



Asbury United Methodist Church Facility Use Policy

MISSION STATEMENT

Asbury United Methodist Church buildings and grounds are to be used to bring glory to God and serve the community through Christian worship, education, fellowship, recreation, and outreach ministries. We view the buildings and grounds as an extension of ministry.

It is our belief that, as we serve each other and neighbors, we serve Christ. For this reason, our facilities are open to members of Asbury United Methodist Church and non-members for constructive use. In determining whether use of the facilities by any group is appropriate, the mission, values, aims, and policies of the Church are used for guidance.

GENERAL USE

1. The use of the Asbury United Methodist Church facility, as well as all Church property, shall be determined by the Church Board of Trustees in keeping with this policy. Final permission to use the facilities rests with the Church Board of Trustees. Delegation of the authority to permit use and schedule use of the facility is granted by the Church Board of Trustees to the Facility Coordinator and/or Church Administrator. All fees, terms, and conditions are subject to adjustment on a case-by-case basis solely at the pleasure of Asbury United Methodist Church.
2. Qualifications on use of the Asbury United Methodist Facilities.
 - a. While it is the desire of Asbury United Methodist Church to serve the community, no commercial activities shall be allowed use of the facility. As a non-profit organization, we will not host any event for which individuals are charged a fee or fees to participate when those fees will profit an individual or company.
 - b. Certain profit making activities may be granted use of the facility as long as their purpose aligns with or provides a desired benefit to the members of Asbury United Methodist Church. Examples include music lessons given by Asbury choral staff or members, weight watchers, exercise classes, educational programs that augment Asbury Mothers' Day Out programs, etc.
 - c. Asbury United Methodist Church members may sponsor activities in the use of the facility. These activities must have a primary participation by other Asbury members or be for the primary purpose of promoting outreach to the community in keeping with the evangelistic goals of Asbury United Methodist Church.
 - d. All agencies or organizations using the facility must provide a certificate of insurance, complete the *Church Use age and Hold Harmless Agreement*, including the Addendum for Activities Involving Children and Youth, if applicable. Acceptable proof of completed background checks must be provided by the agency or organization or requests for background checks along with \$25 must be provided two weeks prior to the use of the facility.



GENERAL RULES AND PROVISIONS

1. No food or drinks are permitted in the Sanctuary.
2. Use of the Asbury United Methodist Church shall conform to fire and safety ordinances.
3. The person in charge of an anticipated activity shall read the Asbury United Methodist Church *Facility Use Policy* and complete a *Church Use age and Hold Harmless Agreement*, both of which are available in the Church Office or on the Church website (<http://www.asburyonline.org>).
4. Reserving the facility will be on a first-come, first-served basis after Asbury United Methodist ministry and program uses are scheduled. Plans for an anticipated activity should not be fully developed or announced until permission is given. All anticipated functions should be placed on the calendar at www.asburyonline.org, preferably three months and, no later than two weeks, in advance of the event.
5. Unauthorized rooms will be locked; all individuals who have access to Sunday school rooms, or other meeting rooms, are to respect other people's property by not disturbing the room setup. This includes pictures, chalkboards, decorations, supplies, audiovisual equipment, coffee pots, etc.
6. Any damage to the Church facility or property resulting from misuse by persons or groups will be the responsibility of the person signing the *Church Use age and Hold Harmless Agreement*.
7. The person in charge of an activity must be instructed on building security, the use of the heating and air conditioning, garbage disposal(s), showers, telephone, lights, fire alarm system.

FACILITY USE RULES

1. The Church facilities may only be used between the hours of 8:00 a.m. and 10:00 p.m. unless otherwise approved.
2. Children shall not be allowed to run free throughout the Church buildings and Sanctuary.
3. Use of rollerblades, roller skates, and skateboards inside the Church facilities or outside on Church property is prohibited.
4. In any form, gambling, alcoholic beverages, illegal drugs, tobacco products, and weapons are prohibited on Church property. No foul language will be allowed.
5. Gum chewing is discouraged in carpeted areas. No muddy footwear is allowed on the carpeted areas. Food and beverages may be consumed in all rooms with the exception of the Sanctuary. All food items and refuse must be properly disposed of at the end of an activity; any spills are to be wiped up immediately. **A report of spillage or damage shall be made to the Church Office or Facility Maintenance Manager as soon as practical.**
6. Christian modesty is required for all forms of dress.
7. The person responsible for a function must be an adult over the age of 21. This responsible person must be present for the duration of the function and shall be responsible for maintaining all rules



and policies. During meetings or practices (i.e. Choir and Drama), an adult must oversee the use of facilities and buildings.

8. Children and teens shall have adult supervision—in accordance with the Asbury *Safe Sanctuary Policy* or the Addendum to the *Church Use age and Hold Harmless Agreement*.
9. Tacks, nails, wire, tape, or other materials likely to damage finished surfaces should only be used for fastening permanent or semi-permanent items such as white erasable boards, chalkboards, and bulletin boards. The attachment of decorations and other materials to walls shall be done only with the consent of the Trustees or designee, except when posters, pictures, notices, etc., are placed on bulletin boards.
10. No equipment or furnishings in Asbury United Methodist Church are to be removed from the building for personal use. If equipment or furnishings are needed off-site for Church-related activities, approval must be obtained from the Church Administrator and the items signed out of the Church Office.
11. Church office equipment is restricted and is for Church use only. The equipment is to be used only by staff or with approval.
12. No clothes, towels, sports equipment, shoes, or other personal items shall be stored in the Church facilities. If items are left in the building, they will be disposed of after two weeks. **Asbury United Methodist Church is not responsible for damaged, lost, or stolen personal items.**
13. The building shall be left in the proper condition for the next group; this includes the gymnasium, Sunday School rooms, kitchen, and bathrooms. All gymnasium equipment will be returned to designated locations at the end of each activity.
14. Any equipment rented from an outside source (such as tables, chairs, electronic equipment, etc.) may be delivered the day before the event and must be removed the next day after the event has ended.
15. No temporary structure will be built within the facility without the approval of the Board of Trustees and the supervision of the Church Administrator or designee (e.g., platforms, structures, devices that attach to the floor, wall, or ceiling or structures that might damage the facility).
16. Any infraction of state or city ordinances on Church property will be handled in an official manner. The proper authorities will be contacted (Church Administrator, Trustees, police, ambulance, etc.).