

# **Building Use Policies 2015**

## **First United Methodist Church**

**411 N. 4th Street**  
**Vincennes, IN 47591**

In order to establish a consistent policy that both controls and protects the property of the First United Methodist Church and maximizes the use of the facilities to further God's Kingdom, the Board of Trustees adopts the following building use policy and fee schedule. This policy does not apply to regularly scheduled program events of the First United Methodist Church.

Our Facility is open to all who would use it for the advancement of God's Kingdom. It is open to members, non-members, religious and secular groups who have a need for the facility, are willing to use it with respect for what it represents and are willing to accept responsibility for the care and maintenance of the facility as it relates to their use.

The following policies and guidelines are hereby put in place so that all who use the facility may be aware and agree to them prior to using the facility.

### **1. Schedule**

Because there are many groups using the facility, any use of the facility by members, non-members, religious groups and secular groups must be scheduled through the church secretary and placed on the calendar in advance of the scheduled event. In the event of schedule conflicts, priority will be given to scheduled church events first, then to church members for other events, then to members or groups outside the membership of the First United Methodist Church.

### **2. Guideline for use**

Because the First United Methodist Church facility is primarily a place of worship, any group using the facility should respect that use and no event should be scheduled which is contrary to God's purpose or to the mission of the First United Methodist Church.

Participants at scheduled events should be restricted to the areas designated for their event. Indiscriminate use of all areas of the building is not permitted.

Food and beverage consumption is to be carefully restricted to designated areas such as the dining room and fellowship hall.

The use of alcohol, tobacco, or any illegal drugs on the premises is strictly forbidden.

If nursery care is provided, it must conform with the established policies and procedures for child care established by the First United Methodist Church. Copies of these policies and procedures are available from the church office.

### **3. Weddings**

Weddings are special events and a specific policy has been adopted and is available from the church office.

### **4. Fee Schedule**

In order to sustain the church facility and to provide maintenance related to events, the following schedule is adopted:

**For Meetings Only**

**Fellowship Hall**

Security Deposit	\$50
Use Fee:	
Members	--
Non-Members	\$75

**Sanctuary**

Security Deposit	\$75
Use Fee:	
Members	--
Non-Members	\$100

**For Meetings with a Meal**

**Kitchen & Dining Room/Fellowship Hall**

Security Deposit	\$75
Use Fee:	
Members	--
Non-Members	\$100

**Weddings**

Wedding Policy Available

**All fees are due in advance and it is the responsibility of the person responsible for each event to return the facility to the condition in which it was found. Any supplemental cleaning, damage or furniture moving will result in loss of the security deposit.**

**Application for Building Use**

Name of Person/Organization: \_\_\_\_\_

Responsible Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Entered in church calendar: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Fee and/or Deposit: \_\_\_\_\_

**I have read, understood and agree to abide by the policy stated above.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Approved by \_\_\_\_\_