

FSUMC Facility Usage Policy
Front Street United Methodist Church
345 W Front St. Burlington, NC
336.227.6263
www.frontstreetumc.org

SCHEDULING

Requests for use of Front Street United Methodist Church (FSUMC) facilities may be made by filling out the attached application form and returning it to the church administrative assistant. The church administrative assistant may pencil in reservations for your requested date, but reservations are not considered final until the completed form is received and any special 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 FSUMC a special place to fellowship together and worship our Creator God.

FSUMC 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 immediately.

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 FSUMC Safe Sanctuary policy.
- All violations of the Safe Sanctuary policy will be reported immediately to the Children's Minister.
- 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.
- A trained kitchen attendant approved by FSUMC in advance must be present for use of the kitchen. While not in use, the kitchen, rear gym restrooms, and service closets must remain locked.
- Children are not allowed in the equipment room at any time.

BUILDING ACCESS

If you do not already have a key to the building, please complete a Building Access Request Form and submit it with your application to the church administrative assistant. If the event is for an outside group, a refundable deposit is required when the key is picked up from the church office (checks made payable to FSUMC). An appointment to pick up key must be made by contacting hannah@frontstreetumc.org at least **one** week prior to the event. The key must be returned to the church administrative assistant the first working day following the event.

USE OF SPACE

- 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 hannah@frontstreetumc.org at least one 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. There should be no dunking.
- 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 Aldersgate Hall.
- 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.

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DECORATIONS, CANDLES, and FLOWERS

- 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.
- Flowers, plants, and candelabras are permitted, however they should not block doorways.
- All candles must be dripless or provisions made to protect the floor 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.
- No tinsel, confetti, rice, or bird seed.

AUDIO/VISUAL EQUIPMENT AND SERVICES

The Audio equipment in the Church 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.

Aldersgate Hall 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.

Due to the nature of the electronic equipment in Aldersgate Hall, a trained staff member from FSUMC 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 the church administrative assistant at (336) 227-6263 for scheduling.

MUSIC

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

CLOSING AND CLEANUP

FSUMC custodial staff must be used following an event for outside groups. Because advance scheduling is required, please contact Hannah Reeves at (336) 227-6263 when the event is planned.

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, please leave the property or room in as good a condition as it was found upon arrival. Before leaving, please do the following:

- 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.
- Neatly return all play equipment (including toys, balls, and mats) to the proper bin or rack in the Equipment Room.
- Remove any leftover food from the 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 a FSUMC Family Life Center Kitchen checklist and submit to the Facilities Management office.
- Close and secure all doors and windows.
- Remove all garbage from the area. It may be thrown into the dumpster.
- Turn off all lights including restroom lights.
- Report any damage to the facility manager, Hannah Reeves, or church office (336) 227-6263.
- Return the loan key to the church administrative assistant the first working day after the event.

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FEES

Church facilities are available for members of Front Street 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. Applicant must include all applicable charges on application before submission to the church office.
2. Incomplete applications will not be processed.