

Building Use Policy
First United Methodist Church
Independence, Kansas

Adopted: September 16, 2002

Revised: November, 2016

- 1. Services of Worship:** The buildings of First United Methodist Church, Independence, (the Sanctuary Building, the Education Building and Wesley Center) have been established for the glory of God and for the use of the congregation in worshipping God and serving neighbor. Services of worship have first priority in the use of the buildings. Funerals for members and for non-members have next priority. As long as Wings of Worship is meeting in the Wesley Center for worship on Sunday mornings, no outside groups may be scheduled on Sundays before noon.
- 2. Ministries of the Congregation:** Meetings, programs, and events planned by or sponsored by groups within the congregation receive next priority. Regularly scheduled activities have priority over special events. Events which are served by a group from within the church are considered ministries of the congregation. Arrangements for the use of rooms are to be made with the office administrator during regular office hours.
- 3. Connectional and Ecumenical Ministries:** The buildings are available for meetings, programs, and events planned by the Parsons District, the Kansas East Conference or Independence ecumenical groups when not already in use for local church ministries. There are no fees for connectional or ecumenical use of the building. Arrangements for the use of rooms are to be made with the office administrator during regular office hours.
- 4. Family Functions: Funerals** and funeral dinners for both members and non-members have priority for the use of the buildings. **Non-member funerals and funeral dinners must be arranged with the non-members local church. If there is no local church involved, then a member of First United Methodist Church must be present at all times.** There are no fees associated with funerals.

Members and family of members may use the buildings for a wedding, rehearsal dinner and reception if the rooms needed are not in use for ministries of the church. The buildings are not available for the wedding of non-members. The wedding couple must schedule the wedding, rehearsal and reception with the pastor of First United Methodist Church at least sixty days prior to the date desired for the wedding. Policies for a wedding are available in separate form: Fees for building use, media equipment, and personnel are as follows and are to be paid prior to the wedding:

Wedding Fee Schedule:

Members

- | | |
|--|-------------------------------|
| • Deposit required in the amount of \$100 refundable after event based on condition/cleanliness of facilities | \$ 100 (refundable) |
| • Sanctuary Utilities, Preparation and Clean-up | \$200 |
| • Chapel Utilities, Preparation and Clean-up | \$100 |
| • Reception or Rehearsal Dinner in Gault Parlor and Dining Room:
Use of Serving Pieces: Set by the United Methodist Women | \$50 |
| • Reception or Rehearsal Dinner in Wesley Center:
Use of Serving Pieces: Set by the United Methodist Women | \$200 |
| • Personnel: | |
| Clergy | \$150 |
| Musicians | Negotiated with the Musicians |
| Wedding Coordinator | \$150 |
| Audio System Technician | \$45 |

- Media Equipment and Technician \$100

Members and family of members only may use the buildings for other family functions (receptions, showers, birthday celebrations, reunions), if the rooms needed are not in use for ministries of the church. The member must apply for the privilege of using the buildings by submitting the attached application to the office administrator during regular office hours at least thirty days prior to the event and by agreeing to be responsible for arrangements and communication with the office administrator. Trustee approval is not needed. Fees for building use are as follows and are to be paid prior to the event:

- Gault Kitchen, Parlor and Dining Room \$ 50
(Deposit required in the amount of \$25 refundable after event \$ 25(Refundable)
based on condition/cleanliness of facility)
- Wesley Center Kitchen and Fellowship Hall \$ 200
(Deposit required in the amount of \$100 refundable after event \$ 100(Refundable)
based on condition/cleanliness of facility)
- Media Equipment and Technician \$ 100

5. **Other Ministry Groups:** The buildings are available, when not already in use for local church ministries and with the approval of the Trustees, for meetings, programs, and events planned by local charitable groups whose purpose extends the ministry of the congregation (Scouts, 4-H, Habitat for Humanity, commodity distribution, Angel Food distribution, Senior Day activities). The ministry group must apply for the privilege of using the buildings by submitting the attached application to the office administrator during regular office hours at least thirty days prior to the event and by designating one person who will be responsible for arrangements and communication with the office administrator. The Trustees will determine if the proposed use of the building is appropriate. No building use fees will be charged.

6. **Other ‘Not for Profit’ Groups:** The buildings are available, when not already in use for local church ministries and with the approval of the Trustees, for meetings, programs, and events planned by ‘not for profit’ groups of the community (social groups, Mercy Hospital, the Chamber of Commerce, Main Street Association, governmental agencies, for example). The group must apply for the privilege of using the buildings by submitting the attached application to the office administrator during regular office hours at least thirty days prior to the event and by designating one person who will be responsible for arrangements and communication with the office administrator. The Trustees will determine if the proposed use of the building is appropriate. Fees for building use are as follows and are to be paid prior to the event:

- Conference Room or other Education Building Room \$ 20
- Gault Kitchen, Parlor and Dining Room \$ 50
(Deposit required in the amount of \$25 refundable after event \$ 25(Refundable)
based on condition/cleanliness of facility)
- Wesley Center Kitchen and Fellowship Hall \$ 200
(Deposit required in the amount of \$100 refundable after event \$ 100(Refundable)
based on condition/cleanliness of facility)
- Media Equipment and Technician \$ 100

7. All other use of the buildings will be negotiated with the Trustees. Fees will be set upon consideration of space needed and of time the space is to be used.

8. **‘For Profit’ Groups:** No group or individual may use the buildings for commercial ventures.

9. In every use of the kitchens for which a fee is charged, a portion of the fee will be forwarded to the United Methodist Women’s Kitchen Maintenance Fund, \$15 for the use of Gault kitchen and \$40 for the use of Wesley Center kitchen.

10. The Trustees have the right to deny use of the building to any group.
11. **Responsibilities of all groups using facilities:** The group or individual responsible for the meeting, program or event, is also responsible for seeing that
 - doors are unlocked and locked;
 - key is returned to the church office the following business day;
 - lights are turned on and off;
 - thermostats are set appropriately for the event and returned to regular settings following;
 - tables and chairs are set up for the event;
 - all tables and chairs, including those not used by group, are placed on the appropriate carts and returned to the storage room, unless otherwise directed by the church office;
 - kitchen is left clean, including all counter tops, microwaves, sinks, ovens, stove, floors etc.;
 - any rags/wash cloths/dish towels used are laundered and returned to the appropriate kitchen within the following week;
 - all items used for the event are removed from the refrigerators/freezer, unless prior arrangements to leave them were made with the church office (anything left without prior arrangements will be disposed of promptly)
 - the building is secure during the event;
 - the rooms are left clean;
 - floors are dust mopped and any spills are cleaned (prior to dust mopping) with a wet mop (using soap and water);
 - trash is bagged and taken to the alley's dumpster;
 - trash cans are rinsed out/cleaned and left upside down on the stainless steel counters in the dish washing areas;
 - bathrooms are left in good order: toilets flushed, counters wiped down, trash taken out;
 - the church is reimbursed for any damage to furnishings and buildings.
12. **Restrictions:**
 1. Decorations or posters are not to be attached to the walls or ceilings of any room and all decorations are to be removed following the event.
 2. Music and other noise should be kept to a volume respectful of the church's neighbors.
 3. There is to be no smoking in the church buildings or within twenty feet of the doors.
 4. Alcoholic beverages and illegal drugs are not to be consumed in the building or on the premises of the church.
 5. Firearms are not to be carried into the building.