

# **BUILDING USE POLICY**

**AS APPROVED BY THE ASBURY BOARD OF TRUSTEES: 09.2014**

**Asbury United Methodist Church**

**201 South Main Street Greeneville, TN 37743  
423-798-1050**

## **GENERAL POLICIES:**

1. In order to GUARANTEE a reservation, it must be made in writing to the Administrative Assistant by use of a reservation form. Reservation will be processed on a first come/first serve basis. Priority will be given to Asbury UMC members. Do not assume that the reservation is guaranteed until confirmation is received from the administrative assistant. Groups should be aware that the reservation time should include setup and cleanup. At no time should the building be used without authorization.
2. Activities conducted at Asbury UMC are a part of the overall ministry of the church and those participating should conduct themselves accordingly.
3. Use of Asbury UMC facilities may be limited prior to and during Christmas, Easter / Holy Week and other significant Christian holidays. Specifically during the week of December 25 (Sunday to Sunday). No decorations may be added, removed or moved during this time.
4. The Board of Trustees or their designee will be responsible for the interpretation and enforcement of church policies.
5. Illegal drugs, alcoholic beverages, tobacco products are prohibited in and around the church. In addition, fighting or abusive language will not be tolerated in and around Asbury UMC.
6. Participants must remain inside the facility and should not loiter around the outside of the facility or adjacent parking area without supervision.
7. All eating and drinking in the church facility shall be confined to designated areas approved by the Trustees. No eating or drinking in the sanctuary or music rooms.
8. The staff, at their discretion, will operate lighting. The temperature controls will not be touched by anyone other than the church staff or an approved representative, unless otherwise approved.
9. Asbury UMC is not responsible for lost or stolen personal articles or personal injury during use of our facilities.
10. Kitchen Team supervision is required for kitchen usage. (See kitchen policy.)
11. Any functions not covered specifically in current set policies are subject to current Trustees approval.
12. Church member designation: See Book of Discipline - paragraph 215. Per AUMC Board of Trustees current church members, church member's children, and grandchildren are all considered church members for the purpose of building use and those rates and guidelines will apply when renting AUMC facilities.
13. If cancellation occurs within 14 days of the event 100% of the deposit and fees will be returned. If cancellation occurs after 14 days prior to the event, the reservation fee will be returned excluding the deposit.
14. The fees for all spaces are charged by the event, not the day.
15. There is an additional key deposit of \$100.00 for non-members that will be returned when the key is returned, as long as the building and grounds are left clean, lights and water turned off and doors locked.
16. Personal office areas are off limits to non-members.
17. Computers and office equipment are not for use by those reserving the facility.
18. Damages to Asbury UMC facilities or equipment while a group is using the facility will be considered the financial responsibility of the group or individual whose signature appears on the Building Use request form. The building will be checked

by a member of the staff or Trustees after events. If there is damage to the facility or equipment owned or operated by Asbury UMC the responsible party will be notified immediately. There will be a minimum charge of \$100.00 for damages.

19. At the time of the reservation, a request should be made for table, chairs, and sound equipment. Approval must be obtained by the Music Director for sound equipment and operated by approved sound tech operator, see fee schedule.
20. Tablecloths, paper products, beverages and food are not provided by Asbury UMC for non-members. You must provide your own supplies.
21. Silverware, dishes and plastic cups are included in the kitchen rental fee.
22. Only the tables and chairs from the storage room in the large fellowship hall are to be used during events. At no time are furniture and/or equipment to be taken from any other area of the church without prior Board of Trustees approval.
23. Clean the floor with approved cleaners and methods after any spills, a cleaning kit will be made available for groups using our facility.
24. Turn off all lights, lock all outside doors (unless otherwise noted) and place all garbage in the dumpster before leaving facility.
25. Extra cleaning fees based on the extent of decorations may be assessed at the rate of \$50.00/hour for extended cleanup hours.

#### **KITCHEN POLICY:**

1. Use of the kitchen should be scheduled through the Administrative Assistant with church members having precedence.
2. Church functions that require kitchen use will have precedence over outside groups. All other functions will be scheduled on first come/first serve basis.
3. The kitchen should be cleaned and trash cans should be emptied. Any dishtowels or dishcloths used during building use must be left in marked basket and will be laundered by an Asbury UMC representative.
4. If items must be removed from the kitchen for a legitimate reason, such as cleaning, maintenance, etc. such items should be checked out with the Administrative Assistant and pre-approved by the Board of Trustees.
5. A kitchen committee member must be present when using equipment and facilities if used by a non-member. This will be an additional charge of \$15.00 per hour/minimum 3 hours for this service. This fee will be placed in the church account earmarked for kitchen improvements.
6. Any person(s) damaging or defacing the kitchen equipment will be responsible for repair or current replacement costs.

#### **TABLE CLOTH POLICY:**

1. If permission is given to use tablecloths owned by Asbury UMC, those persons are to pay \$5.00 per tablecloth used for professional cleaning.
2. There is adequate storage located in the fellowship hall closet to hang the tablecloths. Please return tablecloths and let a representative know when the cloths have been returned. The tablecloths are not to be borrowed for use outside of the church.

### **SOUND EQUIPMENT:**

1. Church members may request use of equipment for events and activities that are church sponsored and church related only. The church staff will determine which events and activities fall into this category and the Administrative Assistant will note this on the church calendar.
2. Church members will be given a list of certified sound equipment operators that have permission to operate sound for event. This list will be compiled by the Music Director and approved by church staff. Only those who have satisfactorily completed training will be placed on the list. Only persons on this list will have permission to operate any church sound equipment.
3. As our sound equipment is very expensive and somewhat delicate, all sound equipment will be locked up at all times, unless being used by a certified operator.
4. Weddings: Those wishing to use the sound equipment for a wedding will be given a list of certified sound operators. The wedding party must contact one of these operators to run the sound for rehearsals and the ceremony.
5. Any outside activities or events, particularly those that are not church related and/or sponsored, must rent their own sound equipment and retain their own sound operator. Church owned equipment may not be rented out for this purpose. The only exception to this rule is weddings in the sanctuary.
6. Church owned sound equipment, stage lights, etc. cannot be lent out to groups for use outside the church.

### **MUSICAL INSTRUMENTS:**

1. According to the Asbury UMC "Wedding Policy", the organist has exclusive rights to the use of the organ. Anyone wishing to use another organist for a wedding may do so only at the discretion of the church organist/Music Minister.
2. Decorations, candles, flowers etc. should never be placed on the organ or piano. This applies to church members and non-members alike.

### **KITCHEN EQUIPMENT:**

1. Approved church members already trained in the use of kitchen equipment are required to be present anytime kitchen facilities and/or equipment is used. All non-members will be required to have a Kitchen Team Representative on site at the rate of **\$15.00/hour, for a minimum of 3 hours** unless otherwise noted. This fee will be placed in the church account earmarked for kitchen improvements.
2. No kitchen equipment or supplies should be removed from the kitchen

### **ACEC PLAYGROUND POLICY:**

1. The church playground is open to ACEC families and church members only unless otherwise noted, or prior authorization is given by the Board of Trustees or the ACEC Board of Directors.
2. Use the equipment on the playground at your own risk. Asbury UMC will accept no responsibility for any injuries in or around the playground.
3. All policies and rules from The General Policies, Use of Facilities, and the Safe Sanctuary Policy apply to activities on the playground as well as the grounds surrounding the playground.