

**Building Use Policy**  
**First United Methodist Church**  
**Independence, KS**

Adopted: September 16, 2002

Revised: January 2024

Approved: February 5, 2024

The buildings of First United Methodist Church of Independence, KS were established for the glory of God and for the use of the congregation in worshiping God and serving neighbors. Arrangements for ministries and other facility uses outside of regular worship services are to be made with the office administrator during regular office hours. The office administrator will notify the Trustee Chair of all facility use requests. The Trustee Chair will decide whether to put it to a Trustees vote (whether during or outside of the monthly Trustees meetings). Priority for use of facilities shall follow the order listed below. Regularly scheduled activities shall have priority over special events. Trustees maintain the right to deny or negotiate all scheduling regardless of priority as necessary.

1. **Worship Services:** Services of worship on Sunday mornings and Wednesday evenings have first priority in the designated worship areas.
2. **Funerals:** Funeral services receive second priority. There are no fees for members or family of members for funeral services held in the Sanctuary, with the exceptions of Pastor's Honorarium, Media Technicians and/or Livestreaming/Recording. If additional facilities are requested, such as Wesley or Gault, fees will follow the standard fee schedule.
3. **Ministries of the Congregation:** Meetings, programs, and events planned by or sponsored by groups within the congregation receive next priority. There are no fees for ministries within the congregation.
4. **Connectional and Ecumenical Ministries:** The buildings are available for meetings, programs, and events planned by the Parsons District, the Great Plains Conference or Independence-based ecumenical groups when not already in use for local church ministries. There are no fees for connectional or ecumenical use of buildings.
5. **Family Functions:** Members and family of members (of at least 6-month membership at time of application) may use the buildings for a wedding, rehearsal dinner, and reception as priority allows. No fees will be applied for member and family of members weddings for use of Sanctuary, with the exception of Pastor's Honorarium, Media Technicians and/or Livestreaming/Recording. The wedding couple must schedule the wedding, rehearsal dinner, and reception with the pastor of the First United Methodist Church at least sixty days prior to the date desired for the wedding. Policies for a wedding are available in a separate form. Non-members may apply for use of the facilities and are subject to the fee schedule if application is approved by the Board of Trustees.

The buildings may be used for other family functions (receptions, showers, birthday celebrations, reunions) if the rooms needed are not in use for any function with higher

priority. Applications must be submitted to the office administrator at least thirty days prior to the event.

6. **Other Ministry Groups:** The buildings are available, with approval by the Trustees, for meetings, programs, and events planned by local charitable groups whose purpose extends the ministry of the congregation. The ministry group must apply for the privilege of using the buildings by submitting the application to the office administrator 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.
7. **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. The group must apply for the privilege of using the buildings by submitting the application to the office administrator 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 Board of Trustees reserve the right to waive fees for certain groups and uses of the buildings, whether recurring or one-time occurrences.

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

Responsibilities of all groups using facilities includes:

- Doors are unlocked and locked.
- Keys are 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.
- Kitchen is left clean, including countertops, microwaves, sinks, ovens, stove, floors, etc.
- Rags/washcloths/dish towels are laundered and returned to the appropriate kitchen within the following week.
- All refrigerated/frozen items are removed from the refrigerators/freezers, unless arrangements are 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 swept and any spills are cleaned. Floors are wet mopped if needed.
- Trash is bagged and taken to the alley dumpster.
- Trash cans left clean.
- Bathrooms are left in good order.
- The church is reimbursed for any damage to furnishings and/or buildings.

Fees are due at the time that the Application for Permission to use Facilities and Equipment is turned in. Fees will be assessed through the following Building Use Fee Schedule:

## Building Use Fee Schedule

### First United Methodist Church Independence, KS

Facility Use Fees	Non-Members	Non-Profits	Members
Sanctuary**	\$200	\$100	\$100
Chapel	\$100	\$50	\$50
Gault Parlor and Dining Room	\$25	\$25	\$25
Gault Parlor, Kitchen, and Dining Room	\$50	\$25	\$25
Wesley Center	\$150	\$75	\$75
Wesley Center and Kitchen	\$250	\$125	\$125
Education Building Rooms	\$25	\$25	\$0
<b>Personnel Fees</b>			
Pastor's Honorarium	\$250	N/A	\$250
Musicians – negotiated with musicians	N/A	N/A	N/A
Wedding Coordinator*	\$150	N/A	\$150
Audio Systems & Technician	\$100	\$100	\$100
Media Systems & Technician	\$50	\$50	\$50
Livestreaming/Recording Technician	\$50	\$50	\$50
Nursery Coordinator	\$50	\$50	\$50
<b>Miscellaneous Fees</b>			
Set-Up/Tear-Down Fee	\$50	\$50	\$25
Refundable Deposit***	\$100	\$100	\$50

\*Required for non-members

\*\*Funerals and member/family of members weddings will not incur this fee, as explained in the relevant sections

\*\*\*Not applicable to regularly scheduled activities