

# **Knightdale United Methodist Church**

## **Facility Use Policy and Procedures**

These guidelines are a means of assisting us to be good stewards of the property and facilities which God has entrusted in our care, that they might be effectively and faithfully used in reaching out and fulfilling the mission of KUMC.

### **Scheduling Priorities**

1. All Knightdale United Methodist Church functions and missions
2. Mission and Outreach Activities (Scouts, 12 Steps Programs, etc)
3. Church member's special use
4. Mission and Outreach Activities outside of regularly scheduled meetings
5. Non-member's special use and Secular Programming (music recitals, etc.)

### **GUIDELINES FOR FACILITY USE**

- A. All Applicable Laws and Ordinances**, whether local, state or federal, shall be adhered to by all parties using the facilities and/or equipment.
- B. Use of any part of KUMC** property and buildings shall not be in conflict with current Discipline of the United Methodist Church.
- C. Scheduling of Space** is done through the church office only by the Church Secretary (Office hours are Monday through Friday, 9:00 a.m. – 4:00 p.m., 266-2373). All cancellations and/or holiday breaks should be reported to the Church Office. Room/space reservations for priority 2-5 groups will only be scheduled up to 60 days prior to the event. Priority 1 groups may schedule their events up to one year prior to their event.
- D. Application for usage:** All groups, regardless of priority status, must complete a Facility Reservation Form before a request is considered for approval. Applications may be subject to review by the Trustee's for final approval. Certain groups may be required to provide proof of liability insurance coverage before their request will be considered for approval.
- E. Contracts** will become null August 31 each year. Groups must reapply for the following year.
- F. Removal of Equipment/Furniture:** Prior permission must be obtained from the Pastor and/or Church Administrative Assistant, and an Equipment/Furniture Reservation form must be completed before removing furniture or equipment from KUMC.
- G. Worship/Multipurpose Room Furniture:** Prior permission must be obtained from the Pastor or Altar Guild before moving worship room furniture, fixtures, and altar cloths.

- H. Overnight Stays** on church property are prohibited, except for approved KUMC mission and/or ministries activities. Any emergency situations requiring an overnight stay must be approved by the Pastor and/or Trustee Chairman.
- a. Approved overnight events:** All groups approved for overnight stays must complete a Facilities Reservations Form.
  - b. Youth overnight events** must adhere to Safe Sanctuary Policy and Procedures.
- I. Fund Raising** by private groups on church property is prohibited.
- J. Smoke Free Environment:** Except in designated **outdoor** areas. Cigarette and cigar butts must be placed in the appropriate receptacles.
- K. Alcohol, Illegal Drugs, Firearms, and Weapons** are NOT permitted on KUMC Property.
- L. Damage to KUMC Property** should be reported to the church office within 24 hours of occurrence. The user may be required to make restitution for damages.
- M. Responsibility for Injury:** KUMC assumes no responsibility for injury [or resultant expenses] arising from the use of its facilities.
- N. Keys:**
- a. Individual /Event Use:** A Facility Key Check-Out Form must be completed to receive a building key. Key is to be labeled with event and borrower's name. Keys must be returned to the office within 48 hours.
  - b. Annual Users:** A \$25 (cash) key deposit is required and a Facility Key Check-Out Form must be completed. The borrower must produce the key at our request, and renew this contract annually. If a user cannot produce the key when requested, the deposit will be used to purchase a new one. If a key is lost more than once, key privileges may be withdrawn.
- O. Children: Safe Sanctuary Policy** mandates certain requirements for children. Therefore, children 5th grade and younger are to remain in the assigned area of the property and must be accompanied at all times by a parent or adult when on the church premises.
- P. Parking:** Parking is not allowed in the circle drive in front of the church. The front circle is for drop-off only.
- Q. Entrance:** The East Entrance door is designated for building access during the week and on Sunday evenings for events and meetings.
- R. Room decorations/visual aids:** Decorations and visual aids (such as posters or banners) may only be displayed on tables or free-standing easels. No materials are allowed to be attached to the walls without prior approval by Trustees or Designee.
- S. Equipment:** Any use of equipment (i.e. office, audio/visual) requires prior approval. An Equipment/Furniture Request Form must be completed and training or demonstration of knowledge is required before using equipment.

## **GUIDELINES FOR MEETINGS AND EVENTS**

- A.** Meetings are scheduled on a first-come, first-served basis. When reserving space, identify any additional needs such as tables, linens, chairs, room set-up, additional trash receptacles, audio/visual equipment, heat/air, and building access. Completion of proper form(s) may be required.
- B.** Properly put away any equipment used (or make prior arrangements to have put up after use).
- C.** Exterior doors should not be propped open during meetings or events.
- D.** Meeting members should clean up behind themselves including proper trash disposal and wiping tables and chairs as needed.
- E.** Carpet Sweepers are to be used after each meeting and are available in room 406A&B, 411 (Nursery), and room 219 (Housekeeping). Please return after use if removing from room.
- F.** Tables and chairs must be arranged in the order in which they were found.
- G.** Turn off lights (including restroom lights) before leaving.
- H.** Each group leader is responsible for ensuring all windows and doors used by the group are closed, locked and secured after use.
- I.** Last person/group leaving the church is responsible for making sure ALL doors are locked and inaccessible from outside.
- J.** Report any maintenance issues, heating/air problems or items that require repair to the church office as soon as possible.
- K.** The custodial services of KUMC are not responsible for the set-up or clean-up of any individual or group that uses the facility. If special custodial needs are required, it is the responsibility of those wishing to use the facility to negotiate with the church custodial staff. The phone number is available through the church office.

### **Food and Beverages**

- A.** Food is allowed in classrooms. Other areas require prior approval by the Pastor and/or Trustees.
- B.** All food and beverages must be cleaned up and properly disposed of after use.
- C.** Beverages and liquids are to be disposed of in the sink – do not put liquids in trash.
- D.** Clean up spills immediately. If spill will stain carpet, report to the Office as soon as possible.
- E.** Worship Space: WATER ONLY – in no-spill container (except for planned meals).

### **Recycling at KUMC**

- A.** All groups are encouraged to use products that can be recycled. We ask that Styrofoam products NOT be used. (Products with a recycle number of 1 – 5 can be recycled.)
- B.** Recycle bins are located in all classrooms.

## **FEES FOR KUMC FACILITY USE**

- A.** Special usage and secular programs will be assessed a fee to recover the cost of maintenance.
- B.** Church sponsored or members will not be charged a fee except where custodial services are required. Donations will be accepted to defray the operating costs.

*Fees may be changed/waived only by the Board of Trustees of Knightdale United Methodist Church*

## **Kitchen Use Policy**

### **Kitchen Use and All Dinner functions:**

Kitchen usage will be placed on Office/Kitchen Calendar for each group

Regular kitchen use will be on the calendar unless notification is given. (UMM)

KUMC kitchen ware is available for use and must be cleaned and returned to the KUMC kitchen property

### **Appliances:**

Use of appliances shall be under the supervision of trained individuals approved by KUMC. If an approved individual is not available, the appliance may not be used.

Clean and ready for next use

Refrigerator/Freezer, remove food or properly date & mark for specific group

All undesignated items become property of KUMC

Items will be used as needed

Disposal will take place at expirations

### **Dishes, Cups, Silverware and Cookware:**

KUMC property shall be:

Returned to assigned shelf areas

Dishes & Cups: Eco-friendly kitchenware

Silverware: Cleaned and in proper placements

Cookware: Cleaned and returned to proper placements

### **Paper Products:**

KUMC is growing green in our stewardship and recommend that paper products are conducive to recycling

### **Laundry:**

All dirty laundry is to be cleaned and returned to KUMC kitchen

### **Trash:**

Food trash carried to dumpster

Recyclable items placed in recycle dumpster.