

GARBER UNITED METHODIST CHURCH POLICY FOR USE OF THE GARBER UMC FACILITIES

Welcome to Garber United Methodist Church. We are glad you have chosen our facility for your use and we hope we can accommodate your needs. The use of Garber United Methodist Church is available to all such groups whose purposes are consistent with the policies of the United Methodist Church and the ministry of Garber United Methodist Church. Please read our building policy thoroughly and observe its guidelines. Let us know if we can be of further assistance to you in facilitating your program.

1. **INTRODUCTION.** The book of Discipline of the UMC charges the local church board of Trustees with the oversight and care of church facilities. This document defines the policy for the use of the facilities of Garber United Methodist Church.
2. **POLICY.** Garber United Methodist Church facilities shall be used in a manner consistent with the policies of the United Methodist Church and the ministry of Garber United Methodist Church. Church facilities are primarily intended for church activities; however, members, non-members, and groups or organizations from outside the church may be permitted to utilize the facilities as long as the proposed event meets the criteria established in this policy. The policy for the use of church facilities for weddings is described in the Garber United Methodist Church Wedding Policy.
3. **USE OF FACILITIES.** Use of the church facilities will be scheduled in accordance with the following priorities:
 - a. Church ministry activities (worship services, Christian education, and family nights, church programs, youth activities, funerals, church meetings, etc.)
 - b. Church sponsored activities (interfaith activities, scouts, athletic teams, etc)
 - c. Use of the facilities by church members and their immediate families for family activities (reunions, wedding anniversary, etc.) Use of facilities by members and their immediate families for member activities must be approved by the facility manager and may be subject to a fee schedule.
 - d. Activities of not for profit organizations with prior approval of the pastor and/or the Board of Trustees. These activities must not conflict with the policies of the United Methodist Church, Garber UMC ministry, or any local, state or federal law. Activities that occur on a regular basis will be given priority over other events.
 - e. Church facilities shall not be used for the activities of partisan political organizations.
4. **RESERVATION PROCEDURE.** Requests for facility use can be made by filling out a Facility Use Request form, available in the church office or www.garberumc.com. All requests should be made through the facility coordinator as soon as possible but no later than 2 weeks in advance of the event or annually in July for recurring events. As necessary, those requests will be referred to the Board of Trustees for review and approval. After approval and payment, as required, the event will be entered into the computerized reservation system and will be considered “reserved”. Key recipients must sign and leave a \$15 deposit for all keys given. By their signature, the key recipient

promises that they will not duplicate any Garber UMC key and that they will return the key(s) when the scheduled event is over.

Garber UMC reserves the right to make accommodation based on the priority of use outlined in section 3, USE OF FACILITY.

Use of church facilities after 7:00pm on Saturday is discouraged because these rooms must be cleaned and set up for Sunday Worship.

5. **GROUP LIABILITY/ACCIDENTS.** Garber United Methodist Church shall not be held liable for any individual or group that uses this facility. The use of the facility and/or all equipment will be at the risk of the participant. Garber United Methodist Church does not assume any liability or responsibility for any injury to a user of the facility. Garber United Methodist Church does not make any express or implied warranty on the premises, equipment, machinery, fixtures or furniture. All injuries should be reported to the Church office as soon as possible.
6. **DAMAGE TO PROPERTY.** All users are responsible to pay for damage and/or cleaning caused by inappropriate use of the facility. In the event of damage or destruction of any church property, Garber UMC shall be reimbursed by the individual, or group, using the facility for the full cost of repair or replacement of the damaged property or pay for excess cleaning fees.

7. RESPONSIBILITIES

- a. Use of facilities shall be in accordance with the use designated for the specific room or area. Activities are to be confined to the room(s) reserved and the restrooms. Sporting activities shall be confined to designated areas and are not permitted in the courtyard, Columbarium, or parking lots. Outdoor cooking is only permitted in designated areas.
- b. The user is responsible for room set up and configuration before the activity. To assure proper care and accounting of furniture, tables, chairs, or other property, no removal or transfer of furnishings from any part of the facility shall be permitted without the permission of the church office. The movement of furniture, equipment and material must be conducted in a manner that does not damage or deface the facility objects moved. Furniture may be loaned to church members at the discretion of the church office and requires the completion of an Asset Sign-out Form.
- c. The user is responsible for all post event cleanup and restoration. All property/furnishings that are moved must be returned to their original position. The user shall be responsible for all cleaning of the facilities. In the event the user does not perform satisfactory cleanup and restoration, requiring additional cleaning or restoration by Garber UMC, the user will be assessed a cleaning/restoration fee in accordance with the fees outlined in the FEE SCHEDULE. The user will remove all personal property from Garber UMC premises immediately after the activity.

- d. Parking is permitted in the parking lots only; no parking is permitted along the shoulder of any streets, in driveways or on any lawn area beside the church property. Only legitimate use of parking spaces designated for handicapped persons is permitted at any time.
 - e. Use of kitchen facilities shall be limited to church ministry activities and church sponsored activities and is permitted only under supervision of the Kitchen Coordinator or trained individual assigned by the Kitchen Coordinator. All users are expected to leave the facility in a clean and orderly condition. Groups must coordinate with the Kitchen Coordinator the delivery of food items and their storage prior to the event and its disposal after the event. Under no circumstances are any foods (prepared, raw, canned or left over) to be stored or left on the premises at the conclusion of the event.
 - f. Use of any Audio Visual (A/V) equipment shall be permitted only under supervision of the A/V Coordinator or trained individual assigned by the A/V Coordinator.
8. SANCTUARY USE. The sanctuary may not be used for meetings unless approved by the Pastor and/or Board of Trustees. Food and beverages of any type are not permitted in the Sanctuary or Narthex.
9. CHILD CARE. Childcare services shall not be permitted upon the premises of Garber UMC facilities for non-church related or sponsored events. Childcare for church related or sponsored events shall be the responsibility of the sponsoring group. Paid Garber child care staff must be used or permission must be obtained from Garber staff for approval of other sitters. All child care persons must submit a background check to the church (As stated in the Safe Sanctuary Policy).
10. SAFE SANCTUARIES POLICY. All groups within the church and outside the church are required to follow the GARBER UMC Safe Sanctuaries Policy. It is highly recommended that all groups review a copy of the Safe Sanctuaries Policy. A copy of the Safe Sanctuaries Policy is available in the church office.
11. PROHIBITIONS. The consumption and use of alcoholic beverages, tobacco products, and possession and use of firearms (Exception- on-duty police officers or sheriff department) on Garber UMC premises is prohibited. Gambling in any form such as raffles, bingo, or games of chance are not permitted on the Garber campus.

All of the above rules and policies of Garber UMC shall be observed including opening and closing guidelines received when the facility is reserved. Any violation of these rules and conditions shall result in cancellation of the privilege to use the facilities of Garber United Methodist Church.