

LINDENWALD UNITED METHODIST CHURCH

2012 BUILDING USE GUIDELINES

INTRODUCTION

The congregation of Lindenwald United Methodist Church (LUMC) is happy to have its facility used by groups in and around the community. The church wishes to join these groups in working together for Christian community care and people services.

Following are guidelines and requirements for use of the church building. Questions may be directed to our church office by calling 863-8822, Monday-Friday, 8 am to 5 pm.

GENERAL

1. Any group wishing to use the building must have prior approval by the Board of Trustees and the Pastor. The Chairperson of Trustees, acting for the Board of Trustees, may give permission between their regular meetings. Renewal of agreements on long-term building use requests will be automatic and will be done annually. Any agreement renewed will be subject to change to reflect the current Building Use Guidelines, in effect at the time of renewal.
2. No meeting will be scheduled which is in conflict with a church-sponsored activity. If the church wishes to have an event at a time already scheduled by a non-church group, the non-church group will be asked to reschedule for a different time and/or day, or be asked to move to a different location in the church building. Any church group, wishing to use the building, which may be in conflict with a non-church group, **must give 20 days notice** to the church office secretary who will then notify the non-church group. The office secretary may also require approval and clearance by the Pastor.
3. Church funerals, memorial services, or worship services have priority over all events.
4. Wedding and reception guidelines are covered in the Wedding Guidelines booklet (copy given upon request.)
5. **The church building must be vacated by 10 pm for non-church groups.** Wedding receptions held in Fellowship Hall must end by 12 midnight. The only exception to this rule is for overnight groups, which must have permission granted by the church. It is also suggested that the staff person in charge of the overnight group notify the Hamilton Police Department and Sonitrol, letting them know the building will be occupied overnight.

6. NO CHURCH EQUIPMENT, such as projectors, pianos, organ, sound/lighting equipment, kitchen dishwasher, convection oven, etc. is to be used by non-church groups, except for other churches, without the prior approval of the Board of Trustees. The Trustees may make exceptions for the use of pianos, if request is made within a reasonable timeframe. If using the kitchen dishwasher, convection oven, or sanctuary organ, demonstrated knowledge of correct usage must be shown prior to use.
7. Smoking and/or alcoholic beverages are strictly forbidden within the church building.

RENTAL FEES

1. Groups classed as community and LUMC non-profit groups, such as Girl and Boy Scouts, Alcoholics Anonymous, etc., will pay **NO RENTAL FEE** as part of the church's community outreach. However, **donations** will be accepted.
2. LUMC members will pay **NO RENTAL** fee for use of the building or kitchen areas for anniversary, birthday, or graduation celebrations, nor for weddings or receptions, etc. If custodial services are desired, fees as outlined below will apply. If a church group prepares a meal for an outside group, the fees for use of the kitchen shall be waived; however, the Rental Fee for Fellowship Hall **may** be charged and a **deposit** for kitchen area liability **will** be required.
3. The following building rental fees are effective as of January 1, 2012. They are subject to change.

Non-Church Groups and/or Non-Church Functions:

- Parlor \$ 50
- Fellowship Hall (200 people max)
 - Half Day (6 hours) \$200
 - Full Day (12 hours) \$300
- Kitchen Use
 - Deposit (refunded if no liability or damage) \$100
 - Catered Service \$ 50
 - Full Cooking Equipment Use \$150

4. Everyone using the Fellowship Hall and/or Kitchen areas must notify the church office secretary so the event can be pre-scheduled and approved by the Board of Trustees. (As a reminder, when using the kitchen, demonstrated knowledge of

the proper use of the equipment (convection oven, stove, dishwasher, etc.) must be shown prior to the event.)

No other areas of the church may be rented. This includes the Sanctuary and/or Chapel. These rooms are considered sacred and are therefore reserved for worship services, weddings, rehearsals, funerals, and other religious services. The Pastor of LUMC shall have the final determination on such services.

CUSTODIAL FEES

1. The fees for custodial service, other than weddings (see Wedding Guidelines) are as follows:
 - Daytime hours @ \$15.00 per hour
 - Evening hours @ \$20.00 per hour (after 5 pm)

There is a two (2) hour minimum charge. A charge of \$50.00, in addition to the custodial service fee, will be assessed to groups that **do not** request custodial services and **DO NOT CLEAN UP** rooms.

USER RESPONSIBILITIES

1. Groups are required to restrict their attendees to the rooms assigned and the adjoining rest rooms. Children **must not** be permitted to play on the stairs and elevator or run through the building. Children also **must not** be permitted to play with the wheelchairs or other such equipment.
2. It is requested that the person in charge of each group turn off all lights and check restrooms for any water that might be running at sink or toilet at the end of the meeting or event. During the meeting or event, lights should only be used when necessary.
3. Any group using the building **must** provide any set-up of rooms, including setting up of table and chairs. **Moveable walls are the responsibility of LUMC authorized personnel only.** The church secretary has a list of trained personnel to contact. The group is also responsible for cleaning up the rooms after use. All rooms used **must** be clean and all tables and chairs put away. Any writing done on the chalkboards must be erased. In the event that a group desires to waive the clean up policy, it **must** notify the church office at least **20 days** in advance so custodial services may be arranged.
4. Use of the kitchen by non-church groups and/or non-church functions to prepare and serve a meal **must** have the approval of the LUMC Board of Trustees and Pastor. The group is responsible for cleaning the kitchen after use. If this is not

done satisfactorily, to the event supervisor's approval, a charge of \$50 will be assessed to the group.

5. Any damages to the church building or its contents, by a non-church group and/or non-church function, shall be assessed to that group for payment within thirty (30) days from date of occurrence.
6. In the event that the church is locked, you may contact Pat Schick, church opener/closer at 844-1064.

GUIDELINES FOR KITCHEN USE

The Fellowship Hall and adjoining kitchen can accommodate up to 200 people. This is a smoke-free facility and no alcoholic beverages may be consumed in the church building or on church property.

1. Non-church function use of kitchen is limited to the catering and/or warming and serving of food only without approval of the Board of Trustees. (Ref: Paragraph 4 of Rental Fees.)
2. Table service is available for both church functions and non-church functions with the understanding the user is responsible for washing (including possible use of dish washing machine), cleaning and returning items used to their appropriate storage place under the supervision of a kitchen supervisor.
3. Caterers are to provide their own equipment.
4. Unless other arrangements have been made, those using Fellowship Hall and/or kitchen **will clean up** prior to leaving the premises, including removal of decorations, paper products and all trash to the outside dumpster.
5. A deposit for kitchen use is required for all non-church functions as protection against damage to church property.
6. When the kitchen is not in use, the kitchen door and metal serving window screen should always be closed.