

Granville United Methodist Church Facility Usage Policy

Building Use Policy

Granville United Methodist Church
187 Clover Street, Granville, TN 38564

All events/activities must be scheduled through the church office or trustees. Regularly scheduled church meetings and activities of Granville UMC will have first priority in the use of the facilities. Other church related meetings and functions have second priority. The Pastor has the final decision in prioritizing use of the church facilities.

Here is the fee schedule for non-church sponsored events (to be paid in advance of the event or activity):

<u>Non-Member, For Profit, (Non- Profit)Profit Producing</u>	<u>Member or Non Profit</u>
Sanctuary: \$50.00	No Charge
Kitchen/ Sunday Included	No Charge
School Rooms	
Parking Lot: \$50.00.....	No Charge

General Usage Guidelines:

The guidelines are for Member and Non-Member facility usage

- Those wishing to use the church facilities must schedule the event with the church's administrative assistant prior to the event. Each requesting party will be provided a copy of the Building Use Policy that states that they have received and agree to said policy.
- When a church-related meeting or function causes a scheduled non-church meeting or event to move or to be cancelled, the affected person or organization will be given as much advance notice as possible.
- **Controlled substances, weapons, and alcoholic beverages are not allowed on church property.**
- **Smoking is prohibited.**
- Trash (paper goods, decorations, food waste, etc.) is to be taken out with you when you leave. Full trash bags shall be tied closed and disposed of. All items associated with your activity must be removed immediately after the activity.
- If furniture is re-arranged for your activity, please return it to its original location before you leave.

Kitchen Usage:

The following guidelines apply to the church kitchen.

- All members and non-members will be assessed a \$3.00 charge per linen tablecloth used. Table linens may not be removed from the church. Placemats may be used at a cost of \$5.00 per hundred.

- Paper products and other consumables in the kitchens and pantries are only available for church use.
- The kitchen, serving rooms, and dining rooms shall be cleaned and left in order at the conclusion of an event.
- **No alcoholic beverages or smoking is allowed on church property. See General Usage**

Guidelines.

- All tables shall be protected from hot dishes.
- All food must be removed from the church upon the conclusion of the event or it will be disposed of the next day. This includes all food left in refrigerators and/or freezers.
- Dishes, pots, pans, serving trays and pieces, utensils, coffee pots **may not be removed** from the premises. Kitchen facilities and equipment may not be used for private catering purposes.
- All items hand washed in the sinks shall be washed, rinsed, and disinfected.
- All dishes shall be cleaned and put away.
- Garbage shall be bagged and disposed of.
- Stoves, microwaves, ovens, coffee pots and all other kitchen equipment shall be thoroughly cleaned at the conclusion of the event.

Equipment Rules:

- No tacks or nails shall be driven into furniture or woodwork.
- Non-church organizations shall be responsible for the expense of, the repair of or replacement should any damages occur.
- Scouting organizations or their sponsoring groups shall also be responsible for the expenses of necessary repairs.
- **Audio-visual equipment may not be removed from the church by a non-church organization or non-member; church members must first receive approval from the trustees or pastor.**
- Only individuals approved by our organist may play the church piano.
- The user is responsible for any breakage, damage or loss of equipment and shall be reported immediately to the church office so that reparations and adjustments can be properly expedited, assessed and added to the charges for use of the facility.

Other:

The Pastor of the Granville UMC has the authority to make appropriate decisions on a case-by-case basis should there be items not covered by this policy or items that require clarification.

Adopted by Administrative Board: 10/22/14