

Advent United Methodist Church Facilities Usage Policy

I. General Provisions

- A. All programs and activities utilizing the facilities must be under the authorization, interpretation and enforcement of Advent United Methodist Church (AUMC), as determined by the Advent Church Council.
- B. The Church Administrator is granted authority as the agent of the Church Council for application of this policy.
- C. The facilities are non-profit and are not available for any profit-making business, individual or enterprise activity. Non-profit activities and fundraisers by outside groups will be evaluated and approved by the AUMC Church Administrator on a case by case basis.
- D. AUMC members and members of our community are welcome to attend the programs and activities offered. All activities must be scheduled through the AUMC office.
- E. Policies and fees are subject to change without notice.
- F. AUMC assumes no responsibility for any accident or injury.
 - a. Individuals and groups participate at their own risk in all activities and programs.
- G. The cost of repair or damage to the facility or equipment that occurs as a result of misconduct or misuse will be the responsibility of the parent/guardian or the groups' responsible party.
 - a. Do not move any furnishings in or out of storage without prior consent from the Church Administrator.
 - b. All rooms shall be returned to pre-set condition when event is concluded
 - c. Do not remove any furnishings from the buildings.
 - d. Decorations may not be hung from ceilings or taped to floors. Any Items to be hung from walls require prior approval from the AUMC trustees.
 - e. Glitter, silly string or confetti may not be used
 - f. In order to respect our worship space, food and/or beverages are not permitted in the sanctuary. This does not apply to communion elements or offices or classrooms located in the sanctuary building.
- H. A pre-approved "responsible party" must be on site at all times when the facilities are being used. A responsible party is someone who:
 - a. Is twenty years (20) or older.
 - b. Has read, understands and is willing to enforce the AUMC policy

guidelines.

- c. Has been on an “orientation walk-thru” with a church staff member.
 - d. Agrees to all financial liability for any damages incurred during usage.
- I. Lost and found articles will be kept in the AUMC office for one month. Afterwards they will be disposed of or given away.

II. Reservations

- A. All groups, inside or outside, must make reservations for the space they wish to use through the church office no less than 7 days prior to the event. Inside groups (AUMC member groups) who have made reservations will always be granted the space requested in the event of a conflict with an outside group or another inside group who has failed to make a reservation.
- B. AUMC Organizations (i.e. Youth Ministry, Adult Sunday school Classes, Committee Meetings, United Methodist Women, etc.)
 - a. All AUMC organizations and its sponsored groups may reserve and use the facilities without charge, limited to availability and certain time constraints.
 - b. Reservations may be made no more than 6 months and no less than 7 days in advance without AUMC Church Administrator approval.
- C. AUMC Member Private Use
 - a. There are no provisions for private use of facility by AUMC members.
 - b. Use for weddings and receptions is determined by the provisions of the special section on these events.
- D. Outside Groups (Non-AUMC member groups)
 - a. There are no provisions for use by outside groups (non-AUMC member groups)
- E. Reservation Guidelines
 - a. All reservation requests will be evaluated against the following priorities and on a first-come, first-serve basis.
 - A. Church-wide events
 - B. Regularly scheduled AUMC ministry activities (worship services, committee meetings, recurring AUMC group events, etc.)
 - C. Special AUMC sponsored ministry events.
 - D. Occasional AUMC ministry events.
 - b. No reservation requests will be granted that interfere with regularly scheduled church activities, unless approved by the Church Administrator.
 - c. Setup and Cleanup
 - A. AUMC Organizations: All functions of AUMC ministries are

- expected to setup, clean and restore the facility used to its proper setup.
- d. Consideration regarding appropriate use of space must be made in accordance with purpose and need of the event. This will be reviewed and approved as part of the reservation process. The primary criteria for appropriate space utilization will be:
 - A. The size of the group
 - B. The type of activity/event
 - C. Available space options on the Advent campus
 - e. All cancellations or changes in plans should be reported to the church office as soon as possible.
 - f. All groups must provide adequate adult supervision in accordance with Advent's Safe Sanctuaries policy.

III. Conduct

- A. Everyone will conduct themselves in a Christian like manner.
- B. The following will not be permitted in the AUMC facilities: profanity, gambling, tobacco in any form, drugs, alcohol, unsportsmanlike conduct, anything considered a weapon, and pets or animals other than service dogs.
- C. In cases of serious misconduct, the offender/group will be asked to leave the premises and may be banned from future use.
- D. Courtesy and common sense rules governing behavior will represent the best guidelines when questions arise.
- E. Dress should be modest and appropriate for the event.

IV. Area Regulations

- A. CLC Gym
 - a. A responsible adult (21 or older) MUST be present at all times.
 - b. Tennis shoes or rubber-soled shoes only are allowed on gym floor during athletic events.
 - c. No food or drinks are allowed on floor during athletic events. Water may be available for players on perimeter of gym. Concession sales allowed in bleacher area.
 - d. Every event in gym must be scheduled with church office prior to the event. Gym will only be unlocked for events that are scheduled.
 - e. Basketball goals are not to be adjusted without consent of Leisure Ministry Committee.
 - f. Gym equipment is to be locked in equipment closet after each event. Equipment is not to be left in gym.
 - g. All equipment must be used for intended purposes only.
 - h. The gym is not available for recreational use when such use conflicts with church-wide activities.

- i. Church sponsored groups may run concessions during events. (see Kitchen Rules)
- j. Elevator is not to be used without prior permission upon scheduling event.
- k. Decorations may not be hung from ceilings or taped to floors. Banners to be hung must have approval from trustees.
- l. Furnishings and equipment are never to be removed from building without prior consent.

B. Advent House

- a. The Advent House is to be treated with the respect expected at all other AUMC facilities.
- b. Avoid moving furnishings from one room to another. If this must be done to accommodate your event, return furnishings to their original location.
- c. When leaving make sure all lights are off and doors are locked.
- d. When leaving make sure all appliances are turned off.
- e. The attic and garage areas are to be used for storage only if approved by the AUMC Church Administrator. Items stored here otherwise are subject to disposal

C. Dining Room

- a. If tables and chairs require being rearranged to accommodate your event, it is your responsibility to return them to their original position.
- b. To avoid damage, do not drag tables from place to place. Use two people to lift and move them.

D. Kitchens (See Kitchen Guidelines.)

E. Sanctuary

- a. In order to respect our worship space, food and/or beverages are not permitted in the sanctuary. This does not apply to communion elements nor offices or classrooms located in the sanctuary building.

F. Narthex

- a. The narthex is a place for preparation for worship. Please respect this and keep conversations to a low volume.
- b. AUMC groups wishing to use the narthex area for promotional purposes shall abide by the Narthex Usage guidelines:

V. Event Regulations

- A. All events are to be conducted in accordance with all guidelines and policies of Advent UMC.
- B. Because of the unique nature of both weddings and funerals, additional and specific regulations are outlined for these events in Appendix A and Appendix B.
 - a. Specific questions regarding funerals and weddings will be decided by the Pastors and / or Church Administrator.

VI. Usage Fees

- A. When applicable, the following fees for use of the Advent facility are assessed. Any exceptions will be determined on a case by case basis by the Church Administrator. Because of the scale and scope of most weddings, a separate and expanded fee structure applies to all weddings: (See Appendix A.)

Usage Fees:

1. Gym	\$75.00
3. Dining Room	\$50.00
4. Classroom	\$50.00

All fees are cumulative based on spaces requested.

Appendix A: Weddings

A. Introduction

- a. The Wedding Committee of AUMC exists to assist you and the pastor in both the planning and conduct of your wedding. The goal of the committee is to make your wedding service, and its planning, a joyful and worshipful experience. To this end, the following guidelines have been developed.
- b. Facilities at Advent are for member use only, unless specifically permitted by the pastor-in-charge.

B. Getting Started

- a. As a member of AUMC, when you start planning your wedding and make the decision to have your ceremony at Advent you will need to:
 - i. agree on a tentative date for your wedding service,
 - ii. confirm availability and reserve the spaces required.
 - iii. schedule pre-marital counseling sessions with the pastor.

C. People and things to know

- a. The Pastor
 - i. The pastor is in charge of all worship services conducted at AUMC. He or she has final approval on all matters pertaining to wedding services. It is the policy of the pastor to require a minimum of three months advance notice for premarital guidance before the wedding ceremony. It is your responsibility to contact the pastor to schedule the sessions.
- b. The Wedding Director
 - i. The Wedding Director is a member of Advent who will assist you by interpreting these guidelines, addressing your concerns, providing helpful information and advice, and directing the wedding and rehearsal. The director will contact you and should be consulted about any changes in plans.
- c. Music
 - i. All music used in wedding services at Advent must be approved by the Music Director. To be approved, the music must be suitable for Christian worship. Vocal music must incorporate a sacred text and exhibit sound Christian teachings. In particular, all music must focus on the love and grace of God, rather than on the love of the bride and groom for each other. We feel pre-recorded music does not compliment such a service of worship. The organist will contact you as soon as a date for your ceremony has been decided.
 - ii. Advent's organist will play for all weddings held at AUMC. In the event the church organist cannot play, he or she will provide a list of approved substitutes.

- d. Photographers
 - i. Your wedding ceremony is a service of worship. The focus should be on the acts of covenant making between the bride and groom. To preserve the integrity of the rite, the making of photographs, movies and/or videotapes, except as outlined below is strictly prohibited.
 - ii. Photos may be made before and after the wedding service.
 - iii. The official photographer may take a non-flash photo of the bride as she enters the sanctuary.
 - iv. Two non-flash photos of the in-place wedding party may be taken from the entrance of the sanctuary before the service begins.
 - v. Videotaping the wedding service is permitted only upon the condition that the equipment is set up in a fixed position.

- e. Janitorial Services
 - i. The janitorial service of AUMC must be used for all weddings at the church.

- f. Flowers and Decorations
 - i. Only living flowers or plants should be used in the church. If a flower girl is to scatter flower petals, a protective runner will be needed for the carpet.
 - ii. Decorations for the sanctuary should be kept within the bounds of simplicity and good taste. Since this is a service of Christian worship, sanctuary furniture and Christian symbols are not to be moved. White paraments will be used for weddings. No decorations of any kind shall be nailed, tacked, taped or wired to walls, windows, woodwork, ceilings or furniture of the sanctuary. The pulpit should not be decorated or covered.
 - iii. Adequate fireproof mats and cloths must be placed beneath all candelabra to prevent dripping on floors, carpets or furnishings. The furnishings are to be protected from the dampness of potted plants, palms, etc.
 - iv. All decorations should be removed immediately following the ceremony. You may choose to leave flowers or plants in honor of your wedding or in honor or memory of a loved one to be used on Sunday.

D. The Ritual

- a. A service of Christian marriage approved by the United Methodist Church should be used. For centuries these traditional rituals have been beautiful and meaningful expressions of the Christian covenant of marriage. Additions to these wedding services are discouraged. Prior to the wedding, the pastor will review and interpret the content of the service.

E. Fees: Due when church is reserved for wedding.

- a. Reservation fee: \$50.00
(Due when date is reserved)
- b. Janitorial Fees:
 - i. Sanctuary 75.00
 - ii. Dining Room 25.00
 - iii. Gym 75.00
- c. Organist 250.00
- d. Rehearse with soloist 50.00
- e. Wedding director 75.00
- f. Sound system 50.00

F. Honorarium for Minister:

- a. While it is customary to give an honorarium to the minister in consideration of his/her services in the wedding planning, pre-marital counseling and presiding over the rehearsal and service, the minister makes no specific charges. It is traditionally considered to be the groom's responsibility to arrange for the gift.

G. Building Use Policy

- a. All building use policies set forth in this document apply in addition to:
 - i. Only birdseed is to be thrown as the bride and groom leave.
 - ii. Leave the bride's room as you found it.

Appendix B: Funerals

H. The Pastor

- a. The pastor is in charge of all worship services conducted at AUMC. He or she has final approval on all matters pertaining to funeral services.

I. Music

- a. All music used in funeral services at Advent must be approved by the Music Director. To be approved, the music must be suitable for Christian worship. Vocal music must incorporate a sacred text and exhibit sound Christian teachings. In particular, all music must focus on the love and grace of God. We feel pre-recorded music does not compliment such a service of worship.
- b. Advent's organist will play for all funerals held at AUMC. In the event the church organist cannot play, he or she will provide a list of approved substitutes.

J. Flowers and Decorations

- a. Decorations for the sanctuary should be kept within the bounds of simplicity and good taste. Since this is a service of Christian worship, sanctuary furniture and Christian symbols are not to be moved. No decorations of any kind shall be nailed, tacked, taped or wired to walls, windows, woodwork, ceilings or furniture of the sanctuary. The pulpit should not be decorated or covered.
- b. Adequate fireproof mats and cloths must be placed beneath all candelabra to prevent dripping on floors, carpets or furnishings. The furnishings are to be protected from the dampness of potted plants, palms, etc.
- c. All decorations should be removed immediately following the ceremony. You may choose to leave flowers or plants in honor or memory of a loved one to be used on Sunday.