

Building Use Policy, Meadowbrook UMC

1. The purpose of this Building Use Policy is to provide the guidelines and procedures to be followed in use of the church facilities. Everyone is expected to recognize the Christian atmosphere of the United Methodist Church. At least one individual will be held responsible for the behavior of each group using the facility. (Generally the signatory individual on the Building Use Request Form)
2. All properties owned by the church are considered to be the direct responsibility of the Board of Trustees. This policy is created to assist them in performing their duty of overseeing all use of facilities and equipment.
3. Special Note: Under the Missouri Conference of the United Methodist Church's policy of *Safe Sanctuaries* and in order to safeguard all children on our premises, Meadowbrook UMC requires that there be a minimum of two (2) qualified persons present at all events that include children. The term "child" is understood to refer to any individual under the age of 18, as well as adults with physical, mental, or developmental disabilities. This applies to any occasion on which the child will be under the supervision of an adult *not* their parent or guardian for *any* length of time. The number of qualified persons should increase exponentially to the number of children.
4. Any organization or individual may use the building with the approval of the Church Council and provided all of the following conditions are met:
 - The organization's principles and ideals are in accordance with those of the church.
 - The organization has shown, through prior use of the church or the presentation of references, that church policies and procedures will be followed.
 - Any intended use of the building will not interfere with the preparation of the building for other scheduled activities.
 - Established fees are agreeable, as stipulated on the Building Use Request Form.
 - The sanctuary is considered the primary place of worship in the church building, and every effort should be made to respect its purpose and meaning to church members. We encourage use of the sanctuary for weddings and funerals (special

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- policies and fees apply to both) or other activities with themes of worship or Christian beliefs. Requests for other uses of this space are subject to the approval of the Pastor.
- No food or drink in the sanctuary, please. This includes chewing gum and candy. The Pastor may make exceptions to this rule at his/her discretion.
 - Requests to use the kitchen facilities must have the approval of the kitchen committee. Use of the sink, church refrigerator, and microwave are all available to any organization paying for use of the kitchen. Additional permission is required if use of the stove or available dishes and flatware is desired.
 - Possession of alcoholic beverages and/or illegal substances is prohibited on church property at all times, and violation will result in a police report being filed.
 - Smoking is not permitted in the building at any time.
 - Offensive/crude language or physical altercations are prohibited, and depending on severity may lead to expulsion from the building or a police report's being filed.
 - Children not participating in the event taking place must be supervised by adults if they are not to remain in the same space as their parent/guardian(s). Please do not allow children to roam unattended. Use of the nursery space must be approved by the Trustees and/or the Staff-Parish Relations Committee member responsible for the nursery. Use of the rooms and equipment reserved for Meadowbrook ECC (lower level) is strictly prohibited.
 - All groups must be aware that others may be using the building at the same time. Respect and courtesy for others should be shown at all times. This includes maintaining a noise level that is not distracting or offensive.
 - Nothing may be hung, taped, pinned, etc. to the walls without permission of the Board of Trustees.
5. Scheduling will be made available on a first-come, first-serve basis.
- Scheduling becomes official when notice is given to the Board of Trustees that the Church Office has received and entered the information on the church calendar.

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- In case of conflict resulting from “double-booking”, priority will be set as follows: 1: Church Use 2: Adjunct Organization Use 3: Non-Church Associated Use
 - In case of conflict between groups of equal priority, the group with the first date of acceptance by the Board of Trustees will be given priority. Failing that, the earliest date of application will be the determinant.
 - The church calendar is available on the website: www.meadowbrookumc.org However, it is subject to change and not all events appear, so please contact the church office before submitting a request.
6. The facility will be kept damage-free and properly cleaned after use. The availability for future use will be affected if the following procedures are not implemented.
- Rearrangement of tables and chairs is permitted, provided they are returned to their original positions after the event is over. Authorization for the movement of other furnishings and equipment must be obtained from the Board of Trustees.
 - Office equipment is not available for use. This includes, but is not limited to, computers, printers/copiers, fax machines, and telephones.
 - All trash generated must be gathered and disposed of in the church’s trash enclosure, located on the west side of the church parking lot.
 - Lights that were off when the group arrived must be turned off upon conclusion of the event.
 - All interior and exterior doors must be closed and/or locked as the individual/group is leaving. If there is an issue with securing the building, the Board of Trustees must be immediately contacted.
 - The attached checklist for church use must be executed and left in the box marked “Trustees” located in the upper level hallway.
7. Damage to property must be reported to the church office no later than one (1) day following the occurrence. Complete restitution (to the satisfaction of the Board of Trustees and/or the Church Council) for the any and all damaged

- property will be the responsibility of the individual/organization who requested use of the facility.
- Cost of repairs for damage and/or cleaning as determined by the Board of Trustees, will be assessed against the individual or organization.
 - Organizations may, by the recommendation of the Board of Trustees to the Church Council, be prohibited from use of church property due to violation of any of these policies and procedures.
8. Certain insurance and liability conditions apply according to specific occurrences:
- All participants in programs, other than activities included in normal worship and educational programs are required to execute a **Parent/Guardian Consent Form**. This includes adjunct groups such as scout troops.
 - Personal property brought to the church for use during special events or normal church events are insured under the church's liability policy only up to \$1000.00 for loss or damage.
9. Occasions arise when other churches, organizations, or individuals desire to borrow church equipment such as chairs, tables, dishes, etc. The following guidelines apply to these situations:
- The Board of Trustees and/or Kitchen Committee must approve the loan if the request comes from a non-member and/or the equipment desired is valued at more than \$50.00.
 - The item must be "checked out" from the Church Office. A sign-out sheet is available and must be filled out correctly before church property may be removed from the premises.
 - If the equipment is being borrowed by another church or organization, there is an understanding of reciprocity.
 - Responsibility for any damage or loss is consistent with Article 7 of this document.

CHURCH USE CHECKLIST

1. Turn off all lights _____
2. Reset thermostat to original setting, if applicable _____
3. Close windows _____
4. Lock doors (all exterior, nursery, supply closet(s)) _____
5. Put away chairs _____
6. Clean and put away tables _____
7. Wash any dishes and put away _____
8. Clean kitchen sinks and countertops _____
9. Sweep floor _____
10. Return any furnishing to original positions _____
11. Tidy any rooms used (straighten cushions, lampshades, etc.) _____
12. Put away TV/VCR or other A/V equipment _____
13. Remove all trash to trash enclosure _____
14. Gather up and take away any leftover food _____
15. Return key(s) _____
16. Flush toilets and check faucets and lights in restrooms on both levels _____