

MANDARIN UNITED METHODIST CHURCH, INC.

POLICIES AND PROCEDURES - FACILITIES POLICY (REVISED MARCH 2015)

Introduction

The Board of Trustees has developed this Facilities Policy to provide guidelines for our stewardship of the facilities which God has provided to us for ministering to our congregation and the community at large.

I. GENERAL PRINCIPLES – A Theology of Buildings for Ministry

A. The church, buildings and equipment are tools which are used by the people of God for the work of the Church. They exist for people, for the ministry and witness of the church and the welfare of the community we serve. Our goal is to make the best possible use of all of our facilities. This means that the entire facility is available for use by the entire church; no one group has total control or permanent ownership of a specific room.

B. The condition, quality, accessibility, and overall hospitality of the church's buildings are a witness of our love of people and our concern for the community. Our goal is to ensure that every person feels welcome when they step onto the church's property.

C. Christian stewardship of our resources is expressed in our maintenance and use of buildings, including concerns for energy conservation.

II. GUIDELINES FOR USE OF FACILITIES BY ALL GROUPS

A. Rooms will be assigned on the basis of the size of the group and the best stewardship practices for staffing, cooling and heating, and security. Though users may have a preference for room assignment, the Communications Coordinator will make the assignments of space based on these principles.

B. Fees will be charged for usage of facilities, equipment and vehicles and for ceremonies performed. Fees will be established by the Board of Trustees and adjusted periodically as necessary.

C. Use of sound and video equipment is limited to Church trained personnel holding an annual certification.

D. Activities shall be limited to the space an event has been assigned.

E. Campus hours are 7 am through 10 pm, and all events are limited to this time frame without prior written approval from a Pastor or the Properties Manager.

F. A member of the Property staff or trained Church employee must secure the campus after an event is finished. Users are not permitted to stay later and secure the campus on their own.

G. Users are expected to turn off lights when leaving a room, pick up all trash, and remove group materials immediately following the event. If chairs and tables have been rearranged, the room must be returned to its regular set up by the users.

H. When children and youth are in attendance, they shall be under the direct supervision of their parents or screened adults at all times.

G. Alcoholic beverages, illegal substances, weapons, firearms, explosives, fireworks, and other dangerous items are not allowed on or in Church property or vehicles.

I. Smoking is not allowed in Church facilities or vehicles. Smoking is limited to the outside area where cigarette disposal receptacles are available.

III. REQUESTING USE OF FACILITIES AND EQUIPMENT BY MANDARIN

UNITED METHODIST CHURCH MINISTRIES:

A. To request space (one time or regularly scheduled event) a "Request for Use of Facilities" form shall be submitted to the church office at least two (2) weeks and no more than 365 days in advance of the activity.

B. When scheduling an event, time shall be allotted for setup and clean up.

C. If an event is canceled, the person requesting use of facilities shall notify the Church office as soon as possible.

IV. NURSERY

A. Mandarin UMC Ministries: Mandarin UMC provides screened nursery staff for children five years and under. Requests for nursery should be made to the Communications Coordinator no later than two weeks prior to the event and should include # of children and age range. If more children than projected attend the event needing nursery care, the Nursery Director has the right to turn the children away because of safety concerns. A group should give the Communications Coordinator at least 24 hours' notice if the nursery does not have to be used or if the number of expected children decreases.

B. Outside Groups: Mandarin UMC provides for a fee screened nursery staff for children five years and under for outside group events. Requests for nursery should be made to

the Communications Coordinator no later than three weeks prior to the event and should include number of children and age range. If more children than projected attend the event needing nursery care, the Nursery Director has the right to turn the children away because of safety concerns. A fee set by the Nursery Director will be charged and is payable to Mandarin UMC three weeks prior to the event. The number of workers will be left to the discretion of the Nursery Director. In the event that the nursery is not used or underutilized for the event, a minimum two hour per nursery worker assigned will be charged.

V. SETUP AND CLEANUP FOR FELLOWSHIP HALL, WESLEY HALL, GATHERING SPACE, GYM, or OUTSIDE GROUNDS

A. If a set up different from the usual room set up is needed for large group space, the person requesting space shall complete the “Request for Use of Facilities” form and meet with the Communications Coordinator to review needs, discuss related staffing/fees, and schedule room/area setup and cleanup.

VI. PUBLICITY AND PROMOTION OF EVENTS

A. Publicity material and public service announcements in which the Mandarin United Methodist Church’s name is used must have prior approval by a pastor of Mandarin UMC.

VII. BUILDING USE DURING TORNADO/HURRICANE WARNING

A. Mandarin United Methodist facilities are not approved for shelter from dangerous weather. All events will be cancelled when the area is under a Hurricane Warning (storm expected within 24 hours). The church office will be closed and staff sent home after the facilities are secured for a Hurricane Warning.

B. When a tornado warning is issued, persons will be directed to a safer first floor room.

VIII. BUILDING USE BY OUTSIDE COMMUNITY GROUPS

A. Non-profit community groups whose purpose is health, education, or service will be considered for building use. The organization’s overall purpose and planned activities shall be consistent with Mandarin United Methodist Church’s mission and the Social Principles of The United Methodist Church. Space may be considered for community groups as rooms and staffing are available.

B. Community groups (as defined above) may submit a “Use of Facilities Questionnaire” and a “Request for Use of Facilities” Form to the church office in order to be considered. The Review Team, (Senior Pastor and Chairperson, Board of Trustees) will consider the appropriateness of use and the church office will respond regarding eligibility for use and availability of space.

C. A “Request for Use of Facilities” may be submitted to the Church office at least 3 weeks before and not more than 90 days in advance of the date requested.

D. Mandarin United Methodist Church ministries have priority over community groups requesting use of Church facilities.

E. Facilities are not to be used by Outside Groups or Church members for fund raising, profit making activities, or personal use.

F. Use of a kitchen by outside groups and caterer(s) shall be in consultation with the Food Service Director and Communications Coordinator.

G. Organizations engaged in partisan political campaigns or lobbying are not eligible to use Church facilities for their programs.

H. An Outside Group using Church facilities and equipment shall agree to indemnify the Church for any damage to Church property by any person(s) participating in or attending the activity. A certificate of insurance showing coverage in force for the date of use and naming Mandarin United Methodist Church as certificate holder shall be provided by all Outside Groups along with their “Request for Use of Facilities” form. The coverage should include bodily injury and liability coverage of \$1 million or more. This certificate must be provided to Mandarin UMC at least seven days in advance of the event.

I. Outside groups utilizing the building for activities with children and youth shall provide proof of criminal background screening for adult workers with children and youth, and shall comply with the Mandarin United Methodist Church’s Child and Youth Protection policies.

J. Events for outside groups shall not be scheduled on Sundays from 6:00 A.M. through 12:30 P.M., or on Church Holy Days and days when the Church is closed for a scheduled holiday.

IX. ADDITIONAL GUIDELINES AND PROCEDURES FOR SPECIFIC FACILITIES AND EQUIPMENT:

A. Concerts, Performances and Use of Musical Instruments

1. The Director of Music in consultation with the Pastors will review all requests for concerts and performances and will consider the appropriateness of the proposed program.

2. Permission for use of any church owned musical instruments shall be secured in advance from the Director of Music.

X. KITCHEN GUIDELINES

A. Children under the age of 12 are not permitted in church kitchen areas (with or without a parent) unless they are part of a supervised group activity.

B. All cooking utensils and surfaces are to be thoroughly cleaned at the conclusion of the event. Pots, pans, utensils and pitchers are to be washed with soap and water, dried and put away.

C. Kitchen equipment shall not be removed from the kitchen without prior approval from the Food Services Director. Equipment including pots, trays and rolling carts are not for outdoor use.

XI. FURNITURE AND EQUIPMENT

A. Furniture and equipment (i.e. tables, chairs, audio/visual equipment, etc.) owned by the Church can be used off campus for Church functions only. Prior approval by a Pastor or the Properties Manager is required.

XII. RECREATION AREAS AND EQUIPMENT

A. Groups using the ball fields, courts, playground, restrooms and outdoor areas are responsible for the care of all outside areas accessed by those attending the event. These areas should be cleaned of litter and trash shall be collected and placed in the dumpster upon conclusion of the event. There will be a fee for an extra trash pickup, for large events.

XIII. FUNERALS, MEMORIAL SERVICES, and SPECIAL SERVICES

A. The Pastors of Mandarin United Methodist Church will officiate at all Funerals and Memorial Services at Mandarin United Methodist Church. Other Pastors may participate with Mandarin UMC Pastor approval.

B. All worship services at Mandarin United Methodist Church shall be planned and led by Mandarin UMC clergy and ministry leaders. Mandarin UMC pastors may extend an invitation to community houses of worship for a special ecumenical event. No facility shall be available for worship services for non-United Methodist outside groups or churches.

XIV. USE OF CHURCH VEHICLES AND TRAILERS

- A. Vehicles owned or leased by Mandarin United Methodist Church are for church use only.
- B. To schedule vehicles, a "Vehicle Request Form" shall be submitted at least two weeks prior to event.
- C. Children's and Youth Ministries shall have priority for use of vehicles during summer and school vacation periods.
- D. Church vehicles shall be driven only by individuals on the Mandarin UMC Approved Drivers List (screened by Mandarin UMC and listed with the Church Insurance Carrier).
- E. Keys are to be checked in and out of the Communications Coordinator's office. The driver will have the responsibility of picking up the vehicle from the designated area and returning there after the trip. The vehicle shall be returned clean and with the fuel tank one-quarter full. Doors and windows shall be locked. Actual mileage shall be recorded on the MUMC "Passenger Coach Checklist" picked up when the keys are checked out.
- F. Ministries with a transportation line item in their annual budget can be reimbursed for out-of-pocket gasoline purchases. When gasoline is charged against their budgeted line item, the driver must submit a receipt to the Business Administrator within three days of returning the vehicle to the Church. Groups without a transportation line item in the annual budget must pay for their own fuel.
- G. Each passenger must wear a seat belt. Florida law for the use of car seats for young children shall be followed. All car seats must be properly installed in the vehicle by the parent or guardian.
- H. There shall be no fewer than two adults on each church vehicle when transporting children and youth. One of the adults shall be screened for Child Youth Protection.
- I. Mandarin United Methodist Church will not be responsible for traffic tickets of the driver.
- J. Trailers owned by the Church are for the exclusive use of Mandarin UMC ministries. A request to use a trailer shall be submitted using the "Vehicle Request Form." People and animals shall not ride in trailers.