

# Brooks Memorial United Methodist Church

## Policy for Use of Church

**Brooks Memorial United Methodist Church's** primary purpose is to carry on the ministry of the local church. **Brooks Memorial United Methodist Church** has an active ministry to children, youth, adults, and senior adults.

Building use activities fall under the jurisdiction of the Board of Trustees. The Church Administrator manages building use. No commitment for building use is finalized until the Room Use Agreement has been completed and executed by the Church Administrator.

**Brooks Memorial United Methodist Church** has a few long-standing relationships with several community organizations for ongoing use. Availability for such ongoing usage is limited but can be considered. Local organizations and individuals for one-time or short-term usage also use our facilities. When possible, we attempt to make our facility available for such groups. Our priority is to programs and membership needs of the church. Priority is then given to nonprofit groups that are supported by the church, and finally to other nonprofit organizations.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within our buildings or grounds that conflicts with the bylaws and the practices of this congregation and the denomination.

### Steps to Facility Use Scheduling.

- Fill out a Room Use Agreement. One is included in this guide or you may obtain one from the church office or at our website: [www.brooksmemorialumc.org](http://www.brooksmemorialumc.org) under the Contact Us tab.
- Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
- Return the Room Use Agreement to the Church Administrator who will evaluate your request and notify you if it is approved or not approved.

### Fees for Facility Usage

Please note the fee schedule below.

<b>Type A</b>	Birthdays, Funerals
<b>Type B</b>	Weddings, Baby Showers
<b>Type C</b>	Family Reunions, Civic and Service Organization Meeting
<b>Type D</b>	Clean-up Charges

	<b>Type A</b>	<b>Type B</b>	<b>Type C</b>	<b>Type D</b>
Members	\$0	\$250	\$250	\$0
Non - Members	\$250	\$250	\$250	\$100

**(Use of Sanctuary, Overflow Room, Kitchen, Fellowship Hall, Outdoor Space included in the Fee)**

# Brooks Memorial United Methodist Church

## **Rules and Regulations of the Board of trustees Breakage**

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the church administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

## **Room Setups**

All rooms have been designated with a standard room setup. Any setup changes requested by the group are subject to approval by the Church Administrator.

## **Organ and Piano Use**

Permission to use the organ and/or piano must be granted by the Church Administrator. Pianos and organs cannot be moved except by permission from the Church Administrator.

## **Smoking Policy**

All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group’s use of the facilities and/or to deny use in the future.

## **Alcohol Policy**

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the outdoor areas and parking lots.

## **No Games of Chance**

Denominational church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.

## **Final Decisions**

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Church Administrator or their delegated representative shall decide the matter and all individuals and groups shall abide by the Church Administrator’s directions or forfeit immediately the use of any part of the facility.

## **Supervision of Children and Youth**

This church has adopted the policy of Safe Sanctuaries for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- **No fewer than two adults** must be present at all times during any program or event involving children.
- These adults must be **18 or older** and must be at least **5 years older** than the children with whom they are working.

## **Food and Drink**

There is no food or drink allowed in the Sanctuary except water bottles. All other food and drink requires approval in advance as noted in the Room Use Agreement.

# **Brooks Memorial United Methodist Church**

## **Decorations**

Decorations may be attached to the walls, doors, and light fixtures with masking tape only. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event.

## **Available Times for Events**

- **Monday through Friday from 9:00 a.m. to 9:00 p.m.**
- **Saturday from 9:00 a.m. to 6:00 p.m.**
- **Sunday from 3:00 p.m. to 6:00 p.m.**

**The building must be completely cleared not later than 9:30 p.m. Monday through Friday and 6:30 p.m. on Saturdays and Sundays to allow the building to be closed promptly. Exceptions to these times must be approved in advance.**

## **Emergency Scheduling Conflicts**

The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

## **Storage**

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing props and accessories offsite.

## **Bicycles, skateboards, roller-skates (including shoes with roller-skates attached)**

No bicycles, skateboards roller-skates (including shoes with roller-skates attached) are allowed inside the church facility.

## **Parking**

Parking on the church campus is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots specifically reserved at all times for staff of the church. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

## **Security**

Our church works to maintain a safe and secure environment within the facility, however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

## **Cancellation timeframe**

Must cancel 48 hours prior to day of event. Total fees paid will be returned.