



Trinity United Methodist Church

Facility & Building Use Policy

Purpose

The mission of Trinity United Methodist Church (TUMC) is “A Place To Belong. A Community That Serves. Growing In God’s Abundant Grace.”

To fulfill our commitment to serve, following the example of Christ, TUMC will make its facilities available to church and service groups both inside and outside of our congregation. The facilities may be used by non-member groups and individuals as outlined in this policy. TUMC regards this non-member use as part of the church’s service to the community. Use of church facilities by outside groups on a regular basis must receive the approval of the Church Trustees.

Building Use

Use of the church facility shall always be scheduled with the Trustees Committee. This policy will outline who may use the facility, rules for use of the facility, and fees and deposits for building use. Background information and references beyond that described in this policy may be requested if needed. The following guidelines are set forth for building and facilities usage:

1. Who may use the Church (in order of priority)
 - a. TUMC church groups or church members using the facilities as part of the ministry of the church. This would include those supported through Sunday School Classes, TUMC committees, Blue Ridge District, Missional Network and WNC Conference events. **No charge.**
 - b. Groups that come as invited guests of the congregation of TUMC. **No charge.**
 - c. Service and charitable organizations (Hospice, Blood Banks, etc.). **No charge.**
 - d. Outside social, civic, educational, musical and non-service groups, or individuals using TUMC facilities for activities may be charged a facilities usage fee, custodial services fee and a host/hostess fee. Fees for non-member groups may be reduced or waived at the discretion of the Trustees Committee.
 - e. TUMC members may reserve church facilities per the approval process.
2. Who may not use the Church
 - a. Partisan political groups
 - b. Groups operating for commercial gain

- c. Organizations whose activities or beliefs are in conflict with the mission and doctrine of TUMC.
3. Procedures and Guidelines for Scheduling Facilities
- a. Potential groups wishing to use church facilities should first review this policy, the submit a formal request online at <http://trinitywavl.org/building>.
 - b. Scheduled meetings of TUMC will take precedence over all other requests.
 - c. Member and Non member groups and individuals will be assigned a host/hostess for the event. (See host/hostess duties and related fees)
 - d. The Trustees Committee will approve requests for building use. Those approved for building use will subsequently need to submit the Building Use Contract and Hold Harmless Agreement and the declaration of policy page from their insurance policy when fees are paid.
 - e. Responsible adult supervision must be with the group at all times when facilities are in use.
 - f. All minor children must be supervised by an adult.
 - g. Smoking and non-prescriptive drugs are prohibited in the building.
 - h. Alcoholic beverages will not be permitted inside buildings or on church grounds.
 - i. As a general rule, facilities may not be reserved more than 30 days in advance, except for weddings.
 - j. Liability insurance (minimum \$1 Million) will be required non-members:
 - i. Conducting business unrelated to TUMC on church property
 - ii. Engaged in group activities where fall or injury hazards are a risk
 - k. Should the individual/organization not have liability insurance, an event insurance policy (minimum \$1 Million) must be purchased.
4. Kitchen Use
- a. In case of breakage or damage to kitchen materials, the responsible party is expected to correct or pay for the damage, with building damage deposit applying. (See Fees & Charges attached).
 - b. Every group including catering services is expected to leave the kitchen and its equipment clean and in place as it was found.
 - c. Individual member or responsible organization should be responsible for tablecloths, dishes, etc. Dishes, utensils, and glasses should be cleaned and returned to the appropriate storage before leaving the facility after the event. Tablecloths are to be properly cleaned, pressed, and returned within 1 day. (Members only)
 - d. A member of the Trustees Committee or their designee must inspect the kitchen following use for cleanliness and damage and for the release of funds to be returned.
5. Use of Equipment

- a. Any use of audio-visual equipment in the Sanctuary requires a member of the audio-visual team from TUMC. The audio visual equipment will only be operated by a member a member of the church. (See Fees & Charges attached).
- b. The use of additional audio visual equipment, including the availability to use a computer and/or PowerPoint will require the use of a member of the audio-visual team or qualified staff member. (Unless a member of the church, computer equipment is to be provided by group.) For members and non-members, a fee will be incurred for the use of an audio tec. (See Fees & Charges attached).
- c. No furniture (tables, chairs, etc.) or equipment belonging to the Church may be loaned or removed from the building except for official Church functions without prior notification of the Church Trustees.
- d. Non-member groups using the facility may use tables, chairs, and lecterns, as their set-up requires.

Use of the Sanctuary and Fellowship Hall is left to the Trustees Committee's discretion in conjunction with the Church Council.