



**Aldersgate**

UNITED METHODIST CHURCH

## **Facility Use Policy**

### **PURPOSE**

Aldersgate United Methodist Church facilities are intended for the use of AUMC members in support of church related activities and missions. Church activities will receive priority in scheduling, followed by member requests then other uses approved by the Trustees. Facilities include property, fields, Family Life Center (FLC), playgrounds, parking lots, and sanctuary building.

### **SCHEDULING**

Requests for use of AUMC facilities may be made by filling out the **Facility Use Request form** and returning it to the church secretary. The church secretary may pencil in reservations for your requested date, but reservations are **not** considered final until the completed form is received and requests are approved by the Board of Trustees. The policies outlined below are mandatory and are in consideration of the use of the church property and the members who freely give of their time and energy to make Aldersgate UMC a special place to fellowship together and worship our Creator God. Aldersgate United Methodist Church events take priority over outside group usage. If an unforeseen Church activity arises and the space reserved needs to be used by the Church, the User will be contacted as soon as possible.

### **SAFETY**

- ☐ No weapons or alcoholic beverages are allowed on the church property at any time.
- ☐ Smoking is not permitted in church buildings at any time.
- ☐ Children must be under adult supervision at all times, whether inside or outside of the buildings.
- ☐ Outside groups are responsible for ensuring their staff and volunteers are **familiar with and follow the AUMC Safe Sanctuary policy.**
- ☐ All violations of the Safe Sanctuary policy will be reported immediately to Minister of Christian Formation and church office.
- ☐ No running is permitted in the building except in the gymnasium during supervised games and play.
- ☐ All Entrance/Exit Doors must be kept clear and unobstructed to allow for proper egress during an emergency.
- ☐ Do not prop open Entrance/Exit Doors **at any time.**
- ☐ Children are not allowed in the equipment room at any time.

### **BUILDING ACCESS**

If you do not already have access to the building, please complete a Building Access Request Form and submit it with your application to the church secretary. If the event is for an outside group, a refundable deposit is required when the access card is picked up from the church office (checks made payable to AUMC). Appointment to pick up access card must be made by contacting [holly@aldersgate.org](mailto:holly@aldersgate.org) at least 1 week prior to the event. The access card must be returned to the church secretary the first working day following the event, and in order to receive deposit.

### **USE OF SPACE**

1320 Umstead Rd. Durham, NC 27712

919-477-0509

[admin@aldersgate.org](mailto:admin@aldersgate.org)

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- ☐ Please restrict your group's activities to the room(s) you have reserved.
- ☐ The Church will not furnish supplies such as food, coffee, drinks, paper products, etc. for non-church functions.
- ☐ Heating and air conditioning may be turned on a reasonable time prior to the event, but this shall not exceed four hours in advance (Florists should note this and not plan to bring flowers too early in extremely warm weather). Contact [alan@aldersgate.org](mailto:alan@aldersgate.org) at least 1 week prior to the event.
- ☐ When using balls and other toys, please avoid hitting the walls, windows, downspouts, sound baffles, ceiling tiles, and fire extinguishers.
- ☐ The basketball goals and backboard are not to be hung on – no dunking.
- ☐ Please keep children away from the curtains, no hanging on or playing in the curtains.
- ☐ Tables are required for use of art supplies (such as paints, crayons and ink pens).
- ☐ No furniture, equipment, banners, etc. may be removed from the building.
- ☐ Items may not be stored or discarded outside of the FLC.
- ☐ Sidewalk chalk can be used only on the west side of FLC sidewalks and must be removed completely at the end of the event.
- ☐ Any clothing or personal items left behind and not picked up within two days after the event will be considered to be abandoned and will be discarded or donated.

### **DECORATIONS, CANDLES and FLOWERS**

- ☐ The Methodist Cross and Flame on the gym floor may not be covered or obstructed.
- ☐ Artwork and posters may be hung in the classrooms and hall using painter's tape, but not in the vestibule, on hall ceilings, or on any classroom windows, doors, or on walls with painted murals. Check with Facility Manager before hanging, attaching or taping any items.
- ☐ Flowers, plants and candelabras are permitted, however they should not block doorways, shall be protected against water leakage and spillage.
- ☐ All candles must be drip less to protect the floor and furniture from dripping wax.
- ☐ Decorations may be hung with painter's tape and under no conditions shall any decorations, ribbons, etc. be attached to walls or furnishings with pins, tacks, glue or nails. See Facility Manager first.
- ☐ No tinsel, confetti, rice or bird seed shall be used at any time, anywhere.

### **AUDIO/VISUAL EQUIPMENT AND SERVICES**

The Audio equipment in the FLC includes wireless microphones (up to 3) and an audio recording of the event (if desired). The Audio fee to use this equipment includes set up and take down of equipment. The AV operator fee is for a trained staff member to adjust audio levels and be present during the event to assist with audio needs. Fees are noted on the reservation form.

The FLC is also equipped with video projection equipment used to view slide shows (on DVD or other media formats) and/or videos from DVD or VCR tape. The Video fee for use of this equipment includes set up and take down of the equipment. The AV operator fee includes a service fee for a trained staff member to set and display video programs, and be present during the event to assist with video needs. Fees are noted on the reservation form.

Due to the nature of the electronic equipment in the FLC, a trained staff member from AUMC must be used for any event which includes audio and/or video. Please indicate your request for audio and/or visual services on the application (see schedule for fees) and contact John Hall at (919) 477-5802 for scheduling. Other specialized services, such as stage lighting, are available only through a customized quote which the undersigned agrees to pay – please contact John Hall for more details at least 4 weeks before the event.

## **KITCHEN**

A trained kitchen attendant approved by Aldersgate United Methodist Church in advance must be present for use of the kitchen. While not in use, the kitchen and service closets must remain locked.

## **MUSIC**

Musical selections, both instrumental and vocal, should express praise, joy, love and other appropriate themes and be suitable for all age groups.

## **CLOSING AND CLEANUP**

Please exercise consideration when using the church facilities and property. As these are multipurpose spaces utilized by a variety of groups as part of the ministry of this church, you must leave the property or room in as good a condition that you found it. Before you leave you must:

- ☐ Use large trashcans to collect any garbage and clean spills inside and outside of the buildings.
- ☐ Reposition tables and chairs or return furniture and other property to its original location.
- ☐ All play equipment (including toys, balls, and mats) must be neatly returned to the proper bin or rack in the Equipment Room.
- ☐ Remove any leftover food from your meeting or event. Do not leave any food on the premises.
- ☐ Wash and put away any dishes or pots and pans that were used.
- ☐ Complete an AUMC Family Life Center Kitchen checklist and submit to the Facilities Mgmt. office.
- ☐ All doors and windows are to be closed and secured.
- ☐ Turn off all lights including restroom lights.
- ☐ AUMC custodial staff must be used following an event for outside groups. Because advance scheduling is required, please contact Gary James at (919) 477-0509 when the event is planned.
- ☐ Please report any damage to the facility manager or church office (919) 477-0509.
- ☐ The loan key/fob is to be returned to the church secretary the first working day after the event.

## PICNIC SHELTER / ACTIVITY FIELD

Members and non-members can reserve the picnic shelter and/or the activity field by contacting the church office. More than one group can use the field at the same time by using opposite ends of the field. In addition to the policies below, this area is subject to all current facility usage policies.

If you need bathrooms during your event, you will need to check out a fob from the Church Secretary to access the building (see first page). You will be responsible for the doors being open and locked afterwards and for the cleanliness of the bathrooms.

- No outside leagues
- The field is open only during daylight hours
- No golf clubs
- No fireworks
- No nailing or tacking decorations to the structure. If using tape or rope, all items should be removed after the event and must be approved in advance by the Facility Manager.
- No Pets
- All garbage should be removed from the area and can be thrown into the dumpster.

All reservations of the shelter / activity field take precedence over drop in use.

## WEDDINGS SERVICES AND FEES

Church facilities are available for members of Aldersgate and the children of members at no charge. Application for wedding events shall be submitted on the **Wedding Reservation form**. All applications are subject to approval by the pastor and the Board of Trustees. The schedule of fees is listed on the Wedding Reservation Application for the facilities and services available to members and outside groups. Fees reflect physical operation costs of the buildings (heating/air conditioning/other utilities) and fees to persons rendering services. **All fees MUST be paid 30 days prior to the event.**

- ☐ You will need to contact the pastor personally about officiating at your wedding and scheduling premarital conferences.
- ☐ Weddings must be directed by one of our wedding consultants. An additional director may be used to assist the Aldersgate consultant. The wedding consultant will arrange for building access. Contact one of the following consultants: Cathy Cozart (919) 477-3185 or Beverly Jackson (919) 471-0257.
- ☐ The church accompanist is to be used for all weddings. Use of the church piano and/or organ by a guest accompanist requires approval of the Aldersgate Director of Music. Contact Nan de Andrade at (919) 477-0509.
- ☐ An honorarium for the Pastor is customary and recommended by the Board of Trustees.
- ☐ AUMC custodial staff must be used for all weddings. All weddings must pay the fees listed on application fee.
- ☐ Separate applications must be submitted for wedding receptions in either the Family Life Center or in the Wesley Room.
- ☐ The bride and groom, by signing the Wedding Reservation Application, agree to be jointly and separately liable for any damage resulting from violation of this policy.
- ☐ See the above guidelines regarding DECORATIONS, CANDLES and FLOWERS.

## **FEES**

Church facilities are available for members of Aldersgate and the children of members at no charge. The schedule on the application lists fees for the facilities and services available to members and outside groups. Fees reflect physical operation costs of the buildings (heating/air conditioning/other utilities) and fees to persons rendering services. A refundable security deposit is required for outside groups. The security deposit will be refunded after the Facility Manager inspects the building after the event and finds no damages beyond normal wear and tear.

- ☐ The applicant on the Application for Use of Facility agrees to be wholly responsible for any damage resulting from violation of this policy.

**All fees MUST be paid 30 days prior to the event.**

1. The Trustees meet on the third Monday of every month, when possible, please have requests turned in no later than one week before the next scheduled Trustees meeting.
2. Application date will be cleared by the office before submission to Trustees.
3. Applicant must include all applicable charges on application before submission to the church office.
4. Incomplete applications will not be processed.