

Saint Matthias United Methodist Church
Building Facility Use Policy
March 2011

Saint Matthias United Methodist Church is devoted to serving the community. We are glad to provide a clean and safe facility for your group meetings. We provide this service for a number of community groups as well as our own church groups and pre-school. To maintain these facilities for everyone's use we ask you to abide by the following rules:

1. Do not use the church sanctuary or nursery unless prior arrangements through the church have been made. These are only for use during church service and church related functions.
2. Leave the facilities in the same state (or better) in which you found it. This is to include:
 - a) Sweeping and cleaning up any spills on the floor.
 - b) Picking up all trash and placing in trash receptacles.
 - c) Putting away all tables and chairs except for the ones that are to remain set up in the social hall.
 - d) Inspecting the bathrooms and cleaning up any messes that may have occurred. Making sure that the water has been shut off in the sinks.
 - e) If using the kitchen, cleaning countertops and floors, any dishes, cooking utensils and silverware that may have been used.
 - f) If using the outside grounds, putting all trash in the trash containers by the rear kitchen door.
3. Please use only the restrooms by the kitchen.
4. Please do not borrow supplies from any of the church's rooms.
5. Use only those rooms that are assigned to your meeting.
6. Be respectful in both word and deed of other groups or church members who may be in the building or using other parts of the church during your meeting.
7. Please remember that you and your group are invited guests by those of goodwill here at Saint Matthias and that this is God's house.

Thank you for your understanding and diligence in maintaining a safe and clean environment for all at Saint Matthias. The church does employ a sexton to provide weekly cleaning of all the rooms in the church, as well as the outside grounds. large task These are large tasks that cannot be performed on a daily basis after each group's meeting. As the leader of the group, we ask and expect you to abide by the policies and that they are understood and upheld by your group. If there are questions or concerns, please contact our Church Administrative Assistant at 1-540-373-8759

In His Service,

Pastor Walt Westbrook

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1. Non-Member – Non-Ministry – Non-Church Supported Fees:

- a) Single Event Usage
- Sanctuary \$150.00 (**\$50.00 Deposit - \$100 Fee**)
 - Social Hall \$100.00 (**\$50.00 Deposit - \$50 Fee**)
 - Kitchen \$100.00 (**\$50.00 Deposit - \$50 Fee**)
 - Combined Social \$150.00 (**\$50.00 Deposit - \$100 Fee**)
 and Kitchen
 - Classroom \$25.00 (**\$15.00 Deposit - \$10.00 Fee**)

b) Long-Term Usage

- Deposit – once per approved period
 - **Fees are as shown above.**
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- Building use fees include all scheduled events; i.e., meetings, receptions, weddings, etc.
 - Fees are to be paid no later than one week prior to the event.
 - All events planned at the church **will** be scheduled on the official church calendar and will be on a first-come-first-served basis.
 - No function will be placed on the official church calendar until the deposit is received in the church office.
 - All deposits are non-refundable.
 - Annual or consecutive use permits must be renewed annually for approval by the Administrative Council.
 - Application for annual or consecutive use permits, including renewals, must be submitted no later than the second week of August to ensure proper review at the regularly designated Administrative Council meeting.
 - Annual or consecutive use permits will be issued for the 12-month period beginning September 1 and ending August 31.

2. Member Use of the Church Facilities:

- a) No fees will be charged to a **member or member's immediate family** for use of the building for weddings, funerals or related events.
- b) No fees will be required for the use of the social hall and kitchen for **member or member's immediate family** for events such as birthday or anniversary celebrations.

- Janitorial fees may apply in accordance with the fee schedule stated above.
- Contributions will be accepted and appreciated to help defray utility and related costs.
- All events planned at the church **will** be scheduled on the official church calendar and will be on a first-come-first-served basis.

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3. Building Facility Use – Decision making:

- The Administrative Council will consider all long-term (over 30 days) building facility usage.
- The Pastor may approve a one time or temporary use of the facilities.
- In the Pastor’s absence, The Administrative Council Chair, the Trustee Chair, or lay leader (in this order of ranking) may approve a temporary building use request in consultation with the official church calendar.

4. Mission and Umbrella Groups:

- All current groups that fall under the mission and umbrella of the ministries of Saint Matthias UMC will not be charged any fees unless the group(s) abuses this privilege.
- **If abuse occurs, janitorial fees may apply in accordance with the fee schedule stated above.**
- In the event of abuse and or damage, the person or group will be expected to make full restitution at today’s replacement/repair costs.

5. Sponsored Long-Term (over 30 days) Building Facility Usage:

Long-Term building facility usage requires a St. Matthias UMC member Sponsor. This Sponsor shall:

- Submit a signed Building Facility Use Permit to the Administrative Council for approval.
- Collect and submit the deposit, prior to first use, to the Church Administrative Assistant.
- Collect and submit fees, prior to use, to the Church Administrative Assistant.
- Obtain Church key (If required), Sponsor signature is required and is responsible for the opening and securing of the facility used.
- Each month submit the following month’s facility usage schedule to the Administrative Council prior to the monthly meeting for calendaring.
- Advise sponsored group of any schedule conflicts that prevent scheduled use of our facilities.

I have received a copy of the Saint Matthias UMC Building Facility Use and Fee policy and understand and agree to be in full accordance with said policy.

Sponsor Signed: _____
Signature Date

Requestor Signed: _____
Signature Date

Submitted For Administrative Council Approval: _____
Date

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SMUMC Building Facility Long-Term Use Permit

REQUESTOR'S CONTACT INFORMATION

Date Submitted: _____

Requested By: _____
NAME PHONE NUMBER EMAIL ADDRESS

Sponsored By: _____
NAME PHONE NUMBER EMAIL ADDRESS

REQUESTED FACILITY

Purpose of Facility Use: _____

Room : _____ Deposit _____ Fee (per Use) _____

Period : _____ To _____ (Not to Exceed One Year)
Start Date End Date

Frequency: _____ (e.g. Every Tuesday & Friday)

Times: _____ To _____ (e.g.. 11:30 AM To 4:30 PM)
Start Time End Time

Times are needed to allow automatic thermostats to be set for the requested times.

Sponsor to give signed Permit to Administrative Council Prior to Council Meeting

_____ Date Received	_____ Date Reviewed	_____ Administrative Council Action
Deposit Received _____ <small>Date</small>	Sexton Notified _____ <small>Date</small>	Thermostats Set _____ <small>Date</small>