

# **Policies Governing Use of Facilities of Newark United Methodist Church (NUMC)**

**Initial Issue Date: February 2006**

**Revision Date: April 2023**

**Committee Responsible for Revising: NUMC Trustees**

**Revision Cycle: Every two years**

## **PURPOSE:**

This document describes policies regulating the use of church facilities by groups associated with the church as well as non-church related groups.

## **GENERAL:**

The Board of Trustees works as an agent of the Charge Conference and as a committee of the Church Council. As a committee of the Council, the Board of Trustees, along with the Senior Pastor and the Business Manager, has general responsibility for the care, maintenance, operation, and general oversight of the church grounds, building, and its furnishings and equipment.

- The Church Office Manager is the staff member with responsibility for coordinating the use of facilities and is the primary contact for requesting approval for and scheduling of the facilities. Final determination of use is subject to the approval by the Business Manager and/or the Senior Pastor.
- The Senior Pastor and the Business Manager, in consultation with the church staff, recommends a schedule for open-building hours. The schedule is reviewed by the Board of Trustees who recommends its adoption to the Church Council. The facility is generally not available for use by any group when the church schedule calls for the building to be closed. (See paragraph 8 below.)
- It is the responsibility of the property staff and/or the evening monitors to see that the church facilities are opened and closed. Heating, ventilating, and air-conditioning controls are to be operated only by the church staff.
- Activities in conflict with the Book of Discipline of the United Methodist Church and its Social Principles are not permitted in any church facility. This does not exclude use by non-Christian religious organizations.

## **POLICIES FOR TYPES OF ACTIVITIES:**

1. Five types of activities will be recognized and used as guidelines in determining priorities and appropriate fees (to offset incurred utility/maintenance costs) for facilities use. They are as follows:

**Type I – Church Activities and Related Ministries**

**Type II – Church Sponsored Activities** (e.g., Boy Scouts)

**Type III – Social Service Activities** consistent with the church's ministry and the Discipline (e.g., Narcotics Anonymous, Alcoholics Anonymous)

**Type IV – Non-church Activities** (including those sponsored or requested by church members.)

**Type V – Non-profit arts or educational groups or organizations** (e.g., University of Delaware, Delaware Division of the Arts.)

2. Church facilities are available for use without cost to any organization sponsored by Newark United Methodist Church and/or related Ministries of the United Methodist Church provided that advance requests are submitted in writing on an ***Application: Building/Facilities Use*** (available from the Church Office Manager) and, once approved, the ministry/activity is scheduled on the Church Calendar by the Church Office Manager.
3. Church ministries/activities (**Type I**) will have priority over all other requests.
4. The church office should be contacted for the current wedding policies.
5. Events (e.g., funerals, funeral receptions, or other) scheduled on days when the Newark Methodist Preschool is in session shall begin at 1:00 PM or later to avoid parking congestion/overlap within the Delaware Avenue parking lot.
6. Individuals who are not members of NUMC, groups not identified as Related Ministries of the United Methodist Church, and groups not directly sponsored by NUMC must complete an ***Application: Building/Facilities Use*** (available from the Church Office Manager) to request use of church facilities. The Business Manager or Senior Pastor will review and approve/disapprove each request. The Board of Trustees will be consulted when the Business Manager or Senior Pastor wishes additional input relative to the approval of a request. The Church Council will be consulted when approving Social Service activities (**Type III**).
7. The use of facilities for non-church activities (**Type IV and Type V**) is covered by a fee schedule. The Senior Pastor, the Business Manager, and /or the Board of Trustees reserve the right to waive the usage fees.
8. As part of the ***Application: Building/Facilities Use***, outside groups (**Type II, III, IV or V**) must submit a Mission Statement and copies of any publicity materials (in advance of distribution) that they will be using for their event. If the group will be doing any fundraising activity in the building, the Finance Committee must also approve the event at least 4 months in advance. All advertising for any event at NUMC must include a disclaimer of endorsement by NUMC that is approved in writing by NUMC unless this requirement is expressly waived in writing by NUMC.
9. If any group wishes to use the facility when it is scheduled to be closed, the Senior Pastor and/or the Business Manager must approve the request. When an activity of **Type II, III, IV or V** uses the facility during normally closed hours, a monitor must be on duty. The group will pay the monitor cost for **Type IV or V** activities. All persons in attendance must use the Welcome Center entrance/exit.

## USE OF FACILITIES GUIDANCE

10. Individuals and groups using the church are responsible to report any abuse or damage to church facilities or equipment to the Business Manager or the Senior Pastor and submit a ***Damage Report Form***. If unreported damage or abuse is observed by the church staff following an activity, the group involved will be notified in writing by the Business Manager. Restitution for repairs shall be required, and future use of the facilities may be denied. Any group being denied access may appeal in writing to the Senior Pastor who shall consult with the Board of Trustees for all decisions on appeals.
11. All groups using the church facilities must adhere to the NUMC Safe Sanctuaries policy. Guidance for outside groups is outlined in the ***Newark United Methodist Church Safe Sanctuaries Policy***, dated May 21, 2018.
12. All groups must adhere to the Security Policies of the church.
13. All groups must adhere to the Signage Policies of the church.
14. Alcoholic beverages and any other mind-altering substances shall not be served/used on church property (including parking lots) under any circumstances or conditions.
15. Smoking is not permitted anywhere on church property (inside or out).
16. Loud activities may be assigned/restricted to appropriate areas of the facility.
17. Vehicles are only permitted in the church parking lot during an event and during event setup. Vehicles are to be removed from the lot after the event unless prior arrangements are made with the Business Manager.
18. Kitchen and Food Service: Use of the lower-level kitchen, the Heritage Hall serving kitchen, or other building kitchenettes and/or a food service/caterer must be approved by the Business Manager. The Business Manager will specify any restrictions regarding use.
19. The serving kitchen adjacent to Heritage Hall is available for preparing and serving meals or refreshments in Heritage Hall. The kitchenette adjacent to Memorial Lounge is available for preparing and serving light refreshments in Memorial Lounge. They are to be scheduled at the same time that the room is requested. The user is responsible for cleaning all utensils, fixtures, counters, floors, etc., soiled due to use. All refuse is to be placed in the container provided, which will be emptied by the property staff. A fee will be charged to the user for laundering all church towels, tablecloths, etc., used for the event.

20. The lower-level Dining Room is used to hold meals, events with considerable physical activity, or events that require the use of the lower-level kitchen. For a meal, seating is limited to 240 persons (authorized occupancy). Tables must be arranged to keep aisle areas clear to the exit on both ends of the room. If decorations are used, care must be taken in installing them so that walls or ceiling are not damaged. No scotch tape is to be used on walls, etc.
21. Memorial Lounge is a room for small meetings and conferences and a place for fellowship. It is not a meal room although light refreshments such as small finger foods, coffee, and tea are permissible. **If furniture needs to be rearranged, it must be returned to its original location after the event. The large conference table is not to be moved under any circumstances.** Folding chairs, easels, lecterns, chalkboard, or other equipment added for activity should be returned to the respective storage areas after the event. Note: a set of usage guidelines specifically for Memorial Lounge will be provided when reserving the space.
22. Heritage Hall is especially suited for receptions, teas, large group meetings, and social events. Light meals or refreshments may be served. Only table decorations may be used. Note: a set of guidelines specifically for the use of Heritage Hall will be provided when reserving the space.
23. All applicable federal, state, and local laws and ordinances must be observed.

#### **Summary of Separate Documents:**

- *Application: Building / Facilities Use*
- *Contract: Building / Facilities Use*
- *Guidelines for the Use of Heritage Hall to Preserve the Wood Floor*
- *Wedding Guidelines*
- *Funeral Guidelines*
- *Building Exterior-Temporary and Digital Signage Policy*
- *NUMC Safe Sanctuaries Policy Excerpt*
- *Damage Report Form*

#### **Fee Schedule**

The following categories will be used in determining use and utilities offset fees:

**Type I – Church Activities and Related Ministries**

**Type II – Church Sponsored Activities** (e.g., Cub/Boy Scouts)

**Type III – Social Service Activities** consistent with the church's ministry and the Discipline (e.g., Narcotics Anonymous, Alcoholics Anonymous)

**Type IV – Non-church Activities** (including those sponsored or requested by church members)

**Type V – Non-profit arts or educational groups or organizations** (e.g., University of Delaware, Delaware Division of the Arts)

**Type I and II Activities** - No Charge

**Type III** – Utilities offset fees will be set in consultation with the group, by the Senior Pastor, and/or Business Manager

**Type IV and V** – Utilities offset fees will be set in consultation with the group, by the Senior Pastor, and Business Manager using the attached Facility & Utility Offset Fee schedule as a guide for single use fees.

-- A charge of \$25.00 will be levied upon a Facility User whose check is returned by the bank uncollectible.

-- Checks should be made payable to: “Newark United Methodist Church.”

***Note: Utility Offset Fees are valid until April 2025.***