

ALDERSGATE UNITED METHODIST CHURCH

Guidelines for the Use of the Epworth Building

Approved 5/21/2017

I. Purpose – The purpose of these guidelines is to provide information and guidance for the use of the Epworth Building (Epworth) by members and non-members of Aldersgate United Methodist Church (AUMC). Situations not covered by these guidelines shall be referred to the Epworth Building Committee, which has the authority and responsibility for the use and care of the Epworth.

II. General –

a. For the purpose of setting fees and scheduling priorities, the potential users are broken into four groups. They are as follows:

Category I

AUMC Members – AUMC members can rent the Epworth for personal use (wedding receptions, anniversary, showers, birthdays, etc) for a small fee to cover janitorial costs and coordinator who must be present. Members must complete the Application for Use of Facility form (**Attachment 1**). The request for this form and building availability must be made through the Administrative Assistant. **Members cannot reserve the Epworth for non-members.**

Category II

AUMC Sponsored Organizations – Organizations sponsored by AUMC such as Sunday School classes, youth and children ministries, UMMen, UMWomen, Playschool, Kairos, FORKIDS, Graham School, Habitat for Humanity, Foster homes, Boy/Girl Scouts, Emmaus and reunion groups, YAH, and Epiphany must reserve space on the office calendar to ensure availability and avoid conflicts. Please Contact the Church Office Secretary and fill in an Application for Use of Facility form (**Attachment 2**) and get approval before advertising the event.

Category III

Non-Profit Mission Stated Organizations – Non-profit mission stated organizations such as the YMCA, Hospice, Boys/Girls Club, Young Life, United Way, Christian Athletic Assoc., Red Cross, Junior Charity League, Salvation Army, Abuse Prevention Council, Interfaith Alliance, etc. must complete the Application for Use of Facility form (**Attachment 3**) and get approval from the Church Office Secretary before advertising the event.

Category IV

Non-Members – Non-members and/or non AUMC related groups such as County School System, Jr Cotillion, athletic association groups, non-member family reunions, birthday, anniversary, wedding receptions,

baby and bridal shower, etc, must contact the Administrative Assistant to check building availability on the church calendar. Then they must complete the Application for Use of Facility form (**Attachment 4**) and get approval from the Church office Secretary before advertising the event.

- b. All events (with exceptions granted by the Epworth Comm.) are required to have a designated coordinator.

III. Application for Use Procedure

- a. The potential user will contact the AUMC Church Office Secretary to check the building availability and to obtain the appropriate Application and Use of Facility form.
- b. The potential user will then fill in the form complete with contact information, purpose of use, etc.
- c. The form will be given to a sub-committee consisting of the chair of the Epworth Comm., a member of the committee, a building superintendent and a kitchen hostess. This committee will determine the availability, fee schedule, etc. and then approve or disapprove the request.
- d. The Church Office Secretary will contact the applicant and advise them of the decision and fees.
- e. The Epworth Comm. will designate a coordinator for the event who will contact the applicant.

IV. Coordinators

- a. An appropriate coordinator will be assigned by the chair of the Epworth Comm.
- b. Each coordinator must be trained in the use of the sound equipment, HVAC controls and kitchen equipment.
- c. The complete list of coordinator duties are found in **Attachment 5** of this policy.
- d. *At the conclusion of the event, the coordinator, church hostess (if the kitchen is used) and the building superintendent will review the facility to determine if the security deposit should be returned.

V.

Fees –

a. The following is the fee schedule (in dollars) groups listed in section II above

Category	I	II	III	IV
Refundable deposit	0	0	200	300
Gym	60	0	250	500
Small dining room	25	0	100	150
Kitchen	15	0	125	200
Each class room	15	0	30	40
Coordinator	30	30	50	75
Coordinator extra hour	10	10	10	10
Audio Visual Tech	15	0	25	25
Table cloth rental fee (white)	7	7	8	8
Cloth napkins (burgundy)	.30	.30	.30	.30

- b. If the building is not vacated by 11PM, the security deposit will be forfeited. All or a portion of the security deposit may be forfeited if there is damage to the facility or anything is missing.
- c. If a meal is to be prepared, the kitchen must be rented. This holds even if the food is catered. Outside caterers must speak with a church hostess before using the kitchen.
- d. Groups may cancel reservations up to 2 weeks before the event and receive the security deposit back. Cancellation within 2 weeks of the scheduled event will result in the loss of all fees.
- e. From the fees listed above, the following will be paid for set up/ housekeeping

Category	I	II	III	IV
Gym	60	0	75	75
Small dining room	25	0	25	25

Kitchen	15	0	15	15
Each class room	15	0	15	15

Excess money from the fees shall be deposited into the Epworth Fund. The use of this money is controlled by the Epworth Committee.

VI. General Policies and Procedures

- a. All AUMC sponsored groups and functions have priority for regular use of the building. All of these uses must be put on the church calendar located in the Administrative Assistant.
- b. The building must be vacated no later than 11:00pm. This is in consideration of our neighbors and cleaning staff. The security deposit will be forfeited if the building is not vacated by 11:00pm by all persons including musical groups, entertainers, caterer or event attendees.
- c. The facility can only be reserved for a one day event (unless approved by the Epworth Committee)
- d. Set up forms for tables, audio-visual, etc. should be turned at least 5 days before the event.
- e. Groups/caterers can come in 3 hours before the event to decorate or prepare food.
- f. Caterers not affiliated with AUMC must contact the AUMC church hostess for proper use of the kitchen.
- g. All persons using the facilities will be expected to maintain a behavior in keeping with the highest standards of Christian Life.
- h. The sound system may be used for microphones and the playing of CD's. A projector is available for projecting images. Depending on the complication of the needs, an AUMC technician may be required

VII. Prohibitions

- a. Alcohol beverages and drugs are *not allowed* in the building or on the church grounds.
- b. Use of any tobacco products is not allowed in the building or on the church grounds
- c. Use of profane, vulgar or indecent language, music, audiovisual materials or symbols is not allowed.
- d. Dress should be modest and appropriate
- e. No bales of hay or straw are allowed in the building.
- f. No glitter or confetti can be used in or outside the building.
- g. Anyone using the building must leave the facilities clean and in good order. Any furniture or fixtures that were moved must be put back in place. The contracted person will be responsible for any damaged, broken or missing equipment. Under no circumstances are utensils or equipment to be removed from the Epworth building.
- h. No tacks, pins, tape or glue shall be used on the walls, floors, windows or doors. Do not hang any decorations or the like from the ceiling.

- i. No animals except service animals are allowed in the building.
- j. No firearms are allowed.
- k. Do not use the Playground unless prior approval has been granted
- l. No red liquids – stains cannot be cleaned from carpet.

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