

# **RIVER OF LIFE UNITED METHODIST CHURCH, INC.**

## **FACILITIES POLICY**

### ***Introduction***

The Board of Trustees has developed this Facilities Policy to provide guidelines for our stewardship of the facilities that 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 that 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 Board of Trustees will make the assignments of space based on these principles.

B. In exchange for the use of facilities, donations are requested with checks made out to River of Life UMC.

C. Use of sound and video equipment is limited to Church trained personnel at a fee of \$50.00/hour.

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

E. 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. If an event is held outside, trash must be collected and placed in the dumpster, and all equipment must be returned to its storage area.

F. 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 and illegal substances are not allowed on Church property.

H. Smoking is not allowed in Church buildings or during organized outside activities or events.

### **III. REQUESTING USE OF FACILITIES AND EQUIPMENT BY RIVER OF LIFE UNITED METHODIST CHURCH MINISTRIES:**

A. Worship services and Sunday school classes will be given top priority for the River of Life United Methodist Church ministries. No facility shall be available for worship services for non United Methodist outside groups or churches.

B. To request space (one time or regularly scheduled event), an email shall be submitted to the church office at least two (2) weeks and no more than 365 days in advance of the activity. The email shall include a description of the event, the date(s) and time(s) requested, and the contact person. The Trustees will provide notification of approval for the event.

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

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

#### **IV. SETUP AND CLEANUP FOR SANTUARY, GATHERING AREA AND CLASSROOMS**

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 Trustees Chair to review needs, discuss related staffing/fees, and schedule room/area setup and cleanup.

#### **V. PUBLICITY AND PROMOTION OF EVENTS**

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

#### **VI. BUILDING USE DURING TORNADO/HURRICANE WARNING**

A. River of Life 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, people will be directed to the hallways and away from windows.

#### **VII. 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 River of Life 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 "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. A form for this purpose is available on the Church web site ([www.rolumc.com](http://www.rolumc.com)).

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

E. Use of the kitchen area by outside groups and caterer(s) shall be in consultation with the Trustees Chair.

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 provide the Church with a certificate of insurance with coverage for property damage, bodily injury, and liability in the amount of \$1 million or more. The certificate shall show coverage in force for the date of use and naming River of Life United Methodist Church as the certificate holder. This certificate must be provided to ROL 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 River of Life United Methodist Church's Child and Youth Protection policies.

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

## **VIII. ADDITIONAL GUIDELINES AND PROCEDURES FOR SPECIFIC FACILITIES AND EQUIPMENT:**

### **A. Concerts, Performances and Use of Musical Instruments**

1. The Worship Leader, Trustees Chair and the Pastor 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 Worship Leader.

## **IX. 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 serving 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 Trustees Chair. Equipment including pots, trays and rolling carts are not for outdoor use.

## **X. FURNITURE AND EQUIPMENT**

A. Furniture and equipment (i.e. tables, chairs, audio/visual equipment, etc.) owned by the Church will be used solely on the campus of River of Life United Methodist Church. Off-campus use of equipment is prohibited.

## **XI. PLAYGROUNDS AND OUTDOOR AREAS**

A. Groups using the playgrounds 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 WEDDINGS**

A. The Pastor of River of Life United Methodist Church will officiate over all Funerals, Memorial Services and Weddings at River of Life United Methodist Church, with exception to other clergy, which may be pre-approved by our Pastor and/or Ministry Team.