

New Beginnings United Methodist Church Facilities Use Guide and Procedures

The purpose of this document is to describe the policies and procedures for requesting space at New Beginnings United Methodist Church.

INTRODUCTION:

Building use falls within the jurisdiction of the Board of Trustees, who is responsible for managing all church property, equipment, and investments as a way to honor God and facilitate the ministry of New Beginnings UMC. The goal of the Board of Trustees is to maintain the Church properties in first class condition, and at all times present an attractive, clean environment throughout the Church campus. In this way we will help promote the Church's mission to be a growing community of disciples of Jesus Christ, where everyone is cared for and everyone cares for another.

The Trustees have approved these guidelines and procedures.

DEFINITION OF FACILITY USERS:

Use of church facilities and property is limited to non-commercial, not-for-profit making, non-political organizations whose purposes are deemed to be consistent with the mission of the Church.

Church buildings and grounds shall not be used for any political fundraisers, speeches, or rallies. Nor shall buildings be used for parties by members to make monies for personal gain.

The Church has the right to preempt, ask a group to move locations, and/or cancel for special circumstances. Every effort will be made to accommodate all needs.

All activities must be over, and the facility vacated by 10PM.

Space will be assigned in a way that best serves the goal of meeting the needs of our members. No group "owns" space. Groups may be asked to relocated if necessary to meet these goals. All space is multi-purpose.

Items left on campus are the responsibility of the owner. NBUMC assumes no responsibility for these items. Early set-up for events will be approved on a case-by-case basis. Leave the facilities as you found them. Please pick up after your event.

New Beginnings United Methodist Church Ministries and Committees:

Committees, boards, groups and ministries of NBUMC. These groups are totally supported financially by New Beginnings United Methodist Church. Examples include Sunday school classes, Men's Club, and ministry groups.

- These groups have first priority on space.
- These groups are not charged fees for use of the facilities.
- Reservation for use must be scheduled through the church office by completion of a **New Beginnings UMC Event Form**.

New Beginnings United Methodist Church Partners in Ministry

1. Non-profit groups who are chartered by New Beginnings United Methodist Church, but are not totally supported financially by **New Beginnings** United Methodist Church.

*Examples include: **What does our relationship with the Scouts mean?***

- These groups have 2nd priority on space.
- These groups are not charged fees for use of the facility unless extra services are needed: however, these groups are expected to reimburse New Beginnings United Methodist Church for any damages.
- Reservations for use must be scheduled through the church office by completion of a Facility Usage Request Form.
- If activity is a fundraiser, completion of a **Fundraising Form** and submitted at the same time as **Calendar and Facility Usage Request Form** to the church office and approved by the Finance Committee. ·

2. Non-profit groups who are not chartered by New Beginnings United Methodist Church, are not financially supported by New Beginnings United Methodist Church, but are recognized partners.

Examples include: Girl Scouts and Boy Scouts troops that are not chartered by New Beginnings United Methodist Church

- Use of the facility will be determined by the **Board of Trustees** on a case-by-case basis.
- If use is approved by the **Board of Trustees**, reservations for use must be scheduled through the church office by completion of a **New Beginnings UMC Event Form**.

3. Community Groups: Community organizations who have a need for our facility.

Examples include: AA, SA, SANON, Toastmasters, outside scout groups.

- Fee structure is as detailed below.
- Reservations for use must be scheduled through the church office by completion of a **New Beginnings UMC Event Form**.
- **These groups may not use the facility for fundraisers.**

4. New Beginnings United Methodist Church Members:

Examples include: Individual members of the church who desire to use the facility for personal activities, wedding anniversaries, birthday receptions, etc.

- Will be charged the fee for using the facility as detailed below at a 20% discount.
- Reservations for use must be scheduled through the church office by completion of a **New Beginnings UMC Event Form**. · **The facility may not be used for any kind of fundraiser.**

5. Non-recognized groups

The Board of Trustees reserves the right to approve or deny any facility usage request.

Original Condition - The designated responsible person must assume responsibility for returning all rooms to their original condition. All chairs and tables should be returned to their original positions or put on rolling racks for storage.

Compliance - One person from each group/organization using church facilities must be designated to assume responsibility that these Regulations are followed. The name, address, and telephone number of the person responsible must be on file in the church office before use of the facilities is permitted.

Lights - The designated responsible person must assume responsibility for turning off lights when leaving the building. Each room must be checked even if your group/organization did not use other rooms.

Kitchen Use - In order to operate any and all kitchen equipment, groups using the kitchen will be required to have a person on hand who is competent in a kitchen. Any group/organization is welcome to use the kitchen facilities provided the designated responsible person assumes responsibility that the kitchen will be left clean and orderly and that each group provides their own supplies, including coffee, cups, sugar, and cream, **plates, cutlery, glasses, cups, etc.**

Due to safety reasons, no children 12 years old and younger are allowed in the kitchen. Youth between 13 and 18 must have an adult present.

The supplies in the kitchen and pantry are reserved for church use only. Do not leave any supplies in the refrigerator/ freezer. Putting dirty dishes/utensils in the sink does not qualify as cleaning the kitchen. Do not leave any food or supply leftovers in the kitchen. Please remember to empty garbage cans into dumpster before locking up and leaving the premises. If bags tear, please rinse out the **garbage** cans.

Tables, Chairs, etc. - Tables and chairs are not to be removed from the premises for any reason. All groups using the facilities are responsible for setting up chairs and tables for their own use and returning them to their original condition after their meeting. Please note, when folding tables, be sure the stop is released before attempting to fold a table leg.

Use of tobacco and alcohol products - The use of any tobacco or alcohol product is strictly prohibited inside all buildings. The designated person must assume responsibility to see that this regulation is strictly enforced. We also ask that cigarette butts not be left on sidewalks or outside doorways. Alcohol is not permitted anywhere on NBUMC property.

Reservation Period -

Groups - 6 months in advance

FEE SCHEDULE FOR NON-CHURCH-RELATED EVENTS

A New Beginnings United Methodist Church function or church group that is sponsored by the New Beginnings United Methodist Church can use the facility at no charge. This Fee Schedule does not include Wedding Fees. For wedding fees, please contact the church office for the wedding guide.

For all other events, the following fees will apply and are collected upon reservation:

Half day is less than 5 hours

Full day is greater than or equal to 5 hours or more

A refundable cleaning deposit of \$75.00, by separate check, will be returned provided all items are completed on the attached Policy for Use.

	<u>Half Day</u>	<u>Full Day</u>
Room 104	\$50.00	\$75.00
Room 105:	\$50.00	\$75.00

Policy for Use of New Beginnings United Methodist Church Facilities

Thank you for your cooperation in keeping our church home clean.

1. No food is allowed in the sanctuary
2. Please empty all trash cans you have used, replace the bags and place trash in dumpster behind the church
3. Please sweep and vacuum or mop as necessary after your meeting/event
4. Please provide your own paper products (plates, cups, napkins, etc) for your event
5. Please complete a special events form for all activities, other than regular meetings (this form is on our website, www.nbumc.org or in the church office)

Please leave our church as you found it