

New Horizons United Methodist Church

Building and Facilities Use Policy

Church Groups and Community Groups

Our church is happy to have your group/organization share God's house with us. Our facilities are for the functioning of our ministry and for providing a hospitable presence for members, church groups, and the community. Regular activities, groups, and sponsored groups of New Horizons United Methodist Church shall have priority for the scheduling of their time and space for their ministry.

Purposes of Use:

The use of any of the facilities shall be consistent with the priorities of New Horizons United Methodist Church and the Social Principles of the United Methodist Church.

Activities restricted:

1. promotion of partisan politics
2. those with policies in conflict with the Social Principles of the United Methodist Church
3. commercial enterprises
4. fundraising with the exception of New Horizons United Methodist Church, groups sponsored by New Horizons United Methodist Church, and United Methodist groups.

Scheduling:

1. Meetings and activities must be scheduled at least one week in advance and placed on the church calendar through the church office following approval.
2. A reservation form must be completed and returned to the church office. Forms are available from the church office by calling 573-443-7058 between 8:00 a.m. to 12:00 p.m. Monday through Friday or online at www.newhorizons-umc.org
3. Events of the church will have priority usage.
4. Requests require written approval by Chair of Trustees or designated Trustee; the use of the sanctuary requires written approval of the minister.

Contact Person for Group Using Facilities:

1. The contact person is responsible for adherence to the *Building and Facilities Use Policy*.
2. The contact person is responsible for arranging for the opening and closing of the church building for the activity scheduled and paying the fees at the church office.

Building Use Fees

There is no charge for New Horizons United Methodist Church members, New Horizons United Methodist Church sponsored groups, and United Methodist groups. A waiver of fees for other groups may be given by the Board of Trustees.

Custodial service is once a week to prepare the building for Sunday services. If the building is used during the week, it is as left following Sunday services. Therefore, a custodial fee must be paid for cleaning for an activity if cleaning is required.

Building Use Fee: Less than 4 hours \$50.00
 More than 4 hours \$100.00
 (over 12 hours may require additional fee)

Custodian Fee: \$50.00 (payable to Christopher Morgan, Custodian)

Sound Technician: \$50.00 (payable to Sound Technician)

<u>Weddings</u>	Sanctuary and Preparation Areas	\$200.00 (no charge for members)
	New Horizons Minister	\$125.00 (no charge for members)
	Fellowship Hall for Reception	\$100.00 (no charge for members)
	New Horizons Pianist	\$100.00 (payable to Adriene Green, Music Director)
	Custodian	\$75.00 (payable to Christopher Morgan, Custodian)
	Sound Technician	\$50.00 (payable to Sound Technician)
	Church Wedding Coordinator	(no charge)

Note: A separate document describing wedding guidelines for church use is available from the church office or on line via the New Horizons United Methodist Church website.

Safety and Insurance

Safety: It is expected that the sponsor or person in charge will be responsible for the oversight and behavior of the group attending by providing appropriate supervision and risk management.

Insurance: Groups that are not part of the direct ministry of New Horizons United Methodist Church using church facilities regularly are expected to have adequate insurance for their personal injuries and liabilities. The group may be asked to provide a certificate of insurance before using the facilities.

Fire: Groups using the facilities should know where the fire exits and fire extinguishers are located.

Candles: The use of candles or other flames, apart from regular use in worship services, shall require special permission of the Board of Trustees or minister.

Accidents: All accidents, involving either the injury of persons or the damaging of property, taking place on the property must be reported immediately to the minister or a member of the Board of Trustees.

Safe Sanctuary: All groups using the facilities are responsible for reading and agreement with the Safe Sanctuary policies of New Horizons United Methodist Church. In particular, the requirement that at least 2 adults be present when children or youth are involved, and that children must always be within sight or sound of at least 2 adults.

Church Property

- Church property will not be loaned, borrowed, or removed from church premises with the exception of the following which may be used by church members with written approval of Chair of Trustees or designated Trustee:
 - folding tables
 - folding chairs
 - a. All items must be listed with checkout and return dates on form in church office. All items must be returned within 24 hours or as otherwise authorized.
 - b. Eating utensils and kitchen equipment shall not be taken from the church except for New Horizons United Methodist Church-sponsored functions.
 - c. Damaged equipment will be replaced or repaired by the borrower to the satisfaction of the Trustees and with approval of the Trustees.
- Audio-visual and sound equipment and musical instruments may NOT be used unless approved. Use of equipment requires a New Horizons United Methodist Church trained technician.**

Facility Use

Any group using the facilities will be financially responsible for all damages to the physical property or to any equipment in the area being used with the exception of normal wear and tear of equipment.

General Use

- Meetings and activities must be confined to the areas of the church and property as scheduled.

2. If the Church buildings are being used at no charge, you are expected to set up and clean up for yourself. Cleanup equipment is located in the kitchen and storeroom areas. These activities include furniture arrangement, trash, lights, locks, restrooms, thermostats. Church supplies are for church events only. All other groups must provide their own supplies. Rooms are to be returned to the original set-up.
3. Any damage to the building, equipment or premises is to be reported to the church office.

Checklist to **Close Church Building** is to be completed when a group has finished using the church premises. Sign out form is located in lower hall entrance.

Refer to attached **Checklist to Close Church Building**.

4. No tacks or nails shall be driven into furniture, walls or wood surfaces.
5. The chair lift for the stairs is available for appropriate use; arrangements for the key are to be made with the church office.

Kitchen – Safety and Sanitary Guidelines posted in kitchen

1. The kitchen must be left clean and orderly after use.
2. Paper products and other consumables in the kitchens and pantries are only available for church use. Other groups must provide their own supplies.
3. All items hand washed in the sinks shall be washed, rinsed, and left to air-dry. Towels are not to be reused but left in designated container to be washed. This is for recommended sanitary precautions.

Sanctuary

In general, the Sanctuary is not available for use unless coordinated directly with the minister. If permission to use the Sanctuary is obtained, the following guidelines apply

The sanctuary is to be used only for religious activities, not strictly secular. The minister must approve in writing any non-conforming use of the sanctuary.

No food or drink is allowed in the Sanctuary except for Sacramental Elements.

None of the Sanctuary furnishing including the altar or piano may be moved, covered or altered in any way from their intended purposes without permission of the minister.

The Altar table is never to be used as an ordinary table. Nothing may be placed upon it except traditional parchments and floral arrangements. The Bible and candlesticks may not be removed. No religious symbols or decorations may be removed without minister's approval.

The Sanctuary may not be used for "Broadway" type musicals or plays.

Nursery, Playground, and Church Premises

Children and/or siblings of church or group members must stay with the group unless the church nursery has been scheduled. If scheduled there must be a minimum of 2 persons with New Horizons United Methodist Church approved Safe Sanctuary certification supervising the children. An approved list may be obtained from the Safe Sanctuary Chair.

All activities must be appropriately supervised. Children must be supervised at all times in the playground, church grounds, and parking lot areas.

Alcohol, Weapons, and Controlled Substances

This is God's property and should be treated with great respect

1. There will be **No Alcoholic Beverages or Controlled Substances** on the Church premises.
2. There will be **No Smoking** within the Church Building.
3. There will be **No Weapons** on the church premises.

For-Profit Events

1. Church facilities may not be used by "For Profit" events or groups. This could jeopardize the *non-profit* tax status of the church.
2. Single events and/or recurring meetings, which result in the collection of fees or dues shall be approved by the Board of Trustees and documented in the **Application for Use of Church Facilities**.

New Horizons United Methodist Church
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