

St. Mark's United Methodist Church

Policy for Use of Church Facilities

Revised 5/21/2013

General Policies

While the church property is used by its members for worship, fellowship, education, and administration, St. Mark's UMC, as a part of its community outreach, offers its facilities for use by outside groups or individuals in accordance with the following terms. This policy applies to all physical church property including, but not limited to, the grounds, buildings, equipment, and kitchen facilities.

For the purposes of this policy, "members" designates official members (those on the church rolls) as well as the constituents.

Usage may be either on a one time basis or for repeated use as set forth in the "Agreement for Use of Church Facilities" and shall be subject to approval by the Board of Trustees. In the event of recurring use, the church reserves the right to terminate the agreement upon a seven-day written notice to the other party. Unless otherwise exempted by the Board of Trustees and/or the pastor(s), a use fee will be requested according to the attached schedule in order to compensate St. Mark's for its added expenses.

The Book of Discipline of the United Methodist Church recognizes the value of Scouting, therefore, churches are encouraged to sponsor and/or offer their facilities to scouting groups at no fee. St. Mark's acknowledges and supports this policy.

Church-sponsored activities shall be afforded first priority. It shall be understood and agreed to by all parties that should an unanticipated use of the facilities by the church conflict with another group's use, the other group must make alternate arrangements upon reasonable written or verbal notice.

St. Mark's welcomes the use of its facilities by non-profit community service groups, as well as, by city, county, and state agencies. Profit-making ventures will not be granted use of the facilities.

Church facilities and equipment needed for weddings, receptions, funerals or memorial services will be made available to members of St. Mark's and their immediate families, on a scheduled basis to be coordinated with the Facility Coordinator. Use fees will be requested in accordance with the attached schedule unless exempted by The Board of Trustees and/or the pastor(s).

Church facilities and equipment needed for weddings, receptions, funerals or memorial services will be made available to non-members at the discretion of the Facility Coordinator and/or the pastor(s). Appropriate use fees will be requested.

While use of the facilities by other groups or organizations, not falling within any of the aforementioned categories, may be considered, such use will be determined on an individual basis by the Board of Trustees and/or the Pastors.

Because children are vulnerable to harm from themselves and others, and can cause harm to others and church property, children 17 years and younger shall have adult supervision at all times while on St. Mark's property in accordance with the Church's Safe Sanctuaries Policy.

As to fundraisers: Use of the Church facilities for fundraising purposes will exclusively be for the benefit of St. Mark's missions and ministry in the community, state, nation, and the world. Fundraising requests will be submitted to the Advisory Board (or other designee) for review and approval. The Advisory Board (or other designee) will monitor fundraising endeavors to assure the number of such endeavors is not excessive on Sunday mornings.

In the event of emergency or need to contact a representative of the church during an event, please call the church office (520-297-2062) and follow the prompts to leave an urgent message.

Facility Use Request Procedure

Any group requesting use of church facilities will first submit a Facility Use Request. This request must be completed, signed, and submitted, along with a signed copy of the "Policy for Use of Church Facilities," to the Facility Coordinator and/or Board of Trustees.

The Facility Coordinator will then provide an "Agreement for Use of Church Facilities" to the requesting party. The Agreement is to be signed by a responsible representative of the group making the request.

General Requirements:

A Certificate of Comprehensive General Liability Insurance in favor of St. Mark's United Methodist Church with minimum limits of \$100,000/300,000 Bodily Injury Liability and \$50,000 Property Damage Liability or \$300,000 Combined Single Limit Liability will be required of user groups unless waived by the Board of Trustees.

In regards to the sound and audiovisual system in the sanctuary, a person authorized by the church to operate the system must be present when it is in use. A fee will be required to compensate this individual, unless otherwise waived by the individual or the pastor(s).

Only the church organist will be allowed to operate the church organ located in the sanctuary. Use by other qualified individuals will be allowed upon approval of the church organist.

The group making the reservation will be responsible for setting up the room (unless there's a set up sheet), maintaining in a clean and orderly manner, removing trash and returning tables and chairs to their original arrangements. The group using the facilities will be responsible for any damage incurred during use.

Equipment belonging to the church may not be removed from the church property. Exceptions can be made at the discretion of the Board of Trustees or the pastor(s). Nothing is to be attached or affixed to any portion of the premises without prior approval of the Board of Trustees. The use of masking, or duct tape on the carpet or walls is prohibited.

Groups may serve light refreshments. Jell-O, Kool-Aid or red drinks may not be served because of the possibility of staining carpet and furniture. Groups must supply their own paper products, such as cups, plates and napkins.

A trash receptacle is provided at the west side of the property.

Alcoholic beverages are not permitted anywhere on the church property.

Smoking is permitted on the church property in the designated areas and in accordance with state law.

The Number of persons using meeting rooms will not exceed the seating capacity established by the Fire Marshall.

The presence of pets within church facilities is limited to special events as approved by the Board of Trustees and/or the Pastor(s). Registered service animals are excluded from this restriction.

The church will provide a written agreement for the use of the facilities to be signed by a responsible representative of the group making the request. The representative will also sign at the bottom of this form to indicate an understanding and acceptance of this policy.

This policy may be revised at the discretion of the Board of Trustees.

I have read and agree to the terms outlined in this policy.

Signed: _____

Dated: _____

Name of Organization/Group: _____

Agreement Form for Use of Church Facilities
St. Mark's United Methodist Church

The undersigned, _____ wishes to use the following facilities: _____

_____ located at the address above on _____ between the hours of _____ and _____ or, if requesting recurrent use, on the following days:

_____ between the hours of _____ and _____ for the following purpose: _____

and agrees to abide by the terms of the "Policy for Use of Church Facilities."

Total Room Usage Fee: _____ (*Based upon fee schedule dated _____)

Signed: _____

Organization/Group: _____

Address: _____

Phone number: _____ Date: _____

Witnessed by: _____ Date: _____

