

BUILDING USE POLICY
JONESBORO UNITED METHODIST CHURCH (“JUMC”)

1. JUMC groups and organizations (committees, circles, UMW, UMM, etc.) may use JUMC facilities as needed provided the scheduled use doesn't conflict with the regular programs of JUMC.

a) If the group needs a key, one must be signed out from the office. Keys must be returned to the office as soon as possible after the use

b) The group is responsible for cleaning following the use and making the room ready for its normal use.

2. Members of JUMC, other churches, community organizations and non-JUMC members may use JUMC facilities (the Sanctuary and the Chapel may only be used for weddings and funerals) subject to the following provisions (Jonesboro Day Care's use of JUMC facilities is not subject to these provisions):

a) Uses must be consistent with the church's mission: To Know Christ and to Make Him Known.

b) A “program” is a use of JUMC facilities on a regular schedule for an extended period. An “event” is a one time use of JUMC facilities.

c) Requests for use will first be considered and approved or disapproved by the Senior Pastor or his/her designee and then reviewed, as soon as possible, by the Church Council (“the Council”) which may override the decision of the Senior Pastor or his/her designee for good cause. No use is guaranteed unless and until it is approved by the Council.

d) A program may, on occasion or permanently, be moved to another room, time or date, to accommodate church programs. An event will not be moved without the consent of the group/person holding the event.

e) No program or event (with the exception of weddings) may be scheduled more than 8 weeks in advance. Programs will be reviewed by the Council at the end of each 8 week period. A program is considered reapproved for an additional 8 week period unless the user is notified differently.

f) For each use, there will be a usage fee (“fee”) to defray utility costs and a refundable cleaning /damage deposit (“deposit”). The fee and deposit vary and are set out in the current “Fee and Deposit Schedule for JUMC Facilities” (the schedule is subject to amendment from time to time by the Trustees. Please make sure you have the current version of the schedule).

1) The Council may waive the fee and/or deposit in whole or in part for JUMC members, non profit (including churches) and educational organizations.

2) The fee and deposit are not due until the use is approved by the Senior Pastor or his/her designee and by the Council.

3) There shall be no fee or deposit for funerals or weddings. However, a wedding party will be required to either compensate JUMC for cleaning the facility or make other arrangements satisfactory to JUMC to clean the facility following the wedding.

- g) The JUMC Trustees (“the Trustees”) will arrange a meeting with any group or individual approved to use JUMC facilities in order to provide a building key as well as to discuss set up and post event cleaning.
- 1) The key must be signed for and will not be delivered until the fee and deposit have been paid in full.
 - 2) In the case of an event, the Trustees will arrange a meeting as soon as possible following the event, to check the condition of the facility and accept the return of the key. The deposit will not be refunded unless the Trustees determine the facility is in proper condition and the key is returned.
 - 3) Facilities used by programs will be inspected by the Trustees on a regular basis and the deposit will be held as long as the program continues.
- h) Users of JUMC facilities are responsible for any damages or cleaning costs in excess of the deposit.
- i) Users of JUMC facilities may store supplies or decorations at JUMC, as directed by the Trustees, no longer than 24 hours before or after the use if space is available. JUMC is not responsible for items lost or damaged while being stored on JUMC property.
- j) For-profit activities by any groups or individuals are not permitted on JUMC property.
- k) Partisan political rallies, events or advertising are not allowed on JUMC property.
- l) Smoking is not permitted inside JUMC facilities.
- m) Alcoholic beverages are not permitted on JUMC property.
- n) Gambling in any form is not allowed on JUMC property.
3. This policy is subject to amendment from time to time by the Council. Please make sure you have the current version of the policy.

APPROVED June 7, 2010 by vote of the Church Council

FEE AND DEPOSIT SCHEDULE FOR JUMC FACILITIES (2010)

<u>Room</u>	<u>Fee (per hour)</u>	<u>Deposit</u>
Wesley Center Fellowship Hall (Kitchen may be used for non-cooking purposes for extra \$50 deposit)	Up to \$100	\$200
Wesley Center Kitchen (Using Ovens/Stoves)	Up to \$100	\$200
Wesley Center Classroom (Fellowship Hall)	Up to \$75	\$50
Wesley Center Classroom (Hallway)	Up to \$50	\$50
Youth Room	Up to \$50	\$75
Education Building Classroom	Up to \$50	\$50

BUILDING USE RESERVATION FORM
JONESBORO UNITED METHODIST CHURCH (JUMC)
407 W. Main St., Sanford, NC 27332 (919) 775-7023

Program or Event _____

Sponsoring Church, Organization or Person _____

Requested Date(s) _____

Time (include set up and cleaning) _____ am/pm to _____ am/pm

JUMC Members involved YES NO Names (use back of form if needed) _____

Approximate number of people in program or event _____

Requested area (circle one) CLASSROOM WESLEY CENTER YOUTH ROOM

Does event require use of the kitchen? YES NO

Contact Person _____

Address _____

Phone number _____ Email _____

-----**CHURCH USE ONLY**-----

Approved/Disapproved by _____ Date _____

Action by Church Council _____ Date _____

Usage Fee: Amount _____ Cleaning/Damage Deposit _____ Date Paid _____

Trustee Pre-Event Meeting: Date _____ Trustee name _____

Building Use Policy Provided: Date _____ Signature of Person Receiving Policy _____

Key Provided: Date _____ Signature of Person Receiving Key _____

Post Event Inspection: Date _____ Trustee name _____

Key Returned: Date _____ Signature of Person Returning Key _____

Cleaning/Damage Deposit Returned: Date _____ Returned to _____

Cleaning/Deposit Withheld: Amount Withheld _____

Reason(s) Withheld (use back of form if needed):