

Emmanuel Methodist Church Building Use Policy (Revised 09/2010)

Building use must be consistent with the Social Principles (64-70) and ecumenical objectives – Book of Disciplines 2532

Terms and conditions of building use

I. PROCESS FOR SCHEDULING THE USE OF BUILDINGS AND EQUIPMENT (Emmanuel and Govalle Church Members Only):

- Contact Church Facility Coordinator
- Requested date of event is checked against the Church calendar
- Church Facility Coordinator notifies applicant and reviews available dates(s), application and rental fees
- Applicant completes and returns application with required deposit
- Church Facility Coordinator informs Trustee Chair person or their designee of the request
- Trustee Chair person reviews/approves application—assigns a trustee delegate to the event
- Church Facility Coordinator contacts applicant of approval and reviews rules, and cleaning responsibilities
- Church Facility Coordinator or Trustee delegate is assigned to over-see event and facility security
- Food Permit required

Rules:

- Major Church activities such as funeral or repair emergencies may require an event to be cancelled or rescheduled (applicant will be notified)
- No activity may be scheduled earlier than three months in advance unless it is a church-wide activity or a wedding/quincieneras
- No keys for the building will be issued to applicants
- Events times should not exceed 6 hours per day except weddings/quincieneras (one additional day is allowed for rehearsal and/or decorating)
- Building will not be available earlier than 10:00AM on Saturdays
- No activities will exceed the closing hour of 10:30PM (applicant should allow at least one hour for cleaning)
- Function or event must end on the agreed upon time
- Church equipment is not to be used unless prior arrangements have been approved
- Absolutely nothing should be taped to ceiling and walls in the Church & Jackson Hall
- No tables or chairs will be removed from the Church & Jackson Hall
- **Nothing to be moved on the Altar, unless approved by Worship Committee (Hope Rodriguez)**

II. APPLICABLE FEES

MEMBERS: Active members of the Church do not have to pay for use of Sanctuary (recommended donation of use of Sanctuary or Jackson Hall).

Use of Jackson Hall (for active members \$50.00 for utilities and \$50.00 for cleaning deposit, which would be returned if cleaned. Payment is to be collected at the time application is submitted.

USAGE FOR NON- MEMBERS: Approval must be received by Pastor before checking with the trustees and the calendar.

Fee: \$200.00 for Sanctuary, \$50.00 cleaning deposit.

For Jackson Hall use: \$300.00 usage and \$75.00 cleaning deposit.

Use of candelabras for weddings \$75.00

Church will refund security deposit if cleaning is satisfactory (applicant is responsible for the cost of any item, fixture, etc damaged during the event).

III. PERSONS OR COMMITTEES AUTHORIZED TO MAKE DECISIONS, CHANGES OR REQUEST FOR BUILDING USE ARE:

- 1) Board of Trustees Committee
- 2) Changes will be made in writing (notice to applicant)

IV. DAYS OR EVENTS BUILDING IS NOT AVAILABLE FOR USE

- Scheduled Church Events
- Scheduled maintenance of facilities or repair work

V. OTHER OPTIONAL SERVICES AND FEES

If you have made special arrangements with individual staff members of this Church for their services, we greatly encourage you to show responsibility in reimbursing such members at a fee established and agreed upon by all parties. Fees for additional services must be paid in advanced unless prior arrangements are made.

Minimum Fees:

PASTOR	HONORANUM IS ENCOURAGED
PIANIST/ORGANIST	FEE DETERMINED AS NEGOTIATED
SOUND TECHNICIAN	FEE DETERMINED AS NEGOTIATED (ASK FOR LIST OF APPROVED TECHNICIANS)

VI. CLEANING RESPONSIBILITIES

Building must be in the same condition as when received prior to the event. Keys to the trash dumpster will be provided to applicant and will be returned to assigned facility manager.

- Use of chairs and tables, owned by the Church – must be returned and stored in their proper location
- Garbage disposed and removed from premises
- Sweep/mop as needed
- All seasonal decorations already in place should not be removed and must remain in place
- No tape or pushpins are allowed
- No decorations may be hung from the ceilings
- No rice may be used indoors – flower petals, bubbles are ok
- Photographers are not allowed on the altar during services
- Videotaping is allowed only when video is secured to a tripod stand and allowed to run on automatic (no movement on the Altar is allowed)

VII. USE OF ADDITIONAL ROOMS

- Nursery area available (for reservation of Sanctuary)
- Two classrooms will be made available for changing during wedding/quincieneras functions
- Restrooms available