

FACILITY USE POLICY

I. TITLES AND INTENTS

Title to all real property of the church is vested in The United Methodist Church. A Board of Trustees of Lake Highlands United Methodist Church, elected according to The Book of Discipline of The United Methodist Church, holds in trust all real property and such personal property as is committed to it for the United Methodist Church. The Board of Trustees has a policy requiring that ownership and control of all property placed in the church, for whatever use, is to be vested in the Trustees.

Lake Highlands United Methodist Church receives many requests for the use of Church facilities for meetings not related to the local church programs. In view of these requests, the Trustees find it necessary that some policy be established to better communicate the control of these facilities.

II. GENERAL POLICY AND SCHEDULING

The general rule for use of the buildings and other facilities of Lake Highlands United Methodist Church is that such use shall be restricted to things consistent with Christian living and the total church.

Use of each facility and the types of meetings or functions that can be accommodated are to be approved by the Pastor in charge or their Representative. In all cases, local church programs and meetings take precedence, if normal procedures are met. Adult supervision is required for every group using the church facilities. In order for a non-church event to be considered, a staff member must be present at the event.

All requests for space are to be made by submitting a request form which is available in the church office or online. No request will be taken over the telephone. Each group is assigned to a specific room. Please remind all members to stay in that room only. Respect other groups using the facility. Please maintain appropriate noise levels and refrain from running in the building.

The sanctuary (and its contents) is not to be used without prior approval. Usage will be granted for special ceremonies, but none of the furnishings may be removed from the sanctuary.

Considerations for building usage shall be considered using the following order of priorities:

- Local church programs
- District & Conference related activities
- Community and Civic affair meetings
- Other activities

III. CARE OF BUILDINGS AND FURNISHINGS

No decorations are permitted which require attachment to the walls or fixtures, and protection of the furniture must be provided, especially when receptacles containing water are used. No tacks, pins, nails, scotch tape or glue may be used to fasten any decorations to the furniture or building. Masking tape is permissible when proper arrangements are made with the church office. The person or persons placing such decorations or posters shall be responsible for their removal immediately following the event. Decorations may not be hung or suspended from lighting fixtures or ventilators. Other problems should be discussed with the Church Business Administrator.

All facilities must be left clean. All papers, posters, signs, flowers, candles, food, etc. are to be removed. If snacks are served, be mindful of carpeted areas and exercise care against spilling drinks. All groups need to

furnish their own refreshment supplies (cups, plates, napkins, etc.) Church supplies are not to be used by outside groups.

USE OF CANDLES

Only dripless candles can be used. Tables and/or floors must be covered and fully protected from dampness as well as wax.

USE OF AIR CONDITIONING AND HEATING

An authorized individual of the church staff will turn on air conditioning and heating at a reasonable time before any scheduled event.

FURNITURE AND FIXTURES

No furniture or fixtures are to be moved, or removed from their assigned areas without permission of the Pastor in charge or their Representative. If any furniture is moved, with permission, it must be returned to its original place.

ALCOHOL AND SMOKING

No alcoholic beverages or smoking are allowed in the church facilities.

IV. GENERAL FACILITIES FOR MEETING AND FOOD SERVICE AT LHUMC

The guidelines for the use of each facility and other facts are:

FELLOWSHIP HALL (A 119)

PRIMARY PURPOSE

- Meeting place for large groups (capacity 100 - 150)
- Dining area for church and other groups (capacity 80) **(10 tables with 8 chairs)**

GREAT HALL

PRIMARY PURPOSE

- Meeting place for large groups (capacity 400)
- Dining area for church and other groups (capacity 240) **(30 tables with 8 chairs)**
- Athletic activities

YOUTH CENTER/BASEMENT AREA

Available at the discretion of the Youth Director. Fees apply.

CHURCH MULTIPURPOSE ROOM

- Meeting place for small size groups (capacity 50)

CHURCH KITCHEN

PRIMARY PURPOSE

- Preparation of food for groups of people.
- Utilization by church members to prepare food.
- Not available for non-member use.

GUIDELINES FOR KITCHEN USE

- One group at a time may reserve use of kitchen for a given time through the church office.
- Volunteer personnel shall adhere to guidelines as posted by the Board of Health.

The only places food may be served are in the Fellowship Hall, Great Hall, Church Parlor, and the Refreshment Center.

CATERING

The Pastor in charge or their Representative will approve all functions, which involve the use of an outside caterer, with the exception of weddings, for the purpose of serving food and beverages anywhere on the church premises.

- Such services shall be without the benefit of and shall not use any of the church kitchen equipment or supplies.
- The caterer will take care of all damages, and an adequate financial deposit is required.
- The deposit shall be \$150, which shall be returned on the day following the event or as soon as inspection is made and facilities have been checked and found in order.

FACILITY USE FEES, CLEANING FEES, AND SECURITY DEPOSITS

	-----Use Fees-----		Cleaning Fee	Security Deposit
	Members	Non-Members		
Fellowship Hall	\$100	\$200	\$100	\$100
Great Hall	\$200	\$400	\$200	\$200
Church Parlor	\$ 30	\$ 75	\$100	\$ 75
Classrooms	\$ 25	\$ 50	\$ 50	\$ 50
Youth Center	\$100	\$200	\$100	\$200
Sanctuary	\$200	\$400	\$200	\$400
Chapel	\$100	\$200	\$200	\$200
Kitchen	K	N	-0-	\$ 50
Refreshment Center	-0-	\$ 50	-0-	\$ 25
Caterers				\$150
Audio/Visual expertise	*\$50/hr. 3 hr minimum	*\$50/hr. 3 hr minimum		*\$50

K – Kitchen access with any other room rental, add \$50 to the above fee. Paper products not provided.

N – Not available to non-members

*Fees will be charged for set-up, the event itself, take-down and any event preparation. To avoid A/V charges, groups may bring in outside equipment if totally independent of LHUMC equipment. Only A/V personnel paid for by the above fees may use any LHUMC equipment or those pre-approved by A/V staff personal.

- A deposit equal to the Security Deposit for all rooms reserved will be due when reserving the room(s). Security Deposits will not be deposited and will be held by the church until after the event, then returned as soon as inspection is made and facilities have been checked and found in order. However, Security Deposits will be forfeited by the user if the room reservation is cancelled within 30 days of the event.

- Room Set-Up Fees per the LHUMC Facility Usage Request Form will apply if the group requires LHUMC to set-up tables and/or chairs. Tables and chairs will be provided by LHUMC for the group at no charge.
- To be considered for member fee schedule, one must be an actively participating and financially supporting member of the church for six months prior to requesting use of the facilities.
- Groups supported by the Church Council are not subject to the fee schedules but must be scheduled through the church office.
- Use Fees and Cleaning Fees are due 2 weeks prior to the event for all rooms reserved. If fees are not paid timely, the room will no longer be reserved and the Security Deposit will be forfeited by the user.
- Use Fees will be forfeited if cancellations are not made at least one week prior to the reservation date.

V. EQUIPMENT

No equipment belonging to the church, such as kitchen, office, yard and building maintenance, or audio visual, may leave the building, unless approved by the Pastor in charge or their Representative. All equipment must only be used at an official function and must be returned and checked in by the designated staff member.

VI. AUDIO/VISUAL

A Staff Member is assigned the responsibility of all audiovisual equipment. All requests for the use of this equipment shall be made through the office. All A/V request must be made a minimum of 2 weeks prior to the event.

VII. CHURCH VEHICLES

The Trustees maintain the church vehicle(s). The Church Administrator is assigned the task of scheduling the use of the vehicle(s) and repairs. Scheduling must be made through the Church Administrator's office. A mileage/maintenance card and keys must be obtained prior to the use of the vehicle(s) and returned to the Church Administrator with the information filled in by the driver of the vehicle(s). Vehicle(s) must be cleaned and returned with a full tank of gas.

Only Staff Members can arrange check out of the vehicle.

Only properly licensed drivers 25 years of age or older who have completed the Trustees training class are allowed to drive any church vehicle.

Church vehicles may only be used for church-related/sponsored activities. Church vehicles are not permitted to pull trailers.

VIII. PIPE ORGAN USE RULES

WHO PLAYS THE ORGAN

The Church organist or assistant will have keys to the organ and an additional key will be kept in the Church

Office. The Board of Trustees believes and supports the best interest of the Church will be served by having the church organist or assistant play for all services, weddings, funerals, and other special services.

USE BY OTHER PEOPLE

The Music Director is vested with the authority to approve use of the pipe organ.

STUDENTS

Any organ student, who is a member of LHUMC, may use the organ to practice under supervision, by scheduling with the Music Director.

IX. CHARGES FOR WEDDINGS AND RECEPTIONS

For weddings and receptions, see the Wedding Policies and Procedures Manual.

X. FUNERAL FEES (LHUMC Member)

Room Rental - Provided free of charge

Custodial Fee - \$150 (Fri-Sun)

Soloist/Musician - \$150 (1 Accompanist and 1 singer provided by LHUMC free of charge upon availability)

Audio/Video - \$150 (required in Sanctuary and Great Hall)

Reception/Hostess - Provided free of charge (cookies and punch)

Pastor - Provided free of charge

Bulletins - Provided free of charge

***All fees to be paid in full before the date of the event.

FUNERAL FEES (Non-LHUMC Member)

Room Rental - \$500 (Sanctuary), \$500 (Great Hall), \$250 (Fellowship Hall)

Accompanist (Organ or Piano) - \$250

Soloist/Musician - \$150

Audio/Video - \$150 (required in Sanctuary and Great Hall)

Reception/Hostess - \$150 (only cookies and punch provided)

Pastor - \$250

Bulletins - \$50

***All fees to be paid in full before the date of the event.

- * The Board of Trustees reserves the right to review and revise the above rules and guidelines as needed. Revisions will be distributed to the Church Council members when amended.