

Policies and Regulations Governing the Use of the Rochester United Methodist Church

General Policies

1. Any consideration of special uses of RUMC will be guided by the fact that it is dedicated to worship, teaching the Christian faith, evangelism, character building, related activities and community service.
2. Priorities for use of space, facilities and equipment are established in this order:
 - A) Regularly scheduled services and meetings of RUMC groups.
 - B) RUMC sponsored groups and individual church members.
 - C) Outside church groups.
 - D) Community service groups.
 - E) Business firms and private individuals (for profit).
3. Strictly **prohibited** on church property are:
 - A) Smoking and the use of tobacco and alcoholic beverages of any kind.
 - B) **The selling of raffle tickets and games of chance and of prizes on the basis of chance play.**
4. Children or youth may not use the facilities unless they have adequate adult supervision. The ratio of adults to children or youth will vary according to the age of the children or youth involved (**a minimum of two adults must be in the building for any event with children and youth**).

Administrative

1. Before scheduling an activity requiring a meeting room, the fellowship center, or other space assignment, a request for such space shall be made to the RUMC office so that all assignments may be coordinated and recorded on the church calendar.
2. Organizations, groups or individuals not a part of this church shall submit their requests for space by completing the **Request for Use of the Rochester United Methodist Church Facilities and Property Agreement** and submit it to the RUMC church office. The office staff is authorized to accept payment to cover the cost of building use, utilities and extra services, according to this policy. **Any rental fees, cleaning and security deposits must be paid before the date will be calendared.**
3. If the general policy as approved by the church is inadequate and there is no appropriate precedent to cover a specific case, the church staff shall determine such cases. **If necessary, a clarification may be sought from the Board of Trustees.**

Directives On Use Of The Building

1. The policy shall be to use the total church facilities to the best advantage of the church in carrying out its mission.
2. The use of decorations, the changing of furniture, **attachment of materials to walls, and items of similar nature shall be done only with the advice and consent of the church staff.** This applies particularly to weddings.
3. The church staff person working closely with an event (or a person designated by the staff person) will instruct florists and decorators in church policies concerning decorating for weddings.
4. The audio- video systems of the sanctuary and the auditorium have been professionally designed. **No additions or changes to the system shall be made. These systems are to be operated only by authorized church personnel at the fee noted on page four.**
5. **No temporary structure** will be built anywhere on the premises (in building or on grounds) **without the consent and supervision of church staff.** This refers to structures such as platforms or devices that attach to the floor, wall or ceiling that may damage coverings.
6. Use of any portion of the property shall conform to village, fire and safety ordinances.
7. The custodian and personnel of the church shall move and/or supervise the moving of any equipment and furniture when it is necessary for all scheduled meetings and events.
8. The custodian shall have supervisory authority in the absence of other church staff members.
9. Use of the kitchen and it's equipment must be made by prior arrangements with the church staff.

Equipment

Church equipment is not loaned outside the church buildings, except for recreational equipment used for church sponsored activities, **unless approved by church staff or Board of Trustees.** Any loaned equipment must be signed out and in. **Any damage to the loaned equipment is the responsibility of the borrower to repair or replace.**

Rental Fee Schedule

Group I

Church activities connected directly with the program of RUMC or very closely associated, such as:

- Church Children/Youth Groups
- Church Athletic Leagues
- Church Councils, Boards and Committees
- Individual RUMC Member Celebrations
- UM Churches/District/Conference/Area Organizations
- Scout Organizations

Group II

- Churches in the Rochester community
- Village of Rochester
- Rochester School District
- Civic Organizations in the Rochester community
- Competitive Athletic Sports

Group III

Other than RUMC or Group II activities:

- Civic Organizations
- Religious Organizations
- Other Organizations Whose Purpose is for Community Betterment

Group IV

- Business Firms
- Private Individuals

(Any request for Church use or situation that does not fall under one of the above categories or any exception requested of the *Policy*, must be approved by the Board of Trustees prior to the activity.)

	<u>Group I</u>	<u>Group II</u>	<u>Group III</u>	<u>Group IV</u>
Fellowship Center	No Charge	\$50	\$300	\$450
Sanctuary	No Charge	\$20	\$100	\$150
Classrooms	No Charge	\$0	\$35	\$75
Kitchen	No Charge	*(See Below)	*(See Below)	*(See Below)
Cleaning and Security Deposit	****(See Below)	****(See Below)	***(See Below)	***(See Below)

* Kitchen Fees shall be arranged with the Board of Trustees and will be determined by the extent of use of the kitchen.

** There will be an **additional Cleaning and Security Deposit** equal to 50% of the rental costs. The custodial fees shall be paid from this at a rate of \$17 per hour. If no damage is found the balance of the deposit, **less the custodial fees**, shall be returned the week following rental. If there is damage exceeding the deposit, the renter shall be responsible for 100% of the repair costs.

*** There is a **minimum Cleaning and Security Deposit** for **individuals** in Group I and organizations in Group II as follows: \$17 for a classroom; \$35 for the sanctuary; \$50 for the fellowship center for groups of 100 or less (\$100 for groups larger than 100) This fee is waived for use of a classroom if there is no food served, crafts made, etc.

Any group wishing to appeal the fee schedule may do so by contacting the Chair of the Board of Trustees of RUMC.

Room Fees are for 3 hours or less. Hours or fractions beyond 3 hours will be charged at one-quarter the room fee for each additional hour or fraction.

Audio-Video Operator Fee is \$75 for 3 hours or less. Hours or fractions of hours beyond the 3 hours will be charged at \$25 for each additional hour or fraction. This fee applies both to the event and to any rehearsal time when the operator is needed.

Payment Of Fees

1. The church staff member shall determine building rental fees according to the established schedule and guidelines. He/she shall assign additional charges as the building request dictates.
2. The total fee is required at the time of approval of the building use request and is non-refundable. 100% of the cleaning and security deposit will be returned if the event is canceled at least 24 hours in advance.

Pertinent Information On The Building

The Fellowship Center has 6,800 square feet of usable space and measures 100' X 68'.

Due to the heavy regular work schedule of our custodian & staff, groups using the facility ordinarily will have to agree to furnish volunteers to set-up and take-down chairs and/or tables.

The set-up and take-down of all rental tables and chairs and any other additional equipment are the responsibility of the individual organization renting our facilities, not the church staff or custodian.

Groups may request and pay the custodian to perform these services by prior arrangements.

Request for Use of the Rochester United Methodist Church Facilities and Property

Organization (if applicable): _____

Responsible Person: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

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Date of use: _____

Request use of ** _____

Time of use: Beginning: _____ Ending: _____

Type of activity: _____

Number of people: _____ Minors in attendance: YES / NO
(If yes, please note "General Policy #4 on Policies and Regulations.")

I have received a copy of the church's policy on the use of the facility and assume full responsibility for compliance with same. I understand that it is my responsibility to make sure that my group will only enter the area of the building covered by the request. I also understand that the rental fee is non-refundable. (100% of the cleaning and security deposit will be returned if the event is cancelled at least 24 hours in advance.)

Signature: _____ Date: _____

Approved (with fee received): _____ Date: _____

** List rooms and equipment

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For Office Use Only

Rental Fee Category Group _____

Room Rate: _____ Number of Hours: _____ Rental Fee: _____

* Kitchen Rate (determined by Trustees): _____

Cleaning Deposit: Total rental fee _____ X 50% (or minimum deposit)= _____

Total Fee Due before Date of Use is Approved: _____

Staffing Fees (if applicable):

Audio/Video Operator: Number of Hours: _____ Fee: _____

Pastor's Honorarium: _____

Staffing Fees are due at least one week prior to the scheduled event. Checks should be made to the staff person. Staffing fees are non-refundable after the due date.

EMERGENCY/SEVERE WEATHER PROCEDURES

THE DESIGNATED EMERGENCY/SEVERE WEATHER SHELTER IS THE HALLWAY OF THE EDUCATION WING. THE RESTROOMS IN THE EDUCATION WING AND THE CHAPEL ARE ALSO DESIGNATED SAFE ZONES. THE CHAPEL SHOULD BE OCCUPIED BY ANY CHILDREN & CAREGIVERS THAT ARE IN THE NURSERY. THE INNER OFFICE AND STORAGE ROOM IN THE OFFICE ARE THE NEXT BEST LOCATION FOR OVERFLOW CROWDS OR IN CASE STAFF IS UNABLE TO ACCESS THE DESIGNATED SAFE ZONE. CHURCH OCCUPANTS SHOULD ALWAYS AVOID THE FELLOWSHIP HALL/GYMNASIUM OR ANY ROOM WITH WINDOWS. AT LEAST ONCE A YEAR DURING PREPAREDNESS MONTH THE PASTOR SHOULD MAKE ANNOUNCEMENTS TO REMIND THE CONGREGATION OF THESE LOCATIONS.

In case of inclement or severe weather during a service or large gathering such as WOW meals, Weddings, Upward Basketball, Kids Time, etc.

1. A responsible adult designated by the Pastor or member of the Trustees, will monitor the weather radio in the office and/or the computer for dangerous weather situations and keep the Pastor notified.
2. The Pastor or Liturgist will notify the congregation or gathering if there is a need to take shelter.

In case of inclement or severe weather during Church use by smaller groups like Scouts, Youth Group or other group meetings:

1. A leader or designated person, who has been made aware of the procedures, will monitor weather conditions and notify the group of the need to seek shelter in the designated area of the Church.
2. At least one person from the group should be familiar with procedures and shelter location.