Redlands First United Methodist Church Copy: Organization

POLICY FOR USE OF THE CHURCH FACILITIES
USE FEE SCHEDULE

A. GENERAL POLICIES

a. The facilities of the First United Methodist Church of Redlands are for church activities which are under the auspices of and accountable to the Boards and Councils of the RFUMC. If the church calendar permits, the church facilities may be made available for use by non-profit groups for non-church activities provided the activity is in harmony with the philosophies of the UMC. In support of, and to promote enriching non-Church youth programs in the community, the facilities of the RFUMC may be made available for Youth-related activities/programs for 25% of the normal room use fee and a waiving of the mandatory security/cleaning deposit upon unanimous recommendation of the facilities use chairperson, the chairperson of the Board of Trustees, and the pastor-in-charge. **The security person/custodial fee, as well as all other room use policies of the RFUMC, still applies.**

b. DUE TO THE HIGH DEMAND ELECTRICAL CHARGES, **THE FACILITIES WILL NOT BE AVAILABLE FOR NON CHURCH USE BETWEEN 12PM–6PM WEEKDAYS FROM THE FIRST SUNDAY IN JUNE THROUGH THE FIRST SUNDAY IN OCTOBER.**

c. The estimated fees for use of facilities will be paid in advance.

d. All weddings are to be performed by the pastor of this church or other approved UMC clergy. Details are provided in the wedding brochure.

e. **SECURITY/CLEANING DEPOSIT:** A security/cleaning deposit is required for any NON church activity. The area is to be previewed by a church representative and user before and after the event; if it is left in the same or better condition the deposit will be returned; if not, any costs that are incurred by the church that are related to the use will be itemized and deducted from the deposit and the remainder returned to the user.

f. United Methodist church members using the facilities for special family events will have fees waived except for the $25 per hour fee for a security person.

g. There will be no charge for a security person in the Education Building during normal office hours.

h. All outside groups will contribute according to the fee schedule.

i. There will be no RED DYE liquid drinks permitted in any carpeted areas of the church facilities.

j. All buildings shall be kept locked at all times when not in use.

k. There shall be no smoking in any church buildings; no lottery, raffle or other games of chance shall be used for the purposes of raising money. No use of alcoholic beverages is allowed anywhere on the church property. Youth groups must have adequate adult supervision in all buildings and with all activities.

l. TO RESERVE A DATE:

i. The Master Calendar in the church office shall be consulted by ALL groups before scheduling an event which requires the use of any of the church's facilities. Scheduling on the calendar shall be entered only by the Office Manager. Because the church buildings accommodate many varied activities, the following priorities have been established to avoid conflicts:
    1. Any meeting of the entire congregation: An all-church event such as a worship service, Charge Conference, etc.
    2. Regularly scheduled church group, at its regularly scheduled time, i.e.. church school class, youth meetings, scouts, UMW and Methodist Men.
    3. Special events of FUMC groups.
    4. Other churches for a church related function.
    5. Any group or individual not related to the church. Categories 4 & 5 must submit to the church office a Certificate of Liability with a $1,000,000 coverage for each incident from user's insurance company naming FUMC as insured on the Certificate. Any group may request a higher priority group to change its time of meeting. This request and agreement to change must be arranged with responsible officers of the group involved and with the church office. A standard use form is available in the church office, and requires the following information:
        a. Type of group,
        b. Number in the group
        c. Type of Function
        d. Signature of the responsible member of the group

        This form shall be submitted to the church office and referred to the Trustees for approval.

m. USE OF THE FACILITIES AND EQUIPMENT:
- i. Heating and cooling systems operate on a time clock, and must not be changed. The security person must be called to turn it on or off and/or adjust them when needed.
- ii. Special equipment, i.e. audio-visual. This equipment is stored in a locked cabinet, and only authorized persons are permitted to operate it.
- iii. Church property shall not be removed from the premises except for a church activity. A representative of the group removing any equipment must sign a check-out form in the church office, both for pick-up and return.
- iv. Silver pieces belonging to the church for use during formal occasions, i.e. receptions are kept in a locked cabinet and are not loaned. These pieces are not allowed to leave the church premises, except on occasions when the church women are asked to serve at a reception.

n. SANCTUARY BUILDING Occupancy 485 (Uniform Fire Code)
- i. Although the Sanctuary Building has been designed as a multi-use facility, it is primarily a house of worship and should always be used accordingly.
- ii. The Sanctuary Building must be kept locked at all times when not in use.

iii. SANCTUARY
1. The lights and sound systems shall be operated by the Security Person or other authorized person(s).
2. Weddings-detailed in Wedding Brochure.
3. The pews and chancel may be rearranged only after approval by the church office, and rearranging shall be supervised by an approved person(s).

4. The Yamaha piano and keyboard shall not be removed from the sanctuary except by designated persons for specific functions.
5. All persons desiring to play the Beckerath organ or electronic keyboard shall be certified by the church organist, and that list shall be in the church office.

6. ANDREW N. DIKE MEMORIAL CHAPEL Occupancy 100 (Uniform Fire Code)
    a. The Chapel has been dedicated primarily as a worship center, and although used for other functions, it should always be used with reverence and care.
    b. Weddings-detailed in the Wedding Brochure.
    c. According to the original agreement with the Dike family no funerals are permitted; however, memorial services are permitted.
    d. The kitchen use shall be limited to serving light refreshments for receptions and church groups.
    e. All groups using the kitchen facilities shall provide their own supplies. Charges for breakage will be made.

7. YOUTH CENTER occupancy: Dining 147; Assembly 315 (Uniform Fire Code)
    a. The lower level Youth Center has been designated for various youth functions. Youth use includes the Boy and Girl Scout programs, Jr. High, Sr. High, and Young Adults. No one area of the Youth Center is designated for the exclusive use of any youth group.
    b. Youth Center Kitchen: This facility has been prepared and equipped for small kitchen use. No perishable food is to be left in the refrigerator indefinitely. Equipment and utensils shall not be removed except for use at a church related activity, in which case they shall be checked out in and through the office.

    c. RULES GOVERNING THE USE OF THE LOWER LEVEL
        i. No alcoholic beverages or smoking are allowed on the premises.
        ii. Groups using the Youth Center Kitchen and facilities are responsible for cleaning them.
        iii. Responsible supervision of all functions is expected for all events Coordinators of Youth and Young adult Ministries shall be stored in a locked cabinet at all times. No toxic or flammable substances may be used without careful supervision.
        iv. The Security Person shall have keys to all locked cabinets and facilities.
        v. All groups are expected to turn off all the lights and see that the building is locked and alarm on before leaving.
        vi. Energy conservation is urged at all times.
        vii. The phone is available for short local calls only.

    d. ARCHIVE ROOM
        i. The Archive Room shall be kept locked except when in use by authorized persons.
        ii. The security person shall have keys.

8. WEEKS HALL — Occupancy (Uniform Fire) Dining: Main Hall, 162; Side Rooms, 65; Maximum, 227 Assembly: Main Hall, 348; Side Rooms, 142; Maximum, 490
    a. The dishwasher in the kitchen shall be operated only by properly trained personnel.
    b. The list of persons trained to operate church equipment, e.g. dishwasher and audio-visual, is available in the church office.
    c. The coffee bar, tables, kitchen and kitchen equipment must be left clean and orderly and trash placed in the dumpsters behind Weeks Hall. No perishable food may be left indefinitely in the refrigerator. The kitchen is subject to a Health Inspection at any time.
    d. The user shall promptly remove any decorations, displays, equipment or other articles brought on the premises; and the user shall be responsible for any breakage or repairs.
    e. When Weeks Hall is used by children or youth groups, at least one responsible adult per every ten children or youth must be present to supervise activities of the group.

9. BECKERATH ORGAN AND THE ELECTRONIC KEYBOARD
    a. Usage: All persons desiring to play the organ or the electronic keyboard shall be certified by the church organist.
    b. The organist shall maintain, in the church office, a list of persons certified for playing.

FACILITIES USE AND FEES

Copy: Organization
Trustees
Office

SANCTUARY	FEE	
MANDATORY- SECURITY/CLEANING DEPOSIT Gathering Area Included in deposit and fee schedule	$500 (separate check)	_____
Up to 4 hours	$350 Base	_____
Each additional hour	$ 125	_____
Organ (organist not included) Use ONLY with approval of organist	$ 125	_____
Yamaha Grand Piano	$ 50	_____
Yamaha Electric Keyboard (only with approval of organist)	$ 50	_____
Security/Custodial Person - Mandatory (4-hour minimum fee)	$ 25 per hour	_____
Total Amount requested		

GATHERING AREA

MANDATORY- SECURITY/CLEANING DEPOSIT	$300 (separate check)	_____
Up to 4 hours	$150 Base	_____
Each additional hour	$ 35	_____
Security/Custodial Person - Mandatory (4-hour minimum fee)	$ 25 per hour	_____

ANDREW N. DIKE CHAPEL

MANDATORY SECURITY/CLEANING DEPOSIT	$300 (separate check)	_____
Up to 4 hours	$250 Base	_____
Each additional hour	$ 35	_____
Security/Custodial Person - Mandatory (4-hour minimum fee)	$ 25 per hour	_____

YOUTH CENTER

MANDATORY SECURITY/CLEANING DEPOSIT	$300 (separate check)	_____
Each Class Room - Up to 4 hours	$150 Base	_____
Each additional hour	$ 35	_____
Security/Custodial Person - Mandatory (4-hour minimum fee)	$ 25 per hour	_____

EDUCATION BUILDING

MANDATORY SECURITY/CLEANING DEPOSIT	$300 (separate check)	_____
Conference Room	$100 Base	_____
Each Class Room Up to 4 hours	$ 60 Base	_____
Each additional hour (non office hours)	$ 25	_____
Security/Custodial Person - Mandatory (4-hour minimum fee)	$ 25 per hour	_____

WEEKS HALL

MANDATORY SECURITY/CLEANING DEPOSIT	$500 (separate check)	_____
Main hall and stage - Up to 4 hours	$350 Base	_____
Each additional hour	$100	_____
For other uses related to Weeks Hall		
Kitchen Use:		
Potluck or catered dinner or reception (cooked elsewhere) includes coffee bar	$100	_____
Preparing and serving a meal (includes coffee bar)	$175	_____
Security/Custodial Person - Mandatory (4-hour minimum fee)	$ 25 per hour	_____
Dishwasher Operator (must be approved by the church office)	$ 15 per hour	_____
Use of Equipment security deposit	(see attached policy)	_____

Total Amount Requested for Use of Facility $ _____

Total Amount Requested for Security Deposit (separate check) $ _____
Security deposit will be held until completion of event.

Other amounts due $ _____

Office use:

Date: _____

Copy of Insurance Liability received and filed on _____/_____/_____

Total Amount Received $ _____ By: _____

Security Deposit returned on ____/____/_____ Received by: _____
Please sign

Notes: