

# POLICIES FOR USE OF CHURCH BUILDING, FACILITIES, AND SERVICES

FIRST UNITED METHODIST CHURCH  
119 S. Georgia  
Mason City, Iowa

Adopted by Administrative Board, March 27, 1990  
Amended by Administrative Board, April 27, 1993  
Amended by Church Council, July 15, 2013

INTRODUCTION: Our church desires members and friends to make full use of our church - its rooms, facilities, and services. Basic policies, fees, and references are listed to guide these plans.

1. PROMOTION OF NON-FUMC EVENTS: Although several groups want to use our church for publicity and promotion of their programs and agendas, we will not, as a rule, promote or publicize non-church events in our worship services, church bulletins or newsletters. If we can help an organization by hanging a poster on our premises (where we want it to be hung) fine, but we have sufficient missions and ministries of our church and our denomination to undertake without adding to that number. We do not want to add to people's confusion about what we are asking them to respond to in terms of outreach. We want people to trust what we advocate and what we challenge them to do.
2. SCHEDULING OF EVENTS: All dates for church-sponsored events generally are scheduled by our commissions, the Council on Ministries, our organizations (e.g., UMW) or the staff members. It is important that these dates are given to the Church Office Manager, who keeps the master calendar, as soon as possible to avoid any conflicts.  
All dates for non-church sponsored activities are to be discussed with, and scheduled by the Pastor. In case the Pastor is not available, the chairperson of the Board of Trustees should be consulted.  
The use of the facilities for non-church functions is subject to space re-assignment in favor of church events.
3. SUPERVISION: Whenever the church is used, it should be used in a manner becoming to church surroundings. No smoking or alcoholic beverages are permitted at any time. Whenever kitchen areas are to be used, the Kitchen Coordinator is to be notified in advance. It shall be her duty to see that the person(s) in charge have restored the area to a satisfactory condition of cleanliness.  
Supervision must be provided by a designated church authority for non-church sponsored activities. In the event that a member of the church staff is needed, a fee may be required.

4. PROPERTY: Church property must be treated with proper respect. No property is to be removed from the church for non-church functions without the permission of the Pastor. When items are borrowed, a sign-out form must be signed and left in the church office. The exception is that any kitchen supplies borrowed must also have permission of the Kitchen Coordinator, completion of sign out form, and timely return.
  
5. PRIVATE EVENTS AND GROUPS: We encourage the use of the church by community or self-help programs which are consistent with the Social Principles of the United Methodist Church. Such activities (scout groups, Alliance for the Mentally Ill, etc.) are a missionary outreach of our church to the community. No fee will be charged.  
Profit-making organizations are denied use of the church facilities except by special contract with the Board of Trustees.  
Political party functions will be permitted in the church, so long as we are not seen as endorsing a party or candidate. The scheduled fees will be charged.
  
6. USE OF CHURCH FOR FUNERALS: Members are urged to make use of either the Sanctuary or the Chapel for funerals. These facilities are also available to non-member families without cost. No funeral is too small to be held in the church.  
The Pastor should be contacted as soon as possible so that he/she may contribute to the family's comfort and assist in making arrangements.  
Our United Methodist Women (UMW) are willing to serve a luncheon following the service. They charge a fee for preparation, serving and clean-up above the cost of the food. Refer to the "Funeral Luncheons" brochure for more details.
  
7. USE OF SANCTUARY AND CHAPEL FOR WEDDINGS: The Pastor should be contacted as soon as possible to arrange for pre-marital interviews, which must be arranged before the date can be set. The Pastor is also willing to conduct weddings for non-members.  
Refer to the "Your Wedding" booklet for building use fees, custodial fees, and other specific details and policies regarding weddings.
  
8. FAMILY EVENTS: All events (e.g. birthday, anniversary, reunion, graduation, showers, wedding receptions, etc.) involving use of a kitchen (Fellowship Hall kitchen or Fireside Room kitchen) and whether catered or not catered, must contact the Kitchen Coordinator. This includes events open to the public or not open to the public.  
Charges for using the various church areas are detailed in the chart on the next page.

9. BUILDING USE FEE SCHEDULE: Please note in the above paragraphs any exceptions to the following fee schedule. Building use fees are charged to cover partial costs of upkeep and utilities.

Church Area or Item	Member	Non-member
Sanctuary	\$ 50.00	\$ 100.00
Chapel	25.00	50.00
Fellowship Hall without kitchen	25.00	50.00
Fellowship Hall with kitchen	50.00	100.00
Fireside Room without kitchen	25.00	50.00
Fireside Room with kitchen	30.00	60.00
East Lounge without kitchen	20.00	40.00
Any classroom	10.00	25.00
Upper Room	10.00	25.00
Room 25	10.00	25.00
Candles for candelabra, set	10.00	20.00
Pew candle holders	15.00	30.00

An extra charge will be made for unusual breakage or damage.

The coffee pots are available with any of the above at no cost, but the organization should provide their own coffee and cups (if using disposable cups).

Kitchen use implies use of ovens, dishes, tablecloths, etc.

The use of china cups and plates is encouraged; otherwise, use paper or other biodegradable or recyclable material; not styrofoam.

All fees (including custodian, organist, UMW, etc.) shall be paid to First United Methodist Church. Fees should be paid in advance (e.g., at the time of a wedding rehearsal).

The Pastor and the Board of Trustees have discretionary authority either to reduce or waive fees for special circumstances.

10. PROVISIONS FOR REVIEW: All church policies and fees are subject to annual review and change by the Church Council. United Methodist Women charges will be set by the UMW.