

**FACILITY USE POLICY
FOR
UNITED METHODIST CHURCH OF GENEVA**

The United Methodist Church of Geneva (UMCG) is a Great Commandment Church. We seek to love God with our whole being and to love our neighbors as ourselves. Our mission is to make disciples of Jesus Christ who serve the community and the world. As stewards of the property of UMCG as a resource for accomplishing the church's mission, the Board of Trustees and the Church Council have adopted this policy to govern the use of UMCG facilities.

I. Philosophy of Facility Usage

- A. UMCG desires that the church facilities be used for the glory of God, to embody our identity as a Great Commandment Church, and to accomplish the mission of the church. All facility uses must be consistent with these basic purposes. Groups whose purposes or beliefs are not compatible with the beliefs and purposes of UMCG will not be permitted to use church facilities.
- B. While UMCG does not discriminate in the use of our facilities on the basis of race, color, sex, ethnicity, or national origin, UMCG is organized as a charitable religious organization. Therefore, no profit-making organizations or partisan political groups will be permitted to use UMCG facilities.

II. Priority of Facility Use and Procedure for Requesting Use

Requests for use of space at UMCG will be categorized into the following order of priority:

- (1) UMCG Church Programs and Functions. The internal programs of the church are given the highest priority in use of the facilities. This includes but is not limited to worship services, Sunday School classes, Bible studies, classes, adult, youth, children's and music ministry activities, church committee, board, and staff meetings, weddings and funerals.
- (2) UMCG-Sponsored Ministries and Programs. The second level of priority is accorded to programs and activities formally identified by UMCG's Church Council as ministries we support because they are consistent with the mission and vision of this church.
Examples
include but are not limited to AA, Al-Anon, Tri-City Family Services, and Le Leche League.
- (3) UMCG-Related Events. The third level of priority is for activities of UMCG members and regular attenders. Examples include but are not limited to bridal or baby showers, anniversary parties, small group or class socials, music recitals, etc.
- (4) Community and Outside Organization Uses. The fourth level of priority is accorded to facility use requests by not-for profit community groups or other not-for-profit non-UMCG organizations sponsored by a UMCG member.

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III. Guidelines Governing All Use of Facilities

All requests must identify the UMCG member sponsor who will remain on premises at all times that the facility is being used.

- A. All requests for use of the church facilities must be made in writing and scheduled through the church office. Each request must name the adult person responsible. That person must be with the group at all times when the facility is being used.
- B. Groups and organizations are to confine their activities to the room or area that has been assigned to them. Hallways are only to be used for access and are not meeting or program areas. Adequate supervision to insure participants do not interfere with other activities and groups using church facilities simultaneously is required. Children and youth must be chaperoned at all times. The group will be held responsible for any damages to building or equipment.
- C. We expect all groups who use UMCG's facilities to be sensitive to UMCG's mission and to conduct themselves in harmony with it. Vulgar or profane language and inappropriate behavior and/or dress is not acceptable.
- D. No fundraising or sales may take place on UMCG premises without the approval of the Policy Review Committee.

With the exception of approved fundraisers that align with the program and ministries of UMCG, no fundraising or sales may take place on UMCG premises without the approval of the Policy Review Committee (Member of Trustees, Member of Finance Committee, Senior Pastor, Director of Administrative Ministries and the Chairman of the Church Council or the chairpersons designee.) The UMCG reserves the right to deny permission for such appeals for any reason it alone considers sufficient, and need not explain its decision to the organization or persons denied permission.

- E. Users should be aware that worship elements such as the drapes, banners, and staging will periodically change throughout the church year. Generally the church will not consider requests to alter or change these items for a particular event.
- F. Alcoholic beverages and illegal drugs are not permitted on church property.
- G. Smoking is not permitted on church property.
- H. No pets except bona fide service animals are permitted inside church buildings.

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- I. No persons except law enforcement officers may possess firearms, knives, or other weapons on UMCG premises.
- J. No tacks, nails, or staples are permitted on the walls, doors, ceilings, or woodwork of the church. Requests to post signs, etc. must be requested in advance from the church office.
- K. The use of candles or flames is prohibited except during church services. Ceremonial use of candles may be permitted on a specific occasion with the advance written approval of the Business Administrator as the liaison to the Board of Trustees. All candles used must be dripless
- L. No helium balloons are allowed inside the church.
- M. For use of the kitchen all those programs that are approved missions by the UMCG are allowed to use the kitchen and to follow the guidelines set in place by the Trustees. Refer to Appendix A – the attached UMC Kitchen Responsibility Document. For those requesting use of the kitchen for other such events (Scouts, showers, anniversary parties etc.) we will allow the use of the kitchen and ask that the kitchen be used only as a set up area and no actual cooking be done. This would include NOT using the oven, stove or dishwasher.
- N. Unlocking and locking the doors are the responsibility of the group using the church. If needed, building keys will be issued by Director of Administrative Ministries during regular church office hours. Key recipients must sign for the keys they receive and agree that they will not duplicate any UMCG keys and will return the keys when the scheduled event is concluded.
- O. All those using the facility should leave the area(s) used in the same condition as when they arrived. Tables, chairs, and other equipment should be returned to their original locations. Windows should not be opened except in an emergency; any opened windows must be closed and locked at the conclusion of the event. All trash should be placed in receptacles, not left on floors, tables, chairs, etc. kitchen trash should be place outside in the dumpster on Friday, Saturday and Sundays. Personal items or other belongings should be removed from the building.
- P. Items that are movable (i.e. tables, chairs, coffee pots, etc.) may not be removed from the premises without the approval of the Director of Administrative Ministries.
- Q. All lights, including restrooms, should be turned off and, where applicable, doors locked when use is concluded.

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- R. Users are responsible for any loss or damage to church property or facilities occurring during the time they are using the facilities. Damage to facilities or equipment should be reported to the Director of Administrative Ministries as soon as possible. Users are also responsible to pay the cost of any special set-ups, take-downs, or clean-up.

- S. UMCG is held harmless in the event of any accident, damage and/or injury incurred to users and their property not due to negligence on the part of UMCG. All outside organizations using the church must provide a Certificate of Insurance.

- T. The Board of Trustees reserves the right to prohibit or terminate any activity or use that, in its discretion, it determines to be harmful, dangerous, or detrimental to the interests of UMCG.

- U. Any person or organization whose facility use request is denied may appeal that decision to the Policy Review Committee, which is the final arbiter in such matters.

In all cases, it is appropriate for the Finance Committee or the subcommittee to consider the timing and scope of any requested appeal in light of the financial needs of UMCG impact and/or its program bodies and the impact on other resources of UMCG in deciding whether or not to grant permission.

**THIS POLICY WAS CREATED BY UMCG'S BOARD OF TRUSTEES
AND APPROVED BY CHURCH COUNCIL ON _____**