

DUNCAN MEMORIAL UNITED METHODIST CHURCH POLICY ON USE OF CHURCH PROPERTY AND FACILITIES

I. INTRODUCTION

Duncan Memorial United Methodist Church (DMUMC, or church) is dedicated to the promotion of God's ministry and the fulfillment of our VISION, which is: *We envision Duncan Memorial United Methodist Church as a joyful community of faith where all are welcomed, nurtured as disciples of Jesus Christ, and transformed to reach out and share God's love in the world.*

Although it is the people of the congregation who make up the "church" or the "Body of Christ," the church's physical plant plays a key role in our ministry. Therefore, proper care of our facilities is an essential element of our stewardship.

Although the building and facilities are primarily intended for use of our congregation, as part of our ministry to reach out to the greater community, the building and facilities may sometimes also be used by others. This policy is intended to provide the basic guidelines for use of church facilities by church groups, Randolph-Macon College (R-MC), and outside organizations.

"Church groups" are those groups (committees, work areas, etc) established by DMUMC and contributing directly to the ministry of DMUMC as well as functions serving our connectional membership of the United Methodist Church such as District and Annual Conference events.

Randolph-Macon College means any officially recognized function of the college.

Outside organizations means any other group.

For use of the building and facilities for weddings and receptions, consult the church's "Rules & Regulations Regarding the Use of the Church for Weddings."

Everyone using the church facilities must review and follow these guidelines.

All use of the buildings and facilities shall be consistent with the United Methodist Church Social Principles, the United Methodist Book of Discipline, and this Policy.

II SCHEDULING USE OF FACILITIES

The Senior Pastor is responsible for coordinating the use and scheduling of all church facilities. All activities or programs, including weddings, using the church facilities must be cleared through the church secretary (acting on behalf of the Senior Pastor) and put on the master calendar by the church

secretary as far in advance as possible. Scheduling of activities with the potential for conflicting uses shall be avoided if at all possible (e.g. no more than one group needing the kitchen at the same time).

Outside organizations may reserve the facilities if it is for a community oriented, non-profit program or activity. The Senior Pastor, in consultation with the Chair of the Board of Trustees and the Lay Leader, must approve the use of the building by any outside organization. Scheduled use by outside organizations will not be accepted more than one year in advance of the activity.

The Senior Pastor will resolve any scheduling conflicts. Normally, scheduling is done on a first-come, first-serve basis. However if, in the rare event that a church activity requires the use of our facilities at a time already scheduled by an outside organization, the Senior Pastor or the Board of Trustees reserves the right to cancel the outside organization's reservation. In the event such a cancellation becomes necessary, the church will notify the organization as early as practicable.

No activity/program/meeting by an outside organization is to be scheduled in the church buildings during the same time or within an hour before or after the scheduled time of any church-wide program unless it can be clearly shown that such use will not interfere with the church-wide program. The determination of "church-wide" will be made by the Senior Pastor.

For outside organizations, the person making the reservation for using the facilities is required to complete and sign the "Request for Use of Building" form and provide the appropriate security deposit (check made out to Duncan Memorial United Methodist Church) before the date will be confirmed.

Any requests not covered by these guidelines for the use of the facilities shall be presented to the Property Committee acting on behalf of the Board of Trustees for a decision.

III, RESPONSIBILITIES

The church facilities may not be used for financial gain by *any* individuals or outside organizations.

The person reserving the facilities will be held ultimately responsible by the church for proper conduct by that organization and leaving the building in proper order and following all other requirements of this policy.

Any group reserving or using the church building must have a designated contact person who will be responsible for all activities connected with the activity, such as providing the required supervision, proper kitchen use, set-up, clean up, turning off lights, locking up the building, etc.

Persons using the kitchen have full responsibility for adhering to guidelines for facility usage.

Any person, organization, or member abusing the building or its facilities, failing to abide by these rules, financial agreements, or the established time schedule, will not be permitted further use of the building until they make a full accounting before the Board of Trustees.

IV. GENERAL

- No smoking or use of tobacco products is permitted within the church building at any time.
- No beer, alcoholic beverages, illegal drugs, or other controlled substances are permitted within the church building or on the church premises at any time.
- The use of PROFANITY is prohibited.
- No raffles, lotteries, or any other form of gambling is permitted.
- Children and youth shall be under the direct supervision of at least two adults **at all times**. Children and youth should not run through and outside the buildings, play in the hallways, etc.
- Church groups may make requests for set up of tables and chairs to the janitorial service by filling out a form available just outside the church office. All other groups are responsible for their own set up of tables and chairs. All other set-up requirements such as A/V equipment, etc. are the responsibility of the requesting group. Chairs and tables should be returned to their appropriate storage location when the activity is completed.
- Doors should not be propped open. If you have problems, call the church office. There is a tremendous loss of heat in winter and cool air in summer.
- Leave rooms in good order - as you found them or better. Do not use supplies found in the classrooms. Our Sunday School teachers work hard, and their work and supplies should not be disturbed. Turn off all lights when finished.
- All trash and dirt must be cleaned up and put in the trashcans located outside the kitchen.
- All restrooms must be left clean (check that toilets are flushed, water turned off, and lights out).
- Any incident that results in damage to the property and/or facility must be reported immediately to the Property Committee or the church office. Those responsible for such damage will be held liable for any repairs or replacement.
- When leaving the building, the person responsible should set the thermostats on the UNOCCUPIED setting. See Section VII.
- Make sure lights are off and ALL outside doors are locked before leaving.

V. SANCTUARY USE

Use of the sanctuary is restricted to services that are approved by the Senior Pastor and include:

- Worship services
- Services of religious music
- Baccalaureate services
- Weddings
- Funerals, memorial services
- Local church, district and conference meetings
- Practice rehearsals for above functions
- Religious drama
- Randolph-Macon College

No change or rearrangement of furniture or items of worship is permitted without the express approval of the Senior Pastor.

VI. KITCHEN USE

- Many people use the kitchen. Anyone using it should leave it as he/she would like to find it - neat and clean. Here are some suggestions.
- **Utensils:** Please note where items are located so you can put them away in the same place. "Good" knives are in a knife box in the closet on the upper shelf (away from small hands).
- **Food:** Do not leave extra, leftover food unless you plan to use it within seven days. If so, be sure to label with your name or group and date, so it won't be thrown out. Put away any loose cookies or crackers in sealed storage bags.
- **Towels:** Leave used towels and dishcloths on the racks, which are located under the counter, under the windows. Do not take them home to launder, as the Kitchen Committee will do so.
- **Recycle:** Please take items home or to an appropriate collection center. Aluminum cans should be placed outside in the "HABITAT" container.
- **Trash:** Empty all trashcans into outside containers. Always use liners. Large liners for outside containers are in the kitchen (behind door).
- **Clean Up:** Wipe tables and counter tops with damp cloth. Sweep floors and mop up any spills in the kitchen or Fellowship Hall, or other areas of the church where food or drinks may have been taken. Broom and mop are in the closet. Please dry dishes and put everything away.
- **Unclaimed Dishes:** After your event, leave any unclaimed dishes on the counter where owners may look. Please label with owner's name, if known. After seven days, these will be put in the cabinet to the right of the dishwasher.
- **Dishwasher:** If using the dishwasher, the user should be trained in its use and follow the instructions posted in the kitchen.

KITCHEN USE BY GUESTS

Duncan Memorial United Methodist Church strives to provide a well kept, clean kitchen for its members and guests. It has been a blessing to have a newly renovated kitchen for many different functions.

In that spirit, this policy is intended to allow outside guests to enjoy use of the kitchen, while maintaining the kitchen's aesthetics and cleanliness. This is accomplished by a spiritual, yet professional, direct interaction between Duncan Memorial leadership (lay or staff) and the guests who are using the kitchen. The use by R-MC students is handled in a slightly modified manner.

GUESTS:

1. The Community Group – any group from the local community other than college or high school students. These groups may include clubs, organizations or groups who wish to use the facilities.
2. The Student Group – any group from a local school or college. The group must be a recognized school group and have a teacher/professor sponsor. For school groups there must at least one teacher in attendance at all times.

PROCEDURES:

1. The Community Group Guest
 - a. The Guest contacts Duncan Memorial (the Office Administrator)
 - b. Should the Guest contact any other party, either direct them to the Office Administrator or take their information and have the Office Administrator call them.
 - c. The Guest will provide the following information
 - i. Group name
 - ii. Contact name
 - iii. Contact cell phone number and email address
 - iv. Start time (including prep) and estimated end time
 - d. The Office Administrator will add the event to the calendars and fill out a Kitchen Check List and place it in the Fellowship Team mail box
 - e. The Office Administrator will contact the following people to ensure that all are aware of the function
 - i. Kitchen Committee Chair
 - ii. Fellowship Chair
 - f. The Kitchen Committee Chair (or their representative) will call or email the Guest contact one week prior to the event to
 - i. confirm the start time
 - ii. to see if they have any questions
 - iii. determine if they want the Rep to remain there throughout event
 - iv. if so, then the cost of that service
 - g. The Rep will meet the Guest contact at the kitchen to go over the check list, answer any questions and ensure that all is well.
 - h. The Rep will write their name and cell phone number on the check list for the Guest and pin it to the bulletin board.

- i. The Rep will then either stay at the church or leave, depending on what had been agreed upon.
- j. The Rep will be available by phone throughout the event, regardless.
- k. At the end, the Kitchen Rep will run through the check list with the contact to ensure that both the Fellowship Hall and the kitchen have been returned to pre-event cleanliness.
- l. "Thank you for coming! Please come again!"

The Group will be given the option of having the Representative stay at the church throughout the event.

- a. An amount of \$10 per hour will be available to the Representative for events that are longer than two (2) hours.
- b. If the Representative wishes reimbursement for their time, they will put in a check request with the church treasurer.

The Group's check will be made payable to Duncan Memorial United Methodist Church for the amount due

- c. It can be presented to Office Administrator prior to event OR
- d. It can be given to the Representative at the beginning of the event.
- e. The check will be deposited and credited to the Building Fund.

2. The Student Group Guest

- a. The Guest contacts Duncan Memorial (the Office Administrator)
- b. Should the Guest contact any other party, either direct them to the Office Administrator or take their information and have the Office Administrator call them.
- c. The Guest will provide the following information
 - i. Group Name
 - ii. Contact name
 - iii. Contact cell phone number and email address
 - iv. Start time (including prep) and estimated end time
- d. The Office Administrator will add the event to the calendars and fill out a Kitchen Check List and place it in the Youth & Young Adults mail box
- e. The Office Administrator will also put an FYI copy in the Fellowship Team mail box
- f. The Office Administrator will contact the following people to ensure that all are aware of the function
 - i. Director of Youth & Young Adult Ministries (YYAM)
 - ii. Kitchen Committee Chair
 - iii. Fellowship Chair
- g. The Director of YYAM (or their representative) will call or email the Guest contact one week prior to the event to
 - i. confirm the start time
 - ii. to see if they have any questions
- h. The Rep will meet the Guest contact at the kitchen to go over the check list, answer any questions and ensure that all is well.
- i. The Rep will write their name and cell phone number on the check list for the Guest and pin it to the bulletin board.

- j. The Rep will remain at the church throughout the event if it is the group's first time using the kitchen. If they are a recurring guest with the same contact, then Rep may choose to leave, depending on the group's comfort level.
- k. The Rep will be available by phone throughout the event, regardless.
- l. At the end, the Kitchen Rep will run through the check list with the contact to ensure that both the Fellowship Hall and the kitchen have been returned to pre-event cleanliness.
- m. "Thank you for coming! Please come again!"

VII. USE OF HEATING AND COOLING

SANCTUARY- The sanctuary is automatically controlled in both summer and winter. It is normally indexed to UNOCCUPIED which cuts off all air-conditioning in the summer and maintains 62 degrees minimum in the winter. For use of the sanctuary, the system *must* be indexed to OCCUPIED. *This may be done in one of two ways:*

- 1-Notify the church office at least 24 hours before the sanctuary use is needed so that the person in charge of the equipment can set pins on the clock to reindex the system.
- 2-Turn the Override Timer (located in the sanctuary boiler room) up to the number of hours the sanctuary is to be used.

This action should be taken two hours before the space is needed to allow for warm up or cool down. The number of hours set on the timer should include the warm up time plus the occupied time. The Override Timer should be turned back to zero when the space use is complete.

SUNDAY SCHOOL BUILDING- Each space in the Sunday School building is separately cooled *and heated*. *They all are manually controlled from space thermostats*. Some spaces have separate thermostats for cooling and heating. To occupy a space the occupant must adjust the thermostat to the desired temperature. Recommended occupied temperatures are:

Summer = 78 (min)
Winter = 72 (max)

When leaving the space the occupant should manually turn the thermostat back to the unoccupied temperature. Recommended unoccupied temperatures are:

Summer = 85 (min)
Winter = 62 (max)

VIII. CHURCH KEYS

Two types of keys to various doors are used at Duncan Memorial.

- Sub Master Key - unlocks all outside doors to the church building.
- Master Key - unlocks all outside doors to the church building as well as the offices occupied by church staff and storage closets.

A Key Log is maintained by the church office, where persons designated to have a key to the church building are required to sign out for their specific key and sign in after function need is completed, Keys are distributed to the following persons for the following matters:

- The pastor and staff have Master Keys issued to them, which allows them entrance to the building and the office areas.
- Several Trustees have Master Keys so as to oversee the upkeep and any emergencies of the church building including office areas.
- Keys are distributed to committee chairs for entrance to the building for their specific functions. When a change in leadership is made, a transfer of the key is initiated.
- Members of the Altar Guild have Sub-Master keys, which they utilize for preparing the altar area and communion elements for Sunday worship services and at other times, e.g. weddings/funerals.
- Outside organizations using the church facilities are issued a Sub Master key for the time and duration of their specific function. Usually, church activities or meetings are already being held during those times and no key is needed by them.

in addition to the above, Sub Master keys have been issued (long term) to Harris Mechanical for entrance to the boiler room for maintenance and to The Flower Depot, for delivery of altar flowers on Saturday and for specific functions, e.g. wedding/funerals. These keys are kept on a key board at their place of business and used only when needed.

There are a few other keys for specific items (e.g. organ, sound system, upstairs organ pipe area, some file cabinets, etc), which are maintained for their specific purpose. Duplicates of these keys are located in a key lock box.

The key lock box is maintained in the church office along with the Key Log. This procedure keeps the uniformity of the issuance of keys in one central location.

The doors adjacent to the parking lot, next to Blackwell Hall (one leading directly into Fellowship Hall and the other leading into the Education Wing) are both equipped with "push bar type" openers that must be closed and latched to secure the building. To latch these doors, an Allen Wrench must be used to disengage the Allen Screw located under the "push bar" so that it will latch securely upon closing. The Allen Wrench is located on the shelf above the coat rack next to the door leading into the Education Wing.

IX. FEES FOR USE OF CHURCH FACILITIES BY OUTSIDE ORGANIZATIONS

This section does not pertain to use of the church facilities for weddings, funerals, or memorial services, which are covered by a separate policy.

A security deposit (refundable) of \$50.00 will be required from all outside organizations and shall be remitted at the time of reservation. The deposit will be returned following satisfactory inspection of the facilities.

The following fees are requested and are to be paid in full no later than three days prior to the event:

ITEM		Max for day
Use of kitchen (includes dishes pans, coffeepots, stove, dishwasher)	Non-profit	\$40
	For profit	\$50
Use of fellowship hall	Non-profit	\$40
	For profit	\$75
Use of fellowship hall and kitchen	Non-profit	\$50
	For profit	\$100
Nursery room (exclusive of pay for nursery workers)	Rate per hour	Max for day
	\$15	\$70
Classrooms, each	\$10	\$50
Sanctuary (other than weddings)	\$100	\$500

Requirements for the above fees may be waived or reduced by the Senior Pastor for good cause and in consultation with the Chair of the Board of Trustees and Lay Leader. Any reductions or waivers made to the above fees shall be fully reported by the Senior Pastor, with full disclosure, to the Administrative Board at its next meeting.

RECOMMENDED BY Board of Trustees February 8, 2004

and APPROVED BY ADMINISTRATIVE BOARD

**Kitchen use policies and fees amended and approved by Church Council
April 14, 2011**

Addendum to Building Use Policy

Adopted December 11, 2005

Conditional Use Permission

Permission for use of the church facilities may be approved on a conditional basis. Church members and staff may use the facilities for the purpose of teaching of piano, voice, and instrument lessons after approval by the Senior Pastor. Outside organizations or individuals will need to have approval from the Senior Pastor and the Board of Trustees. An appropriate fee schedule has already been adopted.