



First United Methodist Church

Stafford Springs, Connecticut

Building Use Policies Procedures, Application and Contract

Introduction

It is the desire of the First United Methodist Church to have the Church facilities used to the fullest extent possible, consistent with sound management practices, and our Mission Statement in order to attain the mission statement of the First United Methodist Church.

We, the people of First United Methodist Church of Stafford Springs, are in mission. It is our aim to reach out in genuine acceptance, welcoming people into a growing, life-giving relationship with God in Jesus Christ through vital worship, warm fellowship, and careful attention to people's needs.

This desire is congruent with the following goals:

1. To expand and deepen our Christian fellowship, communicating acceptance, and to provide a climate for growth.
2. To be aware, helpful and supportive of persons with special needs.
3. To provide a climate for continued growth and participation of youth in a Christian environment.
4. To educate the congregation to the financial status, programs, and needs of the church to carry on its mission.
5. To provide opportunity for ministry and community connections.

The enclosed policies and procedures have been adopted by the Board of Trustees of the First United Methodist Church and are subject to periodic changes by the Board as deemed appropriate. Use of the First United Methodist Church property will be in accordance with these policies and procedures and authority over such usage will rest with the Board of Trustees, the Pastor or those specifically designated such responsibility by the Board. These policies and procedures are established to ensure that Church facilities are used economically, efficiently and properly. They are presented in the hope that they will help all those who enjoy the facilities of the Church to be conscious of the maintenance, security and operational needs of the building.

All groups are subject to these policies and procedures. Donations to assist with maintenance and utility expense are welcomed.

8 Church St., Stafford Springs, CT 06076 - ph. 860-684-2468
Fax 860-684-3418

www.gbgm-umc.org/fumcstaffordsprings/

first.untd.methodist@snet.net

General Statements

1. Smoking Policy

- A. No smoking is permitted anywhere within the church building.
- B. Smoking is permitted outside the church building at the designated area only.

2. Alcohol Policy

- A. Alcohol is not permitted anywhere within the church or on church grounds.

3. Use of rooms

- A. By First United Methodist Church Groups or Ministries.
First United Methodist Church Groups wishing to use space in the Church should clear their needs with the Church Administrative Assistant as far in advance as possible, no later than one week prior to the event. This will allow for the posting of the activity on the Master Events Calendar and listing the activity in Church publications, thereby reducing space conflicts and giving maximum publicity.

- B. By Non-Church Groups or Programs
Non-Church Groups may, subject to approval by the Board of Trustees, use certain spaces within the church. In the case of the need for an immediate decision regarding the use of Church facilities, the Chairperson of the Board of Trustees or his/her designee in consultation with the Pastor will make the decision on behalf of the Board. Reservations for use of space shall be made with the Church Administrative Assistant at least four weeks in advance.

Groups having a regular schedule of meetings may reserve dates for the entire program in advance. However, groups with regularly scheduled use of a room may be asked to use other rooms to accommodate Church needs. Applications to be reviewed on an annual basis as applicable.

4. Request for Use Form

- A. The Non-Church Group applicant shall be responsible for completing the form to be used to substantiate engagement of any room or combination of rooms.
- B. This form will indicate: the date(s) of the meeting; the name of the person or group; the nature of the meeting; the approximate hours of the meeting; the approximate number of people in the group; the signature of the

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contact person (with an address and telephone number) making the reservation; acknowledgment of the reservation by the Church Administrative Assistant; signature of the Chairperson or designated member of the Board of Trustees. Also, appearing on this form will be a place to indicate the amount of the donation.

5. Responsibilities

- A. The person or group using the Church facilities will be responsible for any damage to the building, furniture or furnishings incurred during use. Financial reimbursement will be worked out with the Trustees.
- B. No Church property of any kind is to be removed from the Church building except as specifically authorized by Chairperson or designated member of the Board of Trustees...
- C. Rooms reserved should be the only rooms used, except for bathrooms. Children must be supervised.
- D. It shall be the responsibility of the Trustees to review these policies and procedures at a minimum of once each year. Any changes will then be submitted to the Church Council for its final review and approval.

Specific Instructions for Use of Rooms

1. Sanctuary

- A. No food or beverage (water only) is allowed in the Sanctuary.
- B. The Sanctuary, including the use of the organ, is primarily for worship and church activities. These may be used by non-church members only by written permission of the Trustees, pastor, or their designees.

2. Fellowship Hall, Kitchen and Classrooms

- A. Groups using these rooms are expected to leave the room in as good as or better condition as they found it.
- B. Furniture should be returned to its normal configuration after such use.
- C. Bathrooms should be checked for lights out and water off.
- D. Floors should be swept and trash should be removed.
- E. If adjusted, thermostats should be turned back to the program setting.
- F. All other lights should be turned off and inside doors shut for energy efficient purposes.
- G. Children using these spaces must be supervised by a responsible adult.

3. Kitchen

- A. All dishes, silverware, coffee makers, serving dishes, cooking dishes, etc., will be left clean and properly stored in the cupboards.

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- B. Trash and garbage will be properly disposed of in the appropriate containers, and removed from premises unless prior arrangements have been made for pick-up.
 - C. The stove and ovens will be turned off and be left clean. Please see instructions on use of the stove posted in Kitchen.
 - D. No food will be left behind and the refrigerator will be left in a clean condition.
 - E. Dishcloths will be laid out to dry where they can be found for washing.
 - 1. First United Methodist Church groups using the kitchen are responsible for washing the dishcloths that they use.
 - 2. Clean cloths should be returned to the kitchen as rapidly as possible to be available for future use.
 - F. The kitchen will be left in a clean, neat condition, equal to or better than condition in which it was found.
 - G. All lights should be turned off and inside doors shut for energy efficient purposes.
4. Kids Korner RM # 25
- A. Children using this room must be under the supervision of responsible adults.
 - B. All toys used must be returned to their proper places.
 - C. Persons using the crib should provide their own crib sheets and supply toys for infants.
5. Outside Areas
- A. Due to the proximity of busy roads around the Church children must be supervised by an adult in all areas of the Church property for safety concerns.

Steps for Building Usage Approval

- Contact the Administrative Assistant and see if the date(s) you are interested in are open.
1. Fill out a Building Use Application and Contract.
 2. Submit forms to Administrative Assistant.
 3. Trustees will review application. (Trustees typically meet 3rd Sunday of every month)
 4. You will be contacted by the Trustees with their recommendation.
 5. Trustees will tell Administrative Assistant to put your event on our calendar.
 6. Administrative Assistant will supply a copy of approval upon request.



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BUILDING USE APPLICATION

ORGANIZATION NAME:
DATES & TIME REQUESTED: Start: _____ End: _____
PRIMARY CONTACT:
MAILING ADDRESS:
TELEPHONE: (PRIMARY) _____ (ALTERNATE) _____
ROOM(S) BEING REQUESTED:
PERSON(S) RESPONSIBLE FOR SECURITY & CLEANLINESS (please identify a person for every date requested)
REASON FOR REQUEST:

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BUILDING USE CONTRACT

I agree on Behalf of _____ (name of organization)
That all members and guest will observe the rules and regulations governing the conditions of the building usage (copy attached) and that we, individually and as an organization, will assume full financial responsibility for any and all damage done to First United Methodist Church property during the indicated period of usage on the Building Request and Contract form. We also agree that our organization will at all times hereafter indemnify the First United Methodist Church against any loss, damage or expense of any kind, which said church may sustain or incur because of use of the above described facility by our organization and will further hold said church harmless for loss of any kind in connection therewith.

Primary Contact Person: _____
(Requesting Person)

Date: _____

Amount of Donation:	\$
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Trustee Approval: _____

Date: _____

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