

# FIRST UNITED METHODIST CHURCH GONZALES, TEXAS

## Guidelines for Use of Church Buildings and Equipment

THE BOARD OF TRUSTEES ADOPTED THE FOLLOWING POLICIES FOR THE PURPOSE OF CLARIFYING CONDITIONS AND AVOIDING CONFLICT ON THE USE OF CHURCH BUILDINGS AND PROPERTIES:

### GENERAL STATEMENT OF PURPOSES

The primary purpose of all building and facilities of FUMC is for the use of the Church in activities and functions to carry out the program and purposes of the Church. Any use of the buildings or properties which interferes with such activities or makes difficult the scheduling and carrying out of such activities will likely be denied, except in the most unusual of circumstances.

The desire of FUMC is to be open and helpful to the community as a whole and to specific groups in the community, especially to those that perform a service that is in close harmony with the purpose of the Church.

### GENERAL GUIDELINES FOR USE OF CHURCH BUILDINGS AND FACILITIES

#### Use for personal gain:

No person may use Church buildings or facilities with the expectation of personal or financial gain beyond an agreed-upon honorarium.

#### Scheduling meetings in Church buildings:

The Office Administrator Program Coordinator keeps the Official Church Calendar. All meetings are scheduled on the Official Church Calendar at least 30 days in advance **and** are scheduled on a first scheduled, first accommodated basis. Church-sponsored meetings always take precedence in scheduling. As a courtesy, the Office Administrator Program Coordinator should be notified of a cancellation as soon as possible but no later than 24 hours prior to the scheduled meeting.

#### Obtaining keys and making key deposit:

Keys to buildings may be obtained from the Office Administrator Program Coordinator after the building use is scheduled on the Official Church calendar. A key deposit may be required. Keys should be returned no later than one day after the event.

#### Use of alcohol and tobacco:

Use of alcoholic beverages of any kind (including champagne) is not permitted in Church buildings or on Church premises at any time. Use of tobacco is not permitted in Church buildings at any time.

Outreach ministries are allowed at Pastor's discretion.

#### Unsupervised Youth:

Unsupervised youth under the age of eighteen are not permitted in Church buildings or on Church premises at any time. A supervising adult must be at least twenty-one years of age and a member of the Church. Church members eighteen years of age or older may use Church buildings and facilities provided a responsible individual has signed a temporary use form available in the Church office.

#### Use of lights, air conditioning/heating, and other equipment:

In general, lights, air conditioning/heating, and other equipment should be turned off after use to conserve energy and save cost. But in extreme cold leave heat set on 60 and in extreme heat and high humidity leave cool set on 80.

#### Payment of fees:

Payment of fees for building use should be made at the time of scheduling on the Official Church Calendar. There may be times when a \$50.00 custodian fee will be charged.

#### Liability for damages:

Liability for damages to buildings or equipment is designated on the corresponding use agreement.

#### Exceptions to guidelines:

ONLY THE BOARD OF TRUSTEES MAY GRANT EXCEPTIONS TO GUIDELINES CONTAINED HEREIN.