



BUILDING USE POLICY

The responsibility for the security and maintenance of all Christ United Methodist Church (CUMC) facilities is vested in the Board of Trustees (Trustees), whose day-to-day representatives are the Ministers, Building Superintendent and Business Manager. Use of the facilities shall be solely for religious, educational, social services and spiritual functional purposes.

CUMC facilities may be used by the various institutions within Methodism, and with prior approval by the Trustees, by other congregations and groups, subject to the following rules:

1. CUMC functions shall always have priority over outside requests, and no meeting shall be scheduled by any group that will conflict with any regular or special event involving the entire congregation.
2. CUMC facilities will not be available to any individual or group that will engage in a for profit venture.
3. A member of CUMC, who schedules an activity, must be present during the entire activity and will be responsible for following the instructions of the Trustees or its above-named representatives with respect to maintaining the security and safety of the facilities.
4. Youth and children events must adhere to the CUMC and/or Conference SAFE CHURCH POLICY.
5. District and/or Conference events, held at CUMC facilities, must adhere to the Conference SAFE CHURCH POLICY.
6. No alcohol, tobacco products or firearms are allowed on CUMC properties.
7. Overnight use of the facilities must be approved by the Trustees and will adhere to this policy.
8. All activities must be scheduled with the Business Manager with the proper forms.
9. All activities will be scheduled during normal facilities operation hours, unless prior approval has been obtained from the Trustees.
10. Use of the kitchen, in the Family Life Center (FLC), must have prior approval and conform to the Kitchen Use Policy.
11. No carpentry or special construction is allowed, unless approved by the Trustees.
12. Upon request CUMC equipment may be used. However no CUMC equipment is to be removed from any room or removed to any offsite location without prior approval of the Trustees.
13. The use of CUMC audio equipment and CUMC sound systems will be supervised by a member of the CUMC Sound Team.
14. No Food or Drink will be allowed in the Sanctuary.
15. No Food items or Drinks are to be sold on CUMC property without prior consent from the Trustees.
16. Candles and Incense must be approved by the Trustees before use in the Sanctuary.
17. No Helium filled balloons will be allowed in the Sanctuary, Gathering Hall or the Gymnasium in the FLC.
18. Other than service animals, no animals are allowed inside the CUMC facilities.
19. When using the Sanctuary no items are to be placed on the altar unless do so by the Worship Team.

20. Request by other churches to use CUMC facilities for worship services will be approved by the Ministers and the Trustees and shall be no longer than for one (1) year.
21. The Bride's Room will only be used for bride's room for weddings, family room for funerals, Sunday School class room and Grief and Samaritan counseling. This room will not be used for meetings, dinners or receptions.
22. The Chapel will only be used for weddings, funerals, prayer room, authorized church services and Sunday School at 9:45am. No meetings, receptions or dinners will be scheduled in this room.
23. The Library will only be used for the bookstore, reading room and filming of the Home Group studies. No meetings, receptions or dinners will be scheduled in this room.
24. Lighting – Turn them on when you arrive and off when you leave.
25. Locking of the facilities will be handled by CUMC staff members.
26. Signs and Announcements – No signs are allowed on the outside of the facilities. No signs are to be placed outside on the grounds of CUMC without prior approval of the Trustees or Business Manager.
27. Use of CUMC playground and playground equipment is approved for children weighing less than 50 pounds. No unsupervised children are allowed on the playground.
28. Room Dividers will be setup and/or moved by CUMC staff only.
29. Payment is to be received by the Business Manager prior to use of the facilities.
30. No unattended children or youth are to be allowed in any room. If you are having an event or meeting childcare must be arranged prior to the start of the event or meeting.
31. Fees for use of CUMC facilities will be charges in accordance with the current Trustee approved Fee Schedule. The Trustees reserves the right to revise such Fee Schedule from time-to-time in its sole discretion.
32. The Board of Trustees reserves the right to alter or change this policy without prior notice.
33. The Board of Trustees reserves the right to refuse the used of CUMC facilities to any and all groups without explanation.
34. CUMC believes in the importance of scouting programs. The following additional guidelines are for all scouting groups.
 - a. All trash from crafts or projects must be removed and may be put in dumpster.
 - b. Plastic tablecloths or tarps are to be used to protect furniture and carpet during projects.
 - c. Bathrooms and water fountains are not to be used to clean project utensils.
 - d. Notify Business Manager if meeting is canceled or changes.
 - e. Be courteous and aware of other groups using the facilities.
 - f. CUMC events may displace or cause your meeting to be canceled. Please check the schedule.
 - g. Report broken or stained items immediately.
 - h. Leave rooms as you found them or return rooms to their original condition. This is the responsibility of the scouting group using the room.
 - i. CUMC staff will not setup for scouting meetings.