



## **Regulations for Use of Facilities RIVERCHASE UNITED METHODIST CHURCH 2018**

The Board of Trustees of Riverchase United Methodist Church requires that any use of church facilities be within the guidelines listed below.

### **General**

1. Meetings to be held at the church will be scheduled on the church calendar with our Facility Coordinator. The attached contract shall be considered a request for usage when submitted.
2. Reservation requests are reviewed once a week at the weekly staff meeting. You will be notified after the staff review.
3. The facilities are primarily for the use of Riverchase United Methodist Church. To the extent that scheduling permits, portions of the facility will be available for use by responsible community service groups provided there is no financial loss to the church. Any group requesting to use our campus must share in our Vision and Mission and Safe Sanctuary rules and not be deemed controversial.
4. Our staff person or other responsible party is charged with making the reservation and shall be held responsible for any damage to the property. The person in charge shall be responsible for turning out lights, turning off coffee makers (if used), locking the doors, etc. prior to departure.
5. We require that all events start or end with a prayer by the responsible party.
6. Additional usage policies supplement this policy for weddings, funerals, and the nurseries.

The following priorities of facilities are established:

**Category 1:** Regular church activities to which the entire congregation, or a substantial portion thereof, is invited such as Family Ministries, Adult Ministries, Youth and Children's Ministries have priority.

**Category 2:** Church groups such as United Methodist Men, United Methodist Women, Sunday School class activities and Scout activities have second priority.

**Category 3:** Individual church members shall have third priority for events such as luncheons, dinners, showers, receptions, etc. In addition to other responsibilities regarding use of the facilities, members will be asked to pay a fee to cover additional custodial services, kitchen coordinator services, and utilities. Use of the Riverchase Room is limited to adult activities except those sponsored by a staff member. All activities require adult supervision in the room/rooms being used for such activities. Fees may apply.

**Category 4:** Community service groups such as CR, AA, OA, etc shall have fourth priority. Use by these categories will be allowed only by prior approval. *Groups or individuals primarily involved in social or commercial endeavors will be considered on a case by case basis.* Fees will apply.

**The following items are not allowed in any room:** "red" drinks such as red punch, glitter, confetti, candles without a candle stand or votive cup (electronic candles are preferred). **NO ALCOHOLIC BEVERAGES** will be consumed on RUMC premises. There shall be **No Smoking** in any building on the campus



# **Regulations for Use of Facilities**

## **RIVERCHASE UNITED METHODIST CHURCH**

### **2018**

#### **PLACEMENT OF ITEMS ON WALLS (ALL BUILDINGS)**

Any signs or boards of permanent nature may be affixed to walls or put on property only after approval of the Board of Trustees or the Church Administrator.

Trustees are responsible for the inside of the building and are charged with assuring that all bulletin boards are appropriate.

Temporary posters or signs will be attached to walls or woodwork with blue or green painter's tape, Plasti-Tak or styx. Masking tape, staples, and thumb tacks are not allowed. If walls get damaged, you will be held responsible.

Temporary posters and signs in the Sanctuary building on the walls is highly discouraged unless on pre-made bulletin boards or sandwich boards outside the narthex.

#### **SANCTUARY**

The sanctuary of the church shall be used only for religious services unless approved by RUMC leadership such as:

1. The regular Sunday worship services and other religious services under the direction of, or authorized by, a minister of the church.
2. Wedding, funerals, sacred concerts, religious dramas, etc.
3. Denominational and interdenominational conferences and assemblies that are free from any political activities or affiliation.

The Minister of Music shall oversee the usage of all musical equipment and the sound system. It shall remain locked when not in use.

No food or drink shall be allowed in the Sanctuary except those deemed by staff members to be appropriate to a worship service.

#### **Kitchens**

All classes, organizations, and individuals that wish to use one or more of the kitchens must schedule the date and time in advance with our Facility Coordinator and Kitchen Coordinator.

Any group using the kitchens will be responsible for turning off appliances, coffee pots, cleaning the pots, pans, dishes, and silverware and returning them to the proper storage area. Garbage is to be placed in the outside dumpsters. They are also responsible for removing leftover food from the refrigerator and freezer. Any food to be used later should be labeled; otherwise the kitchen coordinator is authorized to dispose of it.

The group using the kitchen is responsible for repairing damages or replacing any broken item.

Borrowing items from the kitchen is not permitted.



# Regulations for Use of Facilities RIVERCHASE UNITED METHODIST CHURCH 2018

## Fee Schedule for Use of Building.

### Riverchase Room

- \$100.00 – Room fee for Members
- \$200.00- Room fee for Non-members
- \$25.00/hour with 3 hour minimum- Custodian
- \$25.00/hour with 3 hour minimum- Kitchen Coordinator \*(if kitchen is used)

### Fellowship Hall

- \$100.00 – Room fee for Members
- \$200.00- Room fee for Non-members
- \$25.00/hour with 3 hour minimum- Custodian
- \$25.00/hour with 3 hour minimum- Kitchen Coordinator \*(if kitchen is used)

### Fireside Room or any other classroom

- \$100.00 – Room fee for Members
- \$200.00- Room fee for Non-members
- \$25.00/hour with 3 hour minimum- Custodian
- \$25.00/hour with 3 hour minimum- Kitchen Coordinator \*(if kitchen is used)

### The Well-Gym

- \$100.00 – Room fee for Members
- \$200.00- Room fee for Non-members
- \$25.00/hour with 3 hour minimum- Custodian
- \$25/hour with 3 hour minimum – Sound technician
- \$25.00/hour with 3 hour minimum- Kitchen Coordinator \*(if kitchen is used)

### Sanctuary

- \$250.00- Room fee for Members
- \$500.00- Room fee for Non-Members
- \$25.00/hour with 3 hour minimum- Custodian
- \$25/hour with 3 hour minimum – Sound technician

### General fee policies

**Custodial fees may apply to all categories on weekends or holidays when no custodians are present.** Custodial, Kitchen coordinator and sound tech fees are paid directly to the person doing these functions – it is not run through the office payroll system.

**Note – RUMC has a separate “Wedding Policy”. This is intended to supplement the policy.**



# Regulations for Use of Facilities RIVERCHASE UNITED METHODIST CHURCH 2018

## CONTRACT FOR BUILDING USE

Any request for building use will be given consideration. The church reserves the authority to deny any request that would not be in the church's best interest. The church office will adhere to the policies and procedures explained in the attached **Regulations for Use of Facilities, Riverchase United Methodist Church (RUMC), Board of Trustees, 2018.**

1. The group leader must submit this form to the church office for potential meetings. The staff reviews request once a week. Approval must be obtained from the church office **before** meetings are publicized. Once approved, any room fees will be due within a week. Custodial, Kitchen Coordinator and Sound Tech fees are payable directly to the specific person on day of event (this does not go through our office payroll system).
2. The church office will strive to uphold the agreed meeting time, place, and date; however, there may be circumstances (upcoming church events) that may change the room. The group leader will be notified in advance if this should happen.
3. Room set up forms must be submitted to the Facility Coordinator no later than the week before the event. If a set up form is not completed, you will be responsible for set up. *A form is attached for your convenience.*
4. If provided a key, it must be returned to the church office the business day following the event.
5. If any of RUMC's facilities, office equipment (including computers), furniture, audio/visual equipment, or any property of the church, is damaged, the group leader will be held financially responsible for repair or replacement. If issues recur repeatedly or remain unresolved, the group will not be allowed to hold future meetings at the church.
6. All groups are responsible for leaving the room in good condition. All trash should be emptied disposed of in the dumpster; chairs should be left in an orderly fashion; and the lights should be turned off. The group leader is responsible for making sure all building doors are locked and secure.
7. Alcoholic beverages cannot be consumed on RUMC premises.
8. The following are not allowed in any room: Smoking, "Red" drinks such as red punch, Glitter, Confetti, Candles without a candle stand or votive cup (electronic candles are preferred).
9. RUMC does not assume any responsibility or liability for any personal injuries, lost/damaged personal property or vehicle thefts/damage.

### EVENT INFORMATION

Brief Description: \_\_\_\_\_

Sponsoring Group Name: \_\_\_\_\_ Room requested/assigned: \_\_\_\_\_

Responsible staff/Church member: \_\_\_\_\_

Number of expected attendees: \_\_\_\_\_ adults \_\_\_\_\_ children Date and time of event: \_\_\_\_\_

### Office Use Only

Contract Received		Custodian fee	
Room Set-up Received		Kitchen fee	
Key issued		Room fee	

I (group leader) agree to the terms of this contract, \_\_\_\_\_  
Signature Date

Printed name

Email address

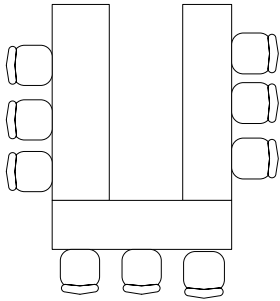
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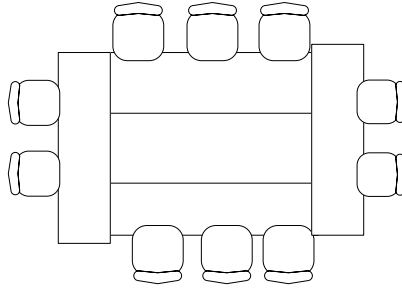


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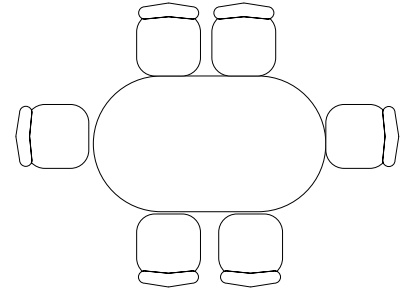
**Meeting U**



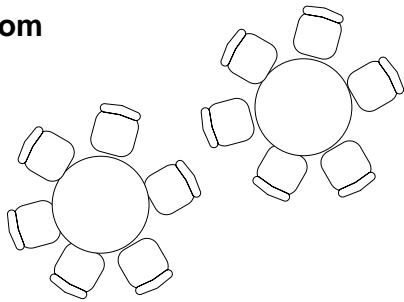
**Meeting Rectangle**



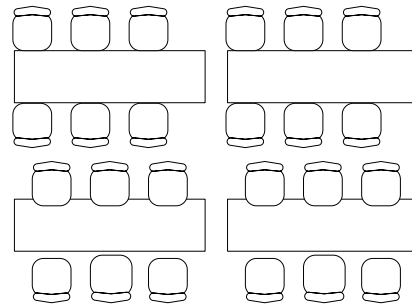
**Conference Room**



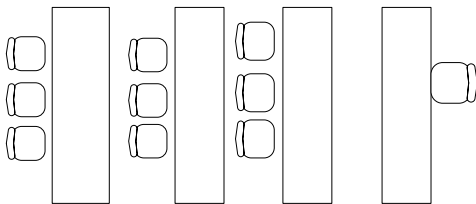
**Dining Room**



**Cafeteria**



**Classroom**



**Theater**

