

EPWORTH UNITED METHODIST CHURCH
2102 Epworth Drive
Huntsville, Alabama 35811
(256) 536-1559
trustees@epworthumc.net
(Approved by the Board of Trustees on 6/1/2023)

FACILITY USAGE AND EVENT GUIDELINES

1. PURPOSE

The purpose of all property (real and personal) owned by Epworth Methodist United Church (EUMC) is dedicated to the glory of God and service to humanity. These guidelines are to govern the use of properties described in Section 2, herein below. Any and all activities at EUMC must not be inconsistent with the UMC doctrinal beliefs, social principles, and social creed of the United Methodist Church (<http://www.umc.org/what-we-believe/social-principles-social-creed>).

2. FACILITIES AND EQUIPMENT COVERED BY THESE GUIDELINES

- a. Any room or equipment that is located on or within the Epworth United Methodist Church property. Examples include the Sanctuary, Fellowship Hall, Fellowship Hall Kitchen, Sunday School Rooms, Parlor, lounge areas, or kitchenettes.
- b. Use of sound equipment or instruments must be coordinated with the Music Director prior to approval.
- c. Areas designated primarily for use by the Mother's Day Out Program require approval by the Board of Trustees.
- d. Any/all church facilities outlined within the Weddings Policy (Attachment C)
- e. Any/all church facilities outlined within the Funerals Policy (Attachment D)
- f. Use of the Church Van (Attachment E)

3. APPLICATIONS FOR USE

- a. Complete applications must be submitted to the church secretary using the EUMC Application Form/or online web form (www.epworthumc.net/facility-use). See Attachment A.
- b. Written (or electronic) applications are required for all activities.
- c. Applications that are not EUMC sponsored activities must provide a contact person and identify the individual to be held accountable for proper use and for repairs of any damage.
- d. Applications should be made at least 30 days in advance. At their sole discretion, the Senior Pastor or the Chairman of the Board of Trustees may waive the 30-day requirement.

4. APPROVAL PROCESS

The EUMC Secretary will process applications, provide notification of receipt of the application, determine the availability of use per the church calendar, and submit to the approval officials (the Board of Trustees and/or the Senior Pastor). The trustee focal for facility usage will notify secretary of approval/disapproval. Secretary will then notify the applicant on the status of their request. If application for use is approved, EUMC Secretary will follow up with the finance committee to submit/confirm payment of fees.

5. PRIORITY OF AUTHORIZED ACTIVITIES

- a. Ministries and/or programs sponsored by Epworth United Methodist Church.
- b. Ministries and/or programs sponsored by the United Methodist Church.
- c. Routine activities attended by a EUMC member for a non- commercial/non-political organization/group.

- d. Non-routine activities attended by a EUMC member for a non-commercial organization/group.
- e. Non-commercial/non-political organizations/groups/individuals whose activities are approved by the Board of Trustees, at their sole discretion.
- f. Commercial/political organizations/community outreach/groups/individuals whose activities are determined to be primarily a service to the community by the Board of Trustees at their sole discretion.

6. APPROVAL AUTHORITY

- a. Activities listed under paragraphs 5a through 5f above require advance approval by the Board of Trustees with input from the Senior Pastor of EUMC.
- b. Activities that request the use of the Sanctuary require advance approval from the Senior Pastor of EUMC. In certain circumstances, the Senior Pastor may coordinate the waiving of applicable fees for this usage.

7. RIGHT TO CHANGE AND/OR RESCIND

- a. Reserving the facility will be on a first-come, first-served basis with priority given to the order listed in paragraph 5. If a scheduling conflict develops between events sponsored by EUMC and an organization/group not affiliated with Epworth, reasonable means will be used to resolve the scheduling conflict. If not resolved, priority will be given to Epworth sponsored events.
- b. The use of facilities by any regularly scheduled activity may be reviewed periodically and areas designated for those activities areas may change if deemed necessary at the discretion of the Senior Pastor and the Board of Trustees.
- c. Activities may be canceled by the Board of Trustees and/or the Senior Pastor in the case of inclement weather (snow, ice, tornado, etc.)
- d. The Board of Trustees reserves the right to terminate the use of facilities temporarily or permanently at any time for any reason.

8. OFF-SITE USE OF EUMC PROPERTY

Tables and chairs may be used off-site from EUMC facilities with the advance approval of the Board of Trustees. The items being loaned will be cataloged and tracked on a separate property form. All users are expected to protect church property from damage or loss. If there is damage, the ability of the requestor to use church property again may be revoked, per the Board of Trustees.

9. FELLOWSHIP HALL KITCHEN

- a. The Fellowship Hall Kitchen may be used by any EUMC authorized activity, so long as the designated trustee is notified and they or their delegate are present to provide supervision. This includes usage of the refrigerator, ice, microwave, sink, etc.
- b. Kitchen appliances, specifically the gas stove may only be used by those who have been trained by a designated trustee or their delegate.
- c. No kitchen equipment to include pots, pans, silverware, crystal, china, and table cloths may be taken off site.
- d. At the conclusion of the event, everything should be returned to the manner in which it was found upon arrival. Any items used during the event must be cleaned and put back in the appropriate place. No items are permitted to be left in the refrigerator or pantry at the conclusion of the event, unless pre-coordinated ahead of time with the Senior Pastor and/or the designated Trustee.
- e. All trash must be taken out to the dumpster.

10. FEES

- a. Fees: The fees below are for general usage of the facility as defined in section 2 for non-Epworth Sponsored events requested by applicants that are authorized in sections 5.c-f. All fees are to be paid in advance of event. Please see the Wedding Guideline/Policy (Attachment C) and the Funeral Guideline/Policy (Attachment D) for the applicable fees for those events.

- Use of a Sunday School Room/Parlor at the rate of \$100.00 per day.
 - Use of the Fellowship Hall at the rate of \$200.00 per day.
 - Use of the Sanctuary at the rate of \$150 per day.
- b. Authority to Waive Fees: Under special circumstances, the Board of Trustees may waive or prorate fees at their sole discretion and with coordination of the Senior Pastor.

11. DAMAGES

- a. All users are expected to protect church facilities and property from damage or loss. If there is damage, the ability of the requestor to use the facilities again may be revoked, per the Board of Trustees.
- b. Facilities are to be left clean and in the same place and condition they are found (floor cleaned, trash picked up and bagged, table & chairs restacked, etc.)
- c. EUMC assumes no liability for loss, injury, or damage to persons or property resulting directly or indirectly from non-EUMC/UMC activities.
- d. Any damage to EUMC facilities or property resulting from misuse by persons or groups will be the sole responsibility of the person signing the Church Usage and Waiver of Liability and Hold Harmless Agreement (Attachment B).
- e. When required by the Board of Trustees, advanced verification of adequate insurance coverage will be provided.
- f. If any property of EUMC is damaged, the Senior Pastor and/or the Chairman of the Board of Trustees are to be immediately notified.