

Building Use Policy

Shawnee United Methodist Church

Purpose

The purpose of this policy is to provide guidelines for the usage of the buildings, rooms, and equipment of Shawnee United Methodist Church. Providing space for ministering to God's people and the equipment to assist in that ministry is the goal and this policy provides the means for administering our assets.

General Building Policies

- No smoking is allowed in the church buildings. Smoking is allowed outside the building in designated areas only. And all debris from smoking in these designated areas should be disposed of in proper containers.
- No alcoholic beverages are allowed on the church premises.
- Any breakage or damage to building, furnishings, or equipment must be reported to the church Administrator. Damage whether accidental or intentional to any facility, furnishing, or equipment will require the group or person responsible to pay for the repair or replacement of the damage.
- Groups are expected to leave areas used in a condition that will be acceptable for the next group using the area. Supplies should be put away, spills cleaned up, trash placed in trashcans. When leaving an area lights and fans should be turned off unless another group is waiting to use the same room.
- Please do not affix ANYTHING to the walls in the church building, either by tape, poster putty, or sticky clips. The use of any of these items can and does cause damage to the paint, and/or plaster on the walls. We have bulletin boards mounted throughout the building for displaying information and announcements.
- Groups/persons leaving the building after 8:00 p.m. are expected to insure that doors are secured and lights off. If it is before 8:00 p.m. and you are the last group/person to leave the building, make sure the doors are locked and lights turned off.
- No outside groups may schedule the building after 6:00 p.m. on Saturday. Church groups and church members using the building after 6:00 p.m. on Saturday are expected to cleanup and set up for Sunday morning.
- If any group or individual needs a key for any reason, it must be checked out through the church Administrator.
- Children and youth under 18 years of age who are anywhere on church premises must be under adult supervision.
- It is the policy of Shawnee United Methodist Church that equipment will only be checked out or loaned for church sponsored activities. Any equipment removed from any of the buildings will be checked out and in through the administrative offices.
- Church members may request in writing the use of tables & chairs outside of the church building. Members are responsible for return of items in a timely manner and for any damage that occurs.

- These policies apply to church groups, church members and outside groups. Everyone needs to be responsible for overseeing the use of the property of Shawnee Church so that it may be maintained in a manner that will allow us to continue to reach out to our neighbors.

Calendaring Events

All activities and uses of the building must be calendared through the administrative offices of Shawnee United Methodist Church. Church groups should not assume that they have a place to meet unless it is scheduled. Use by outside groups will be limited to not-for-profit groups. Calendaring of events will be based on the following priorities:

- Church programs, meetings, and events scheduled through committees, task groups, and staff. This includes weddings for church members.
- Church related and sponsored programs, such as all organized Scout units, Alcoholics Anonymous, Al-Anon, may schedule 6 months in advance of an event.
- Church members for events such as anniversaries & family reunions.
- Community groups and city sponsored programs, may schedule up to 6 months in advance.
- The church reserves the right to relocate a scheduled activity to a different location within the buildings.
- Weddings and receptions should refer to the Wedding Policy for further building use information.

Special equipment should be scheduled at the same time that a room is scheduled. Equipment will be booked on a first come basis. However, church programs will always be given priority over outside groups. Requests for a particular room setup for tables and chairs should also be submitted at the time of scheduling. Groups are requested not to remove tables and chairs from other areas since they may be in place for another group.

Hours of Usage

The office building door will be unlocked at 8:00 a.m. or when programs for the groups using the building are scheduled to begin. The main entrance doors and gym will be unlocked only when scheduled for use.

Childcare Scheduling

Childcare for Shawnee United Methodist Church programming will be scheduled through the Minister of Faith Formation. Childcare may be requested for events open to the entire congregation and for on-going service projects. Childcare will not be provided for outside groups using this facility nor for restricted church groups. A request for childcare must be made at least 3 days prior to the event. This care is available for children 10 years and younger during the week, and for children 6 years and younger on Sunday mornings. District and Conference United Methodist related groups may arrange for their own childcare in our nurseries and may

obtain a list of persons certified in Child Protection at SUMC from the Minister of Faith Formation.

Kitchen Use

Use of the kitchens for food preparation or serving must be scheduled in the same manner as any room. Use of any of the kitchen areas in the building requires that the area be left clean with food and garbage disposed of, dishes washed and put away, counters and tables cleaned, and appliances wiped down. Outside groups are expected to provide their own kitchen towels. Church groups must launder any towels they use and return them to the kitchen within two days.

Special equipment issues in the main kitchen:

- When using the ovens, exhaust fan must be turned on to vent gas fumes. Ovens and fans should be turned off when the group has finished using them.
- Instructions for the commercial dishwasher are posted. Follow instructions completely. Wipe down unit and shut off power.
- Fellowship Hall doors should remain closed when cooking is in progress.

Use of Parlor and Meeting Rooms

- It is requested that special care be given to the upholstered furnishings and carpeting in our buildings. Report spills immediately.
- Pictures and banners may be hung only with permission. Contact the administration offices.
- Avoid using tape, tacks, or other materials on walls.

Usage of Gym

- The Gym will be locked unless it is scheduled for use.
- Food and drink are not permitted on the gym floor. Exceptions to this policy may be made for church affiliated groups at the discretion of the Administrator or the Board of Trustees. No exceptions will be made for outside groups.
- Outside sports will not be played in the gym. Exceptions will be made for special indoor balls used with protective backstop equipment. Any damage will have to be covered by the group.
- Balls and other equipment are not to be thrown at the walls, ceiling, beams, and lighting fixtures.
- Tables and chairs are not to be on the floor while sports are being played since they represent a liability to the players and the spectators.
- Children accompanying players need to remain in the gym area. Meeting room and kitchen are not areas for children to play.
- Children and youth under 18 years of age using the gym must be supervised by an adult member of the congregation.

- Use of the gym kitchen is covered under the kitchen usage section.

Usage of Buildings by Outside Groups

The fee schedule below will be used for outside groups requesting the use of the building space on a one time or an occasional usage basis. Outside groups are defined as any group which is not a part of the church's programming, or not considered a church related or sponsored group. Church related groups and sponsored programs are certainly encouraged to give a donation as are church members scheduling special events, but this not required.

Fee Schedule

Fellowship Hall & Main Kitchen	\$30/hour or \$120/day
Parlor	\$10/hour
Sanctuary	\$30/hour or \$120/day
Chapel	\$15/hour
Library	\$10/hour
Gym	\$30/hour or \$120/day
Gym Kitchen	\$10/hour
Maranatha (307)	\$10/hour
Sojourners (304)	\$10/hour
Koinonia (308)	\$10/hour
Genesis (305)	\$10/hour
Jr. High (306)	\$10/hour
Arts & Crafts (300)	\$10/hour
Geography (301)	\$10/hour
Drama (303)	\$10/hour

If required, custodial fees will be a separate charge

Groups using space in Shawnee United Methodist Church buildings will be required to submit payment prior to the event and must sign a usage agreement stipulating that they understand and will abide with the rules of building usage.