



PALM COAST
United Methodist Church
Welcoming all. Worshiping One.

BUILDING USE POLICY

Mission Statement:

We are a diverse family whose mission is to invite all people to experience life in Jesus Christ while honoring God in all that we do.

Core Values:

FAITH: *We follow our United Methodist heritage of faith that God's grace is present in our lives and that we live according to the example of Jesus Christ.*

WORSHIP: *We honor and praise God in our daily lives and in our worship together.*

FELLOWSHIP: *We celebrate and engage the diverse relationships within our church family and the community.*

SPIRITUAL GROWTH: *We pursue spiritual growth in Christ through Bible-based teaching, study and prayer.*

PASSIONATE SERVICE: *We put our faith into action by living Christ's command to lovingly serve others both near and far.*

General Policy Statement

The enclosed policies, guidelines and procedures were adopted by the Church Council of the Palm Coast United Methodist Church on September 13, 2010 and are subject to review and periodic change as deemed appropriate by the Church Council. Use of the Palm Coast United Methodist Church property will be in accordance with:

- the policies, guidelines and procedures set forth in this document;
- the Mission and Core Values statements above;
- the Child Protection Policy of the United Methodist Church; and
- the Social Principles and ecumenical objectives of the United Methodist Church (¶¶ 160-166, Book of Discipline, 2008).

This policy statement is established to ensure that church facilities are used economically, efficiently and properly. They are presented in the hope that they will help all those who enjoy the facilities of the church to be conscious of the maintenance, security and operational needs of the building.

Availability

The church facilities and grounds are available from 9:00 am to 8:30 pm Monday through Saturday, and 2:00pm to 7:00 pm Sundays.

Priorities of Use

- I. **The first priority** for the use of facilities is the conduct of public worship including funerals and weddings. NOTE: Weddings, being private and not public, shall be scheduled, for a fee, on a first-come, first-serve basis. (See a separate wedding policy for members and non-members.)
- II. **The second priority** for use of facilities is provision for the connectional ministries/programs developed at the local church, Palm Coast United Methodist Church. These ministries/programs include, but are not limited to, the following (not necessarily in any order of importance): Christian Education programming, outreach programs and events, fellowship programs and events, music programming and events (except Concert Series, as listed below), and committee meetings related to the ministries of the church.
- III. **The third priority** for use of facilities is provision for any organization directly affiliated with the Palm Coast United Methodist Church and whose purpose is consistent with the greater mission of the United Methodist Church, to “make disciples for Jesus Christ for the transformation of the world.” At Palm Coast United Methodist Church, those groups include, but are not limited to, United Methodist Men, United Methodist Women, United Methodist Christian School, Palm Coast United Methodist Church Concert Series, Stephen Ministry, and Walk to Emmaus.
- IV. **The fourth priority** for use of facilities is provision of space for non-profit groups and community service organizations whose purposes are clearly consistent with the mission statement and core values of the Palm Coast United Methodist Church. At Palm Coast United Methodist Church, those current non-profit organizations include, but are not limited to, Boy Scouts, Girl Scouts, Cub Scouts, Grief Support groups, Al-Anon and Alcoholics Anonymous.
- V. **The fifth priority** for use of facilities is provision of space for groups/individuals for events of personal convenience*, i.e. receptions, anniversary celebrations, wedding and baby showers, etc.
*NOTE: Fees may apply.

Because of the large number of potential conflicts between the meeting of the needs of all church-related groups as presented in priorities 1-3 and groups/events as presented in priorities 4-5, the following guidelines are applicable:

- A. Space can be available to non-profit groups, community service organizations and private parties on a single-use, as needed basis, only if the space is available after previous priorities have been met. Completing a “Building Use Request Form” and a Certificate of Insurance is required to place the event on the calendar. NOTE: Saturday and Sunday events may incur additional custodial fees.

B. Space can be available to non-profit groups and community service organizations on a regularly repeating basis when space is available after previous priorities have been met. Regularly scheduled non-profit groups and community service organizations shall be approved for no longer than twelve (12) months at a time, September through August. Completing a "Building Use Request Form" is required, as well as provision for the Certificate of Insurance (see Procedures for Use of Building Space, Part 2, Certificate of Insurance), to place the repeating building use on the calendar. Groups will designate a "contact person" to complete all forms and communicate with the church office manager. NOTE: Saturday and Sunday events may incur additional custodial fees.

C. In the event of conflicts, every effort will be made to fill requests based on the priorities established by this policy. Absence of communication, lack of respect for facilities, and/or unavailability of space are all just causes for declining future use of the facilities.

General Guidelines

1. Palm Coast United Methodist 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.
2. The facilities of Palm Coast United Methodist Church shall not be used for commercial profit-making events or organizations, for events held for political purposes, or for organizations whose mission is contrary to the mission statement of the church. In addition, no political signs shall be displayed on church property.
3. Palm Coast United Methodist Church is a non-smoking, non-drug, and non-alcohol campus. Pets (except for handicapped assistance), weapons (except for duly authorized peace officers), profanity, or fireworks are not permitted.
4. Sanctuary shall be used for worship, sacraments, church-related programs (e.g. Church Conference, Charge Conference, Concert Series events) and rites of the church. Out of respect and reverence for this area, no food or drink (except bottled water) will be permitted.
5. An Adult (21 years or older) must supervise, at all times, activities of children 17 years or younger. The ratio of supervising adult to children must be in accordance with The Child Protection Policy of the United Methodist Church which is _____ to _____.
6. Individuals/groups will be notified within seven working days following its use of space of any damages to the building(s), equipment, furnishings, etc. Full replacement value of all damaged items will be paid within 30 days of notification.
7. All rooms in use will be left clean and in order with furniture in its original place. All trash will be disposed of in trash receptacles provided in each room.
8. Rooms reserved shall be the only rooms used, except for bathrooms.
9. Traffic control for entering and exiting the Church property will not be provided.

Procedures for Use of Building Space

1. Building Use Policy and Request Form

Applicants shall be responsible for completing the Building Use Request Form (see attached form) and initialing all pages of the document to reserve any room or combination of rooms. A copy of the Building Use Policy will be provided to each user-applicant.

NOTE: Completing the form does not guarantee the request can be filled. Once the form is submitted, the Office Manager, Lyn Preat (email: Lyn@palmcoastumc.org) or Office Assistant, Josephine Stashenko (email: Josephine@palmcoastumc.org) will check the church calendar and notify the contact person as to the status of the request.

2. Certificate of Insurance

Certificate of Insurance is required for any outside group or organization, included in priorities 4 & 5, requesting the use of space at Palm Coast United Methodist Church. This certificate must be provided BEFORE the space can be guaranteed. This will ensure each group is aware that it is liable for any property damages and that Palm Coast United Methodist Church is not liable for any accidents or injuries incurred while the group is using the premises.

3. Monetary Deposit

In the event that a deposit is required (as noted in the fee list), an event is scheduled when the deposit has been made, and the date and time has been cleared on the church calendar. Event(s) cannot be scheduled in absence of the required deposit. Failure to notify the church of cancellation of a scheduled event less than 7 calendar days prior to the event may result in forfeiture of deposit (at the sole discretion of the Office Manager, Lyn Preat).

Media Support

Media equipment throughout the Palm Coast United Methodist Church is the property of the church. As such, any use of media equipment must be first cleared through the Media Ministry Staff, Steve Weaver (email: Steve@palmcoastumc.org). The church's audio/video systems may be available upon request but are subject to the availability of a church operator.

NOTE: Operation of the media equipment may require the availability of Media Ministry Staff person, Steve Weaver. In that case, there may be a fee incurred (see attached fee list). Groups wishing to use an amplification system (their own or the church's) must have the pre-approval/coordination of a Media representative.

Music and Entertainment

Use of church musical instruments, including the sanctuary piano and/or organ, as well as the Fellowship Hall piano, requires the approval of the Music Director, Jesse Chapman (email: Jesse@palmcoastumc.org). A separate security deposit will be required. The cost of any necessary repair or retuning will be the responsibility of the user group.

Funerals

All funerals require the services of the Congregational Care Minister. (Please see separate Funeral Guidelines.)

Weddings

All weddings require the services of the Wedding Coordinator. (Please see separate Wedding Guidelines.)

Security

Palm Coast United Methodist Church is not responsible for theft or damage to personal property.

Review of Policy

It shall be the responsibility of the Church Council to review these policies, guidelines and procedures at a minimum of once each year. It shall be the responsibility of the Trustees to review the fee schedules at a minimum of once each year. Any changes will then be submitted to the Church Council for its final review and approval.