

UNITED METHODIST CHURCH OF CHUGIAK
P.O. BOX 670909
16430 Old Glenn Highway
Chugiak, AK 99567
(907) 696-2353 Fax (907) 696-2938

BUILDING USE POLICY AND PROCEDURES

Mission Statement of the United Methodist Church of Chugiak

We of the United Methodist Church of Chugiak believe in God the creator, and seek to be a tangible expression of God's love. We believe that Jesus Christ offers us a redeeming power for our lives. As the gathered Body of Christ, we utilize scripture, reason, tradition, and experience in order to live our faith. We seek to provide a community which gathers in worship, for study, fellowship and support, and reaches beyond human-made boundaries to be in ministry and mission. We are a diverse community of faith, a family, who affirms that God's love is experienced and expressed in a variety of ways. We strive to accept all people and to offer an environment which encourages spiritual growth in diverse ways. We are people of God, brothers and sisters of Jesus Christ.

I. Approval Procedures

- A. The building will be scheduled on a first come, first served basis. If there are competing requests, the following priorities will be followed:
- (1) Programs sponsored by the UMCC
 - (2) Programs sponsored by the UMC
 - (3) Non-profit organizations
 - (4) Non commercial entities

II. Rules of Use

- A. All activities planned by UMCC church groups should be scheduled through the Office Manager and who will place them on the official building use calendar.
- B. All non-UMCC groups who would like to schedule activities must complete a Building Use Application. The application will be reviewed and the applying party notified promptly.
- C. The pastoral team shall approve all worship services, weddings, and funerals.
- D. All requests for on-going use of the building by non-church groups need to be approved by Trustees and Pastoral Team.
- E. The Church building may be approved for non-profit organizations for a fundraising event.
- F. Use of the church for partisan political events will not be approved. This does not include meetings on political issues held for the purpose of education, open discussions, and forums.

III. Fees

- A. See Appendix A for Facility Fee Schedule
- B. All UMCC groups and church sponsored organizations, such as scouts, will have the use of the church building for routine meetings at no charge.
- C. Members will not be charged for the use of the sanctuary for special and personal Christian services, such as funerals and weddings. Fees may apply for the usage of the remainder of the building.

- D. Other groups, organizations or individuals will be charged fees as outlined in Appendix A.
- E. Fees may be waived or reduced for organizations with limited funds whose activity is deemed beneficial to the health, civic, or religious welfare of the community and/or the UMCC. Approval by the Trustees or Pastoral Team is required.
- F. Fees must be paid in advance, unless other arrangements have been made in consultation with the Pastoral Team.

IV. Rules of Use

- A. Smoking, use of drugs or alcohol, are not permitted within the facilities or on the grounds of the UMCC. No firearms are allowed on the grounds.
- B. All users will be required to find a sponsor, who is a member of the UMCC, to assist in general clean up, rearrangement, turning off lights, closing windows, and locking doors. If no sponsor can be found, the attached fees will be assessed.
- C. Posters, pictures, announcements, etc. may be posted only on bulletin boards. Decorations and other items may be attached only with magic tape. All items must be removed after the activity. No staples or push pins can be used.
- D. Juvenile activities and meetings in the church facilities must be under the supervision of responsible adults. A minimum of two adults must be present and a ratio of 10:1 for youth, 5:1 for pre-school age must be maintained.
- E. No food or beverages are allowed in the sanctuary.
- F. No church property or equipment may be borrowed from the church without approval of the Trustees or the Pastoral Team.
- G. Each user group must supply their own disposable supplies except for the usual amenities in the rest rooms and janitorial equipment. The church does not supply any chalk, pencils, etc. User is requested to furnish all supplies it needs and to remove all used and excess supplies when use is completed.
- H. UMCC can cancel permission to use the facility for good cause and will refund all pre-paid costs.

V. Family Life Center Rules

- A. Groups must check with the church before planning any activity to ensure proper use of the facility. A Building Use Request Application must be submitted for review and approval by the Trustees and/or Pastoral Team.
- B. Shoes with non-marking soles are to be worn for action-oriented activities.
- C. Only the tables and chairs provided by the church can be used in the Family Life Center to avoid damage to the flooring.
- D. Tape cannot be placed on the gym floor, as it can deteriorate the flooring. Chalk must be used.

VI. Nursery Rules

- A. See Appendix B.

VII. Member Definitions:

The 2004 UMC Book of Discipline states “The membership of a local United Methodist church shall include those who have been baptized and those who have professed their faith.”

The Discipline also provides for Affiliate and Associate membership in local church: An affiliate member retains membership with his or her home church and enjoys all the rights and privileges of a professing member of UMCC (i.e. fellowship, pastoral care, holding office, and participation in activities). An associate member is a lay member of another denomination, also residing in the area for an extended period and attending the UMC of Chugiak. An associate member enjoys all benefits except being a voting member of the church council.

Constituents are those persons attending the UMC of Chugiak who don't fall under the above four categories.

**UNITED METHODIST CHURCH OF CHUGIAK
APPENDIX A
FACILITY DONATION SCHEDULE**

For members:

	<u>First 3 hours/additional hourly rate</u>
Family Life Center (FLC)	\$50/\$25
Sanctuary***	\$25/\$25
Kitchen*	\$50/\$25
Nursery	\$ 25(staffed by user)
Classrooms	\$10/\$10
Library	\$10/\$10
Pavillion	\$10/\$10

For non-members:**

Family Life Center (FLC)	\$500/\$50
Sanctuary	\$200/\$50
Kitchen*	\$200/\$50
Nursery	\$ 50(staffed by user)
Classrooms	\$100/\$50
Library	\$ 50/\$50
Pavillion	\$ 50/\$50

*Kitchen Use Cleaning Deposit is \$50, refunded after verification of cleaning.

**A Cleaning/damage deposit of \$100 is required for all areas. This deposit will be refunded upon inspection/approval of facility after use.

*** No charge for weddings & funerals for members.

Other Rentals (out of building)

Tables	\$5 per table per day (weekend is considered 1 day)
Chairs	\$.50 per chair per day, folding chairs only

Should a user not have a sponsor within UMCC to verify clean up and locking up, a Facilitator fee of \$25 per day of use will be assessed for someone to be on-site during use.

SET-UP/CLEAN-UP

All groups sponsoring functions are to be responsible for setting up before the function and cleaning up after the function. This means that the room(s) must be left as designated in the Building Use Policy.

The planner of this event must take responsibility for the care of floors, furniture, and equipment.

Trash must be disposed of in a dumpster located in the back parking lot on the right side of the FLC.

After each use of the facility, the designated staff member or sponsor will inspect the area. In case of improper clean-up, the group will be contacted and asked to “finish the job”. If the group does not respond to this request within 48 hours or before the next scheduled event, they will be charged a janitorial fee.

At all times the building is reserved, one person must sign as the one responsible for the condition in which the church is left after the function is over.

All linens, tablecloths, kitchen towels, etc., must be washed, dried, folded and stored properly. Non-members must provide their own linens, tablecloths, kitchen towels, etc. and remove same when function is concluded.

CLOSING/SECURING POLICY

If the church office is open when you leave, you need to check out with the Office Manager or other staff person on duty.

If the church office is closed or no staff member is on duty, the following must be accomplished when securing the building:

Insure that all outside doors are locked and properly closed. **SHAKE EACH DOOR THOROUGHLY TO MAKE SURE DOOR IS SECURE AND LOCKED.**

Turn off all interior lights, except those designed to remain on at night.

If you are responsible for children or youth, you must stay until ALL toys, athletic equipment, etc., are picked up. You must also stay until all children or youth are picked up by parents or a responsible party.

Key must be returned to the Office Manager on the first day the office is open (Monday-Friday, 10 a.m. – 2 p.m.).

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RESERVATION REQUEST

TODAY'S DATE: _____

ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ CONTACT PERSON: _____

CELL: _____ EMAIL: _____

DATE OF USE: _____ TIME: _____ TO: _____

EVENT NAME/PURPOSE: _____

ROOM(S) RESERVED:

- FAMILY LIFE CENTER/GYM
- SANCTUARY
- KITCHEN
- CLASSROOMS
- NURSERY
- LIBRARY
- PAVILLION

SITE COORDINATOR: _____ PHONE: _____

UMCC SPONSOR: _____ PHONE: _____

TYPE OF ACTIVITY: _____

NUMBER ATTENDING: _____ AGE RANGE: _____

SPECIAL EQUIPMENT OR SET UP OF TABLES/CHAIRS NEEDED: _____

RESERVATIONS & RENTALS ARE NOT RESERVED UNTIL THE RENTAL AGREEMENT IS SUBMITTED AND PAID FOR IN FULL

USE

The user shall indemnify, save harmless and defend the United Methodist Church of Chugiak, its officers, agents, and employees from liability of any nature or kind, including cost and expenses, for or on account of any and all legal actions or claims of any character whatsoever resulting from injuries or damages sustained by any person or persons or property as a result of any error, omission or negligent act of the UMCC relating to the use of the facility.

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RENTAL AGREEMENT

AS THE RESPONSIBLE PARTY REQUESTING THE USE OF THIS FACILITY, I AGREE THAT MYSELF AND THE MEMBERS OF MY GROUP WILL ABIDE BY THE FOLLOWING RULES:

FEES:

- Full payment of all rental fees is due upon the submission of this Rental Agreement and to confirm your reservation.
- Renters will be required to pay a cleaning/damage deposit of \$100.00 before entering the facility. Renters will be held responsible for any and all damages and costs above the deposit amount.
- Renters must pay for all time reserved, even if not used (i.e. late start or early end of rental).

CANCELLATIONS:

- All cancellations and changes must be submitted in writing and will be eligible for a refund according to the following schedule:

14 days prior to date of rental.....	100% refund
7-13 days prior to date of rental	75% refund
3-6 days prior to date of rental.....	50% refund
1-2 days prior to date of rental.....	0% refund

CONDUCT

- Staff will frequently monitor all rooms.
- Children must be supervised at all times, if found causing a disturbance or not being supervised, parents or guardians will be asked to remove them from the facility.
- Anyone being disrespectful to the staff or not following facility rules will be asked to leave the facility.
- Renters must exit facility completely by end of rental period.

SET UP

- Renters (or caterers) will not be permitted in the room to set up or clean up before or after the requested rental times.
- Equipment or furniture cannot be moved without prior approval.
- The use of tape, staples, or glue to place signs or decorations anywhere in the building without prior approval is prohibited.
- All set up and clean up must be completed during the requested rental time.

CLEAN UP

- Renters will be charged for any cleanup time that last longer than the requested reservation time.
- Renters are responsible for all clean up.
- Anything spilled on the floor or tables will be cleaned up immediately.
- All tables and chairs must be returned to the appropriate cart, closet or original configuration.
- If the room is not returned to its original condition, the renter will be charged a cleaning fee of \$75.00 per hour.

FACILITY RULES

- Smoking is prohibited inside the facility and on the grounds.
- Red or colored beverages (e.g. Kool Aids, punch, etc.) are prohibited in rooms with carpet.
- Renters must throw all garbage in the dumpster.
- Candles are prohibited for use inside the facility except in the Sanctuary.

ALCOHOL USE

- Alcoholic beverages are prohibited within the facility and on the grounds.

The person signing this agreement must be 18 years of age or older and will be the responsible person attending the event. The submission of this Rental Agreement does not guarantee that the requested time is available. The rental time or room is not approved until the Agreement is issued, signed by the UMCC, and the fee paid.

I have read and understand the conditions and rules of the UMCC Rental Agreement. I understand that if I cancel my reservation that I must submit a written notice a minimum of 14 days prior to my scheduled function, otherwise I will be responsible for the room rental fee. My signature below verified that I agree to abide by the terms listed in this agreement. Failure to comply with any financial obligation may result in a Bill for Collection action.

The UMCC reserves the right to cancel this agreement at any time for any reason. Fees are subject to change at any time without notice.

Name (print)

Signature

Date: _____