STOUT MEMORIAL UNITED METHODIST CHURCH
FACILITY USAGE POLICY

"The facilities of Stout Memorial United Methodist Church are dedicated to the glory of God and are for the purpose of making disciples for Jesus Christ."

INTRODUCTION

The facilities, resources, and staff of Stout Memorial United Methodist Church (SMUMC) were established to promote Christian values and provide a safe place for Christian worship, study, spiritual growth, Christian fellowship, outreach, and evangelism. The members of Stout Memorial United Methodist Church are the stewards of these facilities and are called by God to use them and the financial resources necessary to maintain them in order to fulfill the mission and ministry of the Church (Matthew 28:20). We offer the use of these facilities to any group, organization, or individual whose aims are compatible with furthering God's work in our community and are consistent with the ongoing ministries of SMUMC.

ALL GROUPS THAT USE THESE FACILITIES SHOULD COMMIT TO BE:

(1) Good Guests While you are here you are guests of SMUMC. Please respect the rules, beliefs, and policies of the Church, do not wander through the building or let children roam unattended, use proper language and conduct, don't take what isn't yours and replace what you borrow.

(2) Good Stewards Help maintain the facilities by cleaning areas when you are finished, turning out lights, pick up and empty trash, replace broken items; contribute to cost of the utilities and general upkeep. Make every effort to leave the facilities in a better condition than you found them.

(3) Good Christians These facilities are a gift from God to be used for the Glory of God. Whenever possible, activities should begin with prayer and reflect Christian values of generosity, charity, and service. Those activities that encourage and demonstrate Christian values are given highest priority.

The use, scheduling, and care of all church facilities fall under the jurisdiction of the SMUMC Board of Trustees. The building policy is managed by the Board and all problems and issues related to building use will be resolved by the Board. No commitment for building use is finalized until a Facility Use Agreement has been completed and executed by the Church Office.

All outside groups must have a Stout Memorial United Methodist Church member sponsor who will take responsibility for the program on behalf of the Stout Memorial United Methodist Church congregation and MUST be present during the event.

All activities must be coordinated through the church office. This includes use by outside groups and by those within the church such as anniversary celebrations, weddings, sports activities, fellowship meetings, scouts etc.

Category A and B activities can be approved by the church office. All other reservations (Categories C & D) must be approved by the Head Pastor, Trustee chairperson plus one additional Trustee member and may be renewed from January 1st to December 31st. All schedules are subject to change based on the ministry needs of Stout Memorial United Methodist Church (i.e. funerals, weddings, etc.) and may be discontinued at any time.

The facilities may not be used for any purpose contrary to beliefs or other policies of

THE UNITED METHODIST CHURCH.

All questions should be addressed to:
Board of Trustees
Stout Memorial United Methodist Church
3329 Broad Street
Parkersburg, WV 26104

CHRISTIAN STEWARDSHIP AT STOUT MEMORIAL UNITED METHODIST CHURCH
FEES FOR USAGE OF THE FACILITIES

Church sponsored events have first priority over all other events. SMUMC reserves the right to deny the usage of its facilities to any individual or organization.

Category A – Church Activities (no charge)

The costs associated with these activities are paid directly from the offerings, tithes and gifts from the members and friends of SMUMC to support the mission of the church. The use of these funds must *respect and strictly* adhere to that purpose.

SMUMC Church Activities

a. All Worship Services, funerals and ministry programs created by and supported by the ministry teams at SMUMC will have the highest priority.
b. Supporting Ministry Programs initiated and funded by *Stout Memorial United Methodist Church* (e.g. youth group activities, SMUMC fellowship dinners, Bible study groups, VBS, choirs, United Women of Faith, United Methodist Men, Backpack Ministry and programs initiated and supported by SMUMC Ministry Teams).
c. Groups sponsored by *Stout Memorial United Methodist Church* which support or enhance the mission of SMUMC.

Category B – SMUMC Member-Led Activities or Events (donations encouraged)

a. Groups organized and/or led by members of *Stout Memorial United Methodist Church* which create opportunities for evangelism, fellowship, community outreach and health or wellness (e.g. civic groups such as Scouts, DAR, PEO Chapters, Trout Unlimited, walkers, basketball, volleyball). SMUMC members are active and present for the events.
b. Life celebrations organized and/or led by SMUMC members for SMUMC members and their families. (e.g. birthdays, anniversaries, wedding showers, baby showers)

Category C – Non-Profit Youth Sports Groups: Non-SMUMC Members ($25/hr, 3 hr/wk maximum; $200 security deposit). Use of the gym only with no additional table/chair setup required.

a. Youth sports groups (Volleyball, basketball, cheerleading etc.)

Category D – Non-Profit Group Events: Non-SMUMC Members ($100/hr, 2 hr minimum; $200 security deposit). Must have Stout Memorial UMC Member to Sponsor and Oversee Coordination of the event. Stout Member will be responsible for coordinating Set-up/Clean-up/Kitchen Oversight and Sound System Operation if required.

b. Civic Groups/Private parties

***Setup and tear-down constitutes use of the facilities and time will be charged for both setup and cleanup.**

***The security deposit will be returned in the form of a check after the facility has been inspected and the total amount has been paid in full. If damage occurs, the church office will be in contact with the Authorized Organization Representative.**

PAYMENT

Payments (Cash or Check) are to be made to *Stout Memorial United Methodist Church*. No Credit cards accepted.

EXCEPTIONS TO THE FEES

Exceptions may be considered *(reduced)* by the ***Pastor or Trustee Chairperson*** for those activities he/she deems to be in furtherance of the mission of the church on a case-by-case basis.

Events will NOT be scheduled until the completed Facility Use Agreement Form is approved by the Trustee Chairperson plus one additional Trustee member and applicable fees are received in the church office.

RULES AND REGULATIONS OF THE SMUMC BOARD OF TRUSTEES

1. **BELIEFS –** Use of the grounds and facilities by groups other than SMUMC does not constitute or imply endorsement of the group, their mission, or their beliefs. Groups approved to use facilities at SMUMC must not advertise the event in such a way as to imply endorsement by the SMUMC congregation. No activities or advocacy may take place within SMUMC, its buildings or grounds that conflict with the practices and beliefs of this congregation.

2. **PROPER CONDUCT –** The conduct of all individuals using the facility and parking lot must meet Christian standards, which includes no intoxication, no abusive language, no drinking or possession of alcoholic beverages, no drug possession or use, no firearms, no fighting, no profanity, and no misuse of the facilities or equipment. Any violation of this condition is just cause for immediate termination of a group or individual's privilege for use of the facility, grounds and equipment. Fees are not refundable.

3. **SUPERVISION OF CHILDREN AND YOUTH –**We require that all users of the facility follow these guidelines:

   - No fewer than two non-related adults must be present at all times during any program involving children/youth. Stout Memorial UMC parents who take only their own children to the church do not need additional supervision.
   - These adults must be 18 years or older and at least 5 yrs older than the children with whom they are working.
   - Any violation of the two-deep leadership policy is grounds for immediate termination of a group or individual's privilege for use of the facility and grounds.
   - Any questions regarding the supervision of children and youth should be directed to the SMUMC Head Pastor.

4. **SUNDAY SCHEDULE –** Use of the facilities by groups other than SMUMC ministries is not allowed on Sundays except for special family gatherings, anniversaries, or celebrations of church members.

5. **WEDDINGS –** All weddings at Stout Memorial United Methodist Church must be approved by both the Head Pastor and the Board of Trustees prior to being scheduled on the church calendar. Weddings must be scheduled at least three months in advance.

6. **SECURITY –** Keys and key fobs to the church facility are given out to church members only. Guests who need access to the church will be allowed into the Kitchen or Main Gathering Space Door at their scheduled time or by contacting the Door Access Phone Number displayed on the doors.

7. **NO ROAMING** – Groups are restricted to only those areas of the facility that the group has reserved. Children should be supervised at all times.

8. **CLEANUP** – Cleanup is the responsibility of the group. All trash should be placed in the dumpster next to the Family Life Center. If the facilities are not cleaned up adequately **a $100 cleaning fee may be assessed**.

9. **CHURCH EQUIPMENT –** All equipment is to remain on Church premises unless authorized and signed out by the church office. All tables, chairs and church equipment and décor must be returned to original placement.

10. **SOUND SYSTEM –** The Sanctuary, Fellowship Hall and Gym sound or video equipment may only be operated by SMUMC members or by technicians pre-approved by the Trustees. Group-provided sound, recording or video equipment may not be attached to this sound system through cables or connectors without prior approval.

11. **NO SMOKING or VAPING –** All groups using our facilities shall at all times abide by a "**NO SMOKING**" policy

in all parts of the building, including corridors and restrooms. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

12. **NO GAMES OF CHANCE –** United Methodist Church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles, lotteries or Bingo.
13. **PARKING –** Parking on the SMUMC lot is available only during the period of time which a group is allowed to use the facility. Parking is available on a first-come, first-served basis. Any damage to vehicles is at the owner's expense; SMUMC is not responsible for theft or damage to personal property.
14. **PERSONAL ITEMS –** SMUMC works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. SMUMC is not responsible for theft or damage to personal property.

AREA SPECIFIC REQUIREMENTS

SANCTUARY

- The Sanctuary is the worship center of the Church. Please respect and treat the Sanctuary accordingly.
- No activities are allowed in the Sanctuary without the consent of the pastor.
- No decorations are allowed without the approval of the church office and the pastor.

FELLOWSHIP HALL (FH) / KITCHEN / FAMILY LIFE CENTER (FLC) "GYM"

1. The Fellowship Hall or FLC may also be used for dinners and other major food serving events. Food preparation for these events should be done in the kitchen to minimize food spillage.
2. Liquid spills in the FH or FLC should be cleaned immediately. Major spills should be reported to the church office.
3. Cooking is not allowed in kitchen without prior approval from the church office. If the range, warming oven or dishwasher is needed, qualified kitchen staff are available for a fee of $20/hr. Our dishwasher is a commercial system unlike a home dishwasher. It cannot be used without a trained operator.
4. Do not use candles unless approved by the church office. Knowledge of fire extinguishers, their location and use is required with a signature.
5. Do not place food in the kitchen refrigerators without approval from the church office or kitchen staff. Food left in the kitchen 24 hours after the scheduled event will be discarded.
6. Organization or groups must provide their own food, beverage and supplies, such as tablecloths, napkins, plates, cups, eating utensils, serving utensils and decorations.
7. Remove all trash to the dumpster next to the Family Life Center.
8. Do not put garbage in unlined trash containers.
9. Do not remove any church utensils or equipment from the facility.
10. Remove all leftover food and drinks on day of event. Do not leave open or unsealed food containers in kitchen.
11. Turn off all electrical equipment before leaving the facility. (i.e. crock pots, coffee pots, etc.)
12. Decorations should be limited to tables. *Please* do not mar, deface, or make holes in walls or woodwork, or hang anything from blinds or windows that will leave permanent damage/marks.

MEETING ROOMS: PARLOR/CHAPEL/EDUCATION ROOMS

1. Groups should limit themselves to the use of room(s) they have reserved. Please don't wander through the church.
2. Food and drinks should be limited in these areas.
3. Groups are responsible for general clean up of the area used. (i.e. clean and empty trash)
4. Sponsors are responsible for any damages to facilities or equipment beyond normal wear.
5. Each organization that is not an official Church organization must furnish their own consumable and non-consumable supplies.
6. All furniture should be returned to original locations upon completion of the activity.

Facilities Use Request Form

Stout Memorial United Methodist Church
3329 Broad Street, Parkersburg, WV 26104
To be filed at least 30 days prior to event

Name of Applicant, Organization or Individual: _____

(If organization) Authorized Representative:_____

Purpose of Event (banquet, practice, meeting etc) :_____

Address:_____

Phone:_____ Email:_____

Date of requested use:_____Starting Time:_____ Finishing Time:_____ Total time: _____

☐ Category B *(Donation encouraged)*

☐ Category C *($25/hr; 3 hr /wk max)* ($200 Sec Deposit)

☐ Category D *($100/hr, 2 hr min.)* ($200 Sec Deposit)

Cat C: Total Weeks_____ X $25/hr = _____ + $200 Deposit = _____ Total usage Cost

Cat D: Total Hours _____X $100/hr = _____ + $200 Deposit = _____ Total usage Cost

Church Member Sponsor: _____

Requested Facilities:

☐ Family Life Center "Gym"
☐ Sanctuary
☐ Kitchen
☐ Fellowship Hall
☐ Gathering Space
☐ Classrooms/Chapel/Parlor Specify Room(s)] _____

_____

By signing below I represent to the Stout Memorial United Methodist Church("Church") that, if the applicant is an organization, I am an authorized representative of that organization with authority to make these commitments on its behalf, that I have received and reviewed a copy of the Building Use Policy of Church, and I (individually and/or in behalf of the organization) accept responsibility for property damage to the property, facilities and equipment of the Church and will hold harmless and defend the Church, against any and all claims for personal injury or property damage asserted to have arisen or incurred in the course of such use(s) (EXCEPT to the extent such claim is caused by the negligence of Church, its officers, agents or employees). (Note: Church sponsored activities are covered by SMUMC insurance policy)

ALL ACTIVITIES, ALL FACILITIES

☐ I have read, understand, and will abide by SMUMC Facility Usage Policy

☐ I have read, understand, and will abide by SMUMC Child Protection/Supervision Standards

☐ I take full financial responsibility for any damage to the building, church equipment and for the safety of those using the facilities associated with this Group. It is expected that the Group will use diligent care to prevent such damage or injury.

☐ I will communicate all rules and expectations to participants and will be present during the activities in case of emergencies.

KITCHEN FACILITIES

☐ I am aware of Fire alarms, extinguisher locations & their use

☐ I have read, understand, and will abide by SMUMC Kitchen guidelines.

Applicant's Signature:_____ Date:_____

*SMUMC Contact Person if Different from Applicant:_____

*Phone (if Different from Applicant):_____

(For Office Use Only)

☐ Approved ☐ Disapproved Reason:_____

Signature of Authorizing Staff:_____ Date:_____

CHECKOUT LIST FOR ALL FACILITIES

This Form should be completed and placed in the mailbox on the outside of the church office door upon completion of the activity/event.

Group: _____

Areas Used: _____

Initials

_____ All items/furniture returned to original location.

_____ Clean up any spills/trash.

_____ Dispose of trash in outside dumpster near Family Life Center.

_____ Make sure toilets are flushed and have stopped running and no sinks have water running.

_____ Turn off all lights including restrooms and hallways.

_____ Make sure all doors are properly secured and windows are closed.

Printed Name: _____

Signature: _____

Date: _____