

MCDONOUGH FIRST UNITED METHODIST CHURCH



FACILITY USE POLICY & PROCEDURE

(Board of Trustees adopted: 11.10.2024)

(Administrative Council adopted: 02.01.2025)

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FACILITY USE POLICIES:

It is the desire of McDonough First United Methodist Church and its staff that every event held on church property should be made memorable and truly beautiful. In order that the proper procedures are followed, this material is made available to you.

McDonough First United Methodist Church has established the following policies and procedures regarding events which are held in our facilities. These policies and procedures are separate from the policies and procedures outlined in our Wedding Policy. We ask your cooperation in these areas.

Use of all church facilities is to be consistent with the ecumenical objectives and Social Principles outlined in The Book of Discipline of the United Methodist Church. (Part IV, ¶¶ 160-166)

RESERVING THE CHURCH:

The first step in making plans is deciding on the date and hour for the event. As general practice, events may not be scheduled on Sundays, the weekend prior to or after Vacation Bible School, or during the week of Easter or Thanksgiving weekend.

Please see the Fee Schedule.

Events may not be scheduled to start later than 7:00 pm.

An event is not placed on the church calendar until the reservation form has been completed and all deposits have been paid. All other fees shall be paid no later than 2 weeks prior to the event. Deposits will be returned following the approval of the Facility Coordinator.

No nursery accommodations are available on the church premises, due to liability issues.

ALCOHOL – SMOKING:

No alcoholic beverages are allowed on church property.
McDonough First United Methodist Church is a tobacco/vape free facility.

COMPLETION OF EVENT:

Lessee shall be responsible for returning all tables, chairs, and any other furnishings that have been moved to their original location. The area used will be vacuumed and cleaned as necessary. All consumables (*trash, food items, etc.*) must be placed in proper waste containers. All trash must be placed in the outdoor trash containers located behind the church.

THE FACILITY COORDINATOR:

For groups not affiliated with McDonough First United Methodist Church, the church will provide a Facility Coordinator who will coordinate heating & air settings, building access and other such needs. The Facility Coordinator will also assure that the entire preparation, set-up, and event are carried out with due care for the Church facilities and property. The Facility Coordinator will be present at all functions with the hope that his/her presence will be an asset to the event. *The Facility Coordinator's fee is mandatory and non-refundable.*

SPACES AVAILABLE FOR USE:

Groups may reserve the following spaces for use:

Fellowship Hall

Class Rooms

Kitchen (*Use of the Kitchen does not include the use of the stove or church supplies, i.e. dishes, glasses, utensils, cups, paper goods, etc.*)

Sanctuary (*Use of the sanctuary is limited. All events wishing to use the Sanctuary require the approval of the Pastor.*)

TIME ALLOCATIONS:

All events will be scheduled for 4 hours usage. If you feel more time is needed, please discuss this with the Facility Coordinator in advance. Additional time/fees can be arranged if the facilities are available.

FEE SCHEDULE

(A member is defined as a Professing Member of McDonough First United Methodist Church for a minimum of 6 months at the date the building is reserved.)

- 1. CHURCH GROUPS AND CHURCH ORIENTED MINISTRIES** *(i.e. AA, NA, South Central District, North Georgia Annual Conference, etc.)* may reserve the church facilities for functions as needed at no charge.
- 2. CHURCH MEMBERS** may reserve the church facilities for personal events *(i.e. birthday celebrations, showers, anniversary, etc.)* related to their immediate family members *(i.e. self, parents, spouse, children, siblings)*, or a church member for an event honoring another church member, by paying a non-refundable fee of \$100.00.
- 3. CIVIC GROUPS & NON- PROFIT GROUPS** *(i.e. other churches, district & conference groups, Christian ministries, Home Owners Associations, Kiwanis, Optimist, etc.)* may reserve the church facilities by paying a non-refundable fee of \$100.00 (Additional time \$50/hour) and the Facilities Coordinator fee of \$50.00.
- 4. GROUPS OUTSIDE OF THE CHURCH** *(i.e. concerts not supported by the church, fund raising groups, recitals, etc.)* may reserve the church facilities by paying a non-refundable fee of \$200.00 (Additional time \$50/hour) and the Facilities Coordinator fee of \$50.00.
- 5. NON-MEMBERS** may reserve the church facilities for personal events by paying a non-refundable fee of \$300.00 (Additional time \$50/hour) and the Facilities Coordinator fee of \$50.00.

Groups and individuals that are not covered by these categories may request use of the church facilities. Approval will be given by the Board of Trustees and/or the pastor (The Book of Discipline ¶2532) on a case by case basis.

In the spirit of tithing and ministry, the Board of Trustees or Pastor reserve the right to waive part or all of the fees at their discretion.