

Suncreek United Methodist Church Facilities Policy

Purpose

The building equipment, property and facilities belonging to Suncreek United Methodist Church are instruments and resources which are planned to aid the church in its local missions of strengthening the ties of community within the church family while exposing the community to the concepts of Christian love through our mission projects and ministry programs. Our facilities are intended to glorify God through ministry to our church family and community.

Intent

This policy provides guidelines to make these facilities available to church member groups and to non-church member groups within this community. The ideals and principles of these groups shall be in line with the Social Principles as listed in the Book of Discipline of the United Methodist Church.

<https://www.umc.org/en/who-we-are/what-we-believe/our-social-positions>

Approval

Short term use requests (4 uses or less) may be granted by the church, at their discretion. Such scenarios are intended for temporarily displaced groups, community meetings, or one-time events, etc. Long-term requests (greater than 4 uses) shall require approval by the Trustees.

Policy

General Use – Applicable to All Groups

1. **Forms:** Facility request forms (FRF) are available from the church office. The use of church facilities shall be scheduled and coordinated through the church office.
 1. New Suncreek United Methodist Church (SUMC) sponsored groups shall complete an FRF.

2. Existing SUMC sponsored groups should complete an FRF for the files.
 3. All organizations or individuals (members or nonmembers) must submit a FRF for the use of any part of the facility.
 4. Permission to use the facilities should be scheduled at least one week in advance.
 5. The requesting group shall be notified of acceptance and a room assignment or of non-acceptance.
 6. Room assignment may be altered. The church office will provide advance notice when possible.
2. **Building Access:** Arrangements shall be made through the church office to obtain an access code.
 3. **Cancellations:** Cancellation shall be made through the church office at least one week in advance of the scheduled meeting time in order to obtain a refund of the Usage Fee. Any cancellations made less than one week in advance of the scheduled meeting time will be charged the Usage Fee.
 4. **Objections:** Objections or concerns about any group using SUMC facilities shall be submitted to the Trustees in writing.
 5. **ATF:** Smoking is not allowed in any church building or on the property. No alcoholic beverages, firearms, or controlled substances shall be allowed on SUMC property.
 6. **Behavior:** All groups shall behave in accordance with the Social Principles, as noted above under intent.
 7. **Supervision:** The person who signs the FRF shall be designated as responsible for adequate supervision of the group at all times and must be on the property at all times when using the facilities. *Children and youth organizations requesting reservations must provide adequate adult supervision and at least two responsible adults will be in charge, per UMC Ministry Safe guidelines.*
 8. **Occupancy:** The maximum occupancy limits shall be observed and enforced.
 9. **Clean up:** User groups shall:
 1. Turn off lights.
 2. Lock all doors.
 3. Leave the facility clean.
 4. Return everything to its original position. In the event that extraordinary work is required to put any facility, furniture, or equipment back to their usual condition, the cost may be charged to the group.
 5. Place all trash in a proper container and deposit it in the dumpster located on the south side of the parking lot.
 6. Place new liners in the trash cans.
 7. All activities and clean up shall be completed no later than 11:00 PM.
 8. Spills and food debris shall be cleaned before leaving the building.
 10. **Kitchen:** User groups shall:
 1. Wash, dry and store all dishes and utensils.
 2. Clean the sink, counter, stove, oven and any other surfaces used.
 3. Store all items in their proper place.
 4. Place new liners in trash cans.
 5. Leave no perishables in the refrigerator or elsewhere.
 11. **Maintenance:** Notify the church office of any maintenance issues no later than the next day. The church office will notify the Chair of Trustees.

12. **Sound:** The sound equipment shall not be used without permission from the Minister of Music and/or the pastor. An SUMC approved sound technician must be present. If the staff technician is required, he/she shall be paid at the rate of \$100.00 an hour with a 1-hour minimum.
13. **Childcare:** Childcare will be available for SUMC groups by reservation. The group leader shall contact the Children's Ambassador with at least one week's notice.
14. **Thermostat:** The thermostat settings in the buildings are not to be altered.
15. **Security:** Do not leave valuables unattended at any time. The church is not responsible for lost or stolen articles.
16. **Pets:** No pets shall be allowed in any of the church facilities.
17. **Building Improvements:** No room or wall shall be painted, upholstered, etc., without Trustee approval.
18. **Landscaping:** No plants, trees, shrubs, decorative items or signs shall be placed on SUMC grounds without Trustee approval.
19. **Equipment and furnishings:** No equipment or furnishings may leave the premises without approval of the Trustees or a staff member.
20. **Use privileges:** May be terminated for any group at any time.
21. **Damage:** The cost of food supplies consumed, damage, theft of church property, utilities left on, may be billed to the using group.

Outside Organization Guidelines

1. A non-SUMC group is any group not under the program ministries of SUMC.
2. A damage deposit is required for all outside, non-church use when the reservation is taken and is refundable if there is no damage, as per the refundable damage deposit breakdown. All fees are due no later than two weeks prior to the event.
3. Nails, tacks, staples, or tape are not to be used on any walls.
4. Occasional Connectional Ministries functions (i.e., Conference and District), shall be considered to be a SUMC group and shall not be subject to fees (Added to policy 11/8/2007).
5. SUMC groups shall have priority in scheduling facility use.
6. The requesting group may be required to submit a copy of their curriculum, ideals, charter, etc. for review by the Trustees, administrative board, and/or clergy.
7. There is no childcare or use of the nursery for non-SUMC groups.
8. All organizations must submit a FRF for the use of any part of the facility with the church office.
9. The thermostat settings in the buildings are not to be altered.
10. Do not leave valuables unattended at any time. The church is not responsible for lost or stolen articles.
11. Office supplies and equipment are to be used only for church business.
12. Non-SUMC groups may, at the discretion of the Trustees, be required to provide evidence of liability insurance, naming SUMC as an additional insured.
13. Non-SUMC groups shall pay the required fees at least one week in advance. The church will adjust these fees as appropriate. Any full or partial refund shall be at the discretion of the church.

Buildings and Other Facilities

1. Any repair due to damage will be charged to the using group.
2. Abuse of facilities will result in forfeiture of the right to use the facilities.
3. Attachments to walls, ceilings, or doors shall not be permitted throughout the church facilities.
4. None of the facilities are available on Sundays or when other special services are taking place.

Sanctuary

The purpose of the sanctuary is to provide a place for the church family and community to worship in a public atmosphere. It is designed to accommodate the church's worship activities including weddings and funerals. The sanctuary will be available during church office hours for anyone to enter for personal prayer and worship. Food and drink are not allowed in the sanctuary.

1. There is a separate Wedding Policy.
2. There is no charge for the use of the church for funeral or memorial services, but there is a fee for the organist and sound technician. A donation is appreciated to help cover the cost of facilities.
3. The church staff needs the following funeral or memorial service information
 - a. Music
 - b. Flowers
 - c. Ushers
 - d. Memorials
4. No fixtures or equipment will be removed from the sanctuary without the express permission of the pastor.
5. The church's musical equipment may be used only by church staff and church musicians.
6. Any decorations used in the sanctuary must have prior approval.

Stryker Park

1. The person who made the reservation is responsible for clean-up and damages.
2. No amplified sound or loudspeakers.
3. No tobacco, alcohol, or firearms.
4. No charcoal grills.
5. Renters must obey all City of Allen ordinances.
6. The park is open until 9:30 PM, at which time the lights will turn off.
7. All church activities have priority.
8. There must be two chaperones (age 21 or older) per 20 youth/children.
9. No bounce houses.
10. No dunk tanks.
11. All animals must be on a leash no longer than six feet.
12. No glass bottles or containers allowed.
13. No decorations unless held up by tape or clamps. All decorations must be removed during clean-up.
14. Any repair due to damage will be charged to the using group.

15. Abuse of facilities will result in forfeiture of the right to use the facilities.
16. For information on security deposits and facility fees, please refer to Appendix B.
17. Refund policy:
 - a. One week or more before event – 75% refund.
 - b. Less than one week before event – no refund.
 - c. Full refund if booking is cancelled by the church.