pastor, Trustees, or Office Manager.

Equal Opportunity Policy:

- ♦ It is the policy and practice of People's United Methodist Church to be inclusive and not discriminate against any person in employment, use of the Facilities or any other matter based on his or her race, color, sex, national origin, or any other status protected under applicable federal, state or local law.
- ♦ The Church expressly reserves the right to give priority to Church-related functions when scheduling and prioritizing use of their Facilities. As a condition of using the Church, it expects User Groups to comply with the foregoing Equal Opportunity Policy and to avoid discriminating against any person based upon his or her protected status as a member of any protected classification.

Scheduling Use of Facilities

- ♦ Any Group that desires to use the Church's Facilities is required to schedule and coordinate such use with the Office Manager. The Church reserves the right to give priority to Church-related and Church-sponsored activities. Appropriate notice to the cancellation of your event will be given when possible, some instances it could be very little notice (i.e. funerals, viewings).
- ♦ Groups needing access to the Church's Facilities during times when the Facilities are closed will need to coordinate key access and security-related issues with the Office Manager or another authorized staff person. Costs associated with lost keys will be the responsibility of the person or organization that loses the key.

Voluntary and Mandatory Contributions To Cover Cost of Using Facilities

- ♦ The Church is a nonprofit organization that is committed to worshipping God in Jesus Christ and to ministering in a sharing, caring and nurturing way. Like other religious organizations, the Church depends upon the graceful giving of its Congregation to cover the cost of maintaining and operating the Facilities.
- ♦ To help defray the cost of maintaining and operating its Facilities, the Church welcomes voluntary charitable contributions from User Groups. User Groups who are willing to make such a contribution are encouraged to consult with the Office Manager or Trustees.
- ♦ Notwithstanding our desire to provide the use of facility free of charge, there are certain types of events or uses, which necessitate that a nominal fee be charged to defray additional expenses. All such fees need to be paid prior to the use of the Facility. They are described in the attached reimbursement and fee schedule.

¹ "User Groups" include community groups, non-profit and for-profit organizations, member and non-member family groups.

Compliance with Facilities Rules

- ♦ All groups and individuals authorized to use the Facilities, are required to adhere to and comply with all of these Facilities Rules.

Repairs

- ♦ User Groups are responsible for damages they cause to the Church Facilities and must pay the church for the cost of necessary repairs. Any such repairs will be determined, directed, and controlled by the Church Trustees.
- ♦ Please report any damages to the Office Manager, 835-3755, within 24 hours of use.

Insurance

The Church, in its sole discretion, reserves the right to require that any User Group, at that Group's expense, obtain:

- ♦ Property insurance insuring the Facilities or that portion thereof that is used by the User Group against property damage, whether by reason of fire or any other cause.
- ♦ Liability insurance insuring that User Group and the Church against any claims, demands or causes of action involving personal and bodily injuries and property damage arising from the acts or omissions of the User Group and its members or associates.
- ♦ Upon the churches request, the User Group will provide a certificate of insurance naming People's United Methodist Church as an additional insured on the User group's liability and property insurance policies.

Restriction of Use

- ♦ The Church reserves the right to prohibit or limit use of the Facilities by any User Group for any purpose that the Church determines to be inconsistent with the Church's teaching and ministry, or that is otherwise prohibited under applicable federal, state or local law.

¹ "User Groups" include community groups, non-profit and for-profit organizations, member and non-member family groups.

PEOPLE'S UNITED METHODIST CHURCH USAGE RULES

All persons using the facilities of People's Church must abide by the following:

- 1) Please respect these facilities as if they were your own.
- 2) Please avoid disturbing other scheduled events or meetings in the building.
- 3) NO ALCOHOLIC BEVERAGES or ILLEGAL DRUGS are allowed on the premises.
- 4) NO SMOKING is allowed within the facilities.
- 5) No candles may be burned in the church except for worship service and other church-sponsored rituals. No unattended candle burning is permitted in the church at any time.
- 6) Groups providing food or beverages are required to clean-up dishes, chairs, tables, and floors in the areas used. Spilled food or beverages must be cleaned up by sweeping, vacuuming or mopping the area in use. These tools are located in the custodian closet on the lower level.
- 7) Each Group is responsible for monitoring and controlling the behavior of its members and associates.

It is expected that children and youth will be chaperoned/supervised by their parent or two responsible adults at all times while in the building in accordance with the People's Church Safe Sanctuaries Policy. (See Office Manager for details.)

- 8) User Groups are not to adjust or tamper with heating or air conditioning controls – each control affects multiple rooms, and is programmed for fuel efficiency. If adjustments during winter months are necessary, the group leader is to contact the church office for instruction.
- 9) User groups may not pound holes in the wall or hang any items, posters or other things on any walls.

Church programs must use appropriate, non-damaging fixatives (e.g. masking tape on walls and scotch tape on glass). Permission to post things directly on any wall on the Upper Level, (except glass entry doors and offices), must be secured from the Office Manager or Pastor.

- 10) Do not use the church telephones except for emergencies or in unanticipated circumstances.
- 11) Groups using the Kitchen will be responsible for leaving it in a clean and neat order. Please see the checklist regarding kitchen use.
- 12) No church property, e.g. chairs, tables, etc., may be removed from the church without the express permission of the Pastor or Office Manager. All church property must be signed out (and back in) by the office.
- 13) No storage whatsoever will be allowed by User Groups unless specifically allowed in this **FACILITY USE REQUEST FORM**. Upon approval, PUMC is not liable for loss of any items stored on premise.
- 14) **When you leave your assigned room, the following must be done** because our cleaning crew is not here everyday and multiple groups use each room:
 - ♦ Pick up garbage and wastepaper, and place them in the appropriate garbage and recycling containers. If your group has a large amount of garbage, please bag it and put it in the dumpster in the enclosure outside of the building.
 - ♦ All floors in the area used must be swept, mopped or vacuumed. These items are located in the custodian closet on the lower level.
 - ♦ Return the room to its normal set-up. Return all chairs, tables and equipment to their "home" location.
 - ♦ Ensure that your Group's members, participants and associates remember to take all of their belongings.
 - ♦ Turn off all appliances and lights in the areas that your Group occupied.
 - ♦ Close and secure all interior doors, and lock exterior doors.
 - ♦ Report any damage to church property to the Office Manager, 835-3755.

¹ "User Groups" include community groups, non-profit and for-profit organizations, member and non-member family groups.

PEOPLE'S UNITED METHODIST CHURCH KITCHEN CHECKLIST

Because the Kitchen has multiple users, all groups using the kitchen are asked to take special care in leaving it in clean and neat order. The following is a checklist:

- 1) Please do not consume any food or beverages that you did not bring in, unless they are specifically marked as available for "snackers" or "grazers"!
- 2) Do not use the following equipment without proper instruction: dishwasher, ovens, garbage disposal, coffee pots. If you need instruction or assistance, please contact the church office.
- 3) Do not cut on counter top surfaces. Please use the cutting boards which are located under one of the steel counters in the center of the Kitchen.
- 4) Remove all leftover food items from the refrigerator and freezer after each event unless plans have been made to use them in a short period of time.

If a group is leaving food in the refrigerator or freezer to be used later, these items must be labeled and dated and signed by the person responsible.

- 5) If you donate food for an event, please pick up your dishes immediately after the event, or if you do not attend, by the following Sunday.
- 6) Empty and clean all coffee pots after each use. Do not leave glass coffee carafes on the burners (they wear out faster); trivets are provided beside the coffee maker.
- 7) Please make every effort to return things to their proper places.
- 8) Dishcloths and dishtowels are to be laundered and returned to their proper place in the kitchen within a week. The chairperson or leader of the event or group is responsible for seeing that the laundered linen is returned.
- 9) Clean sinks, table tops, stove and dishwasher with warm soapy water after using.
- 10) All dishes, utensils, pots, etc are to be washed and put in their proper place.
- 11) Because we have multiple groups using the kitchen equipment and dishes, no one is allowed to remove any kitchen items from the building without signing them out (and back in) with the Office Manager.

And for the same reason, kitchen items taken out for use elsewhere in the building must be returned immediately after use.

- 12) All parties using the kitchen are responsible for taking all trash to the dumpster and recycling bins in the dumpster enclosure outside of the church after using the kitchen.

Revised 5/17/10

Policy Approved by the Church Council:

¹ "User Groups" include community groups, non-profit and for-profit organizations, member and non-member family groups.

ROOM USE FEES

For User Groups (Wedding and Wedding Reception schedules are listed separately below)

Description of Area/Item	Members	Non-Members/Non-Negotiable
Kitchen and utensils	Suggested donation \$50.00	\$75.00
Fellowship Hall (Great Room)	Suggested donation \$50.00	\$100.00
Other Rooms	Suggested donation \$20.00	\$50.00
VCR/TV/DVD/Power Point	\$50.00	\$50.00
Power Point Technician	\$25.00 per hour	\$25.00 per hour

- 1) We take pride in our facility and are happy to make them available to you and your group.
- 2) Pre-setup arrangements should be explained thoroughly on the Request Form. All reimbursements cover the basic operation/cleaning costs. Additional setup/clean-up reimbursements for large groups or for excessive custodial costs may be required.
- 3) The Trustees or Pastor may modify or waive any policies or reimbursements in individual cases where it deems such action to be consistent with good stewardship.

Weddings

Description	Member	Non-Member/Non-Negotiable
Sanctuary (Great Room)	\$0	\$200.00
Pianist: Wedding	To be negotiated with pianist	\$200.00
Wedding Hostess	\$150.00	\$200.00
Pastor	\$0	\$400.00
Facility Set-up Fee	\$50.00	\$50.00
Custodian Fee	\$100.00	\$200.00

A Deposit Fee of \$250.00 needs to be paid in advance to hold reservation date. Balance due 2 weeks prior to wedding.

- 1) We take pride in our facility and are happy to make them available to you and your group.
- 2) The Trustees or Pastor may modify or waive any policies or reimbursements in individual cases where it deems such action to be consistent with good stewardship.

¹ “User Groups” include community groups, non-profit and for-profit organizations, member and non-member family groups.

PEOPLE'S UNITED METHODIST CHURCH - FACILITY USE REQUEST FORM

I/We, the undersigned, have read the People's United Methodist Church Facilities Manual and agree to abide by all the rules and regulations regarding this building.

I/We agree to the Compliance and Facilities Rules with respect to any repairs and/or insurance issues that could be applicable while at this facility.

I/We will abide by the Usage Rules and, if applicable, the Kitchen Checklist as outlined in the manual when using the church and its facilities.

I/We agree to submit any applicable fees prior to use of this facility as outlined in the Reimbursement Schedule and Established Guidelines of rooms in the manual.

1. _____ Date: _____
(Group or individual requesting use)

2. Address: _____

Email Address: _____ Phone: _____

3. Date(s) & Time Requested: If recurring: Start Date _____ End Date: _____

- Monday _____ from _____ to _____
- Tuesday _____ from _____ to _____
- Wednesday _____ from _____ to _____
- Thursday _____ from _____ to _____
- Friday _____ from _____ to _____
- Saturday _____ from _____ to _____
- Sunday _____ from _____ to _____

4. I have access to the building (key) I will need access to the building

5. * Facilities needed (please check the rooms you plan to use):
- Fireside Room (FR) Great Room/Sanctuary (GR)
 - Office Conference Room (CR1) Classroom Lower Level (CR2-9)
 - Adult Meeting Rm Lower Lvl (AMR) Library Lower Level (LL)
 - Music Room Lower Level (MR) Kitchen (K)

6. Equipment Needed:
 TV/VCR/DVD Power Point Sound System Other

Please explain: _____

7. Please explain activity to be held/purpose for use: _____

8. Estimated number of people to attend: _____

9. Additional requirements and/or provisions related specifically to the above-named User Group

¹ "User Groups" include community groups, non-profit and for-profit organizations, member and non-member family groups.

Fee Agreement

<input type="checkbox"/> Fellowship Hall/Great Room	\$ _____
<input type="checkbox"/> Kitchen.....	\$ _____
<input type="checkbox"/> Other Meeting Rooms	\$ _____
<input type="checkbox"/> VCR/TV/DVD	\$ _____
<input type="checkbox"/> Power Point.....	\$ _____
<input type="checkbox"/> Other.....	\$ _____
<input type="checkbox"/> Custodial.....	\$ _____

How will payment for room rental be made?

One time payment Monthly on _____ Weekly on _____

Weddings

<input type="checkbox"/> Sanctuary/Great Room.....	\$ _____
<input type="checkbox"/> Pianist.....	\$ _____
<input type="checkbox"/> Pastor	\$ _____
<input type="checkbox"/> Wedding Hostess	\$ _____
<input type="checkbox"/> Set-Up	\$ _____
<input type="checkbox"/> Custodial.....	\$ _____
<input type="checkbox"/> Kitchen.....	\$ _____
<input type="checkbox"/> Other	\$ _____
Total	\$ _____
Deposit received	less - _____

Balance Due \$ _____

Date Due _____

A certificate of insurance naming Peoples United Methodist Church as an additional insured on User Group's Liability and property insurance policies is required to be filed with this Form.

Signed _____ Date _____
(Responsible Party)

Signed _____ Date _____
(Church representative)

Office Use Only Approved by: _____ Date: _____ CC: ____ (custodian) ____ (trustees) ____ (finance) ____ (office) ____ (wedding hostess)

¹ "User Groups" include community groups, non-profit and for-profit organizations, member and non-member family groups.