

Garris Chapel Church Building Use Policy

(revised by GC Board of Trustees June 2, 2015)

Garris Chapel Church has enhanced its commitment to hospitality by adopting a “Building Use Policy” that encourages utilizing and sharing our facilities while maintaining responsible stewardship of our valuable assets.

A copy of this policy is available on the church web site and in the office to guide groups wishing to reserve and use the facilities.

The facilities of Garris Chapel Church exist for the primary purpose of being used by its members through its various ministries.

Requests for building use will come for approval to the Board of Trustees, or its designee.

The Priority of Use Shall Be as Follows:

- Recognized Groups Within the Church:
 - Church Services (i.e. worship services, Sunday school, etc.)
 - Regularly scheduled church activities- (church committee meetings, small group meetings related to church ministries, WICS, BEACONS, SALT, UMYF, scouts, etc.)
 - Special functions of church groups (parties, meals or gatherings sponsored by Sunday school classes or other church groups, etc.)
 - Connectional ministries within the Global Methodist Church
- Church Members
 - Weddings, funerals, memorial services and receptions which follow these services
 - Anniversaries, birthday celebrations, family reunions, showers and other events the Board of Trustees or its designee believes are appropriate
 - Music staff may use the building for recitals if there is not a conflict with church programming.
 - Music staff may use the facilities for private teaching if there is not a conflict with church programming and cleared with the music director and office manager for calendaring.

- Non-Church members and Service Organizations or other Non-Profit Groups Outside the Church
 - Outside groups that are non-profit, and whose beliefs and proposed use are consistent with the Social Principals and ecumenical objectives of the Global Methodist Church, will be considered by the Board of Trustees or its designee.
 - Requests by non-members to use the facilities for the same purposes as church members will be considered by the Board of trustees or its designee.

On-going Meeting Space:

In order for outside non-profit groups to be considered for on-going meeting space, a church member must be an active participant in the group and be present for the meetings being requested.

One-Time Special Events:

In order for outside non-profit groups to be considered for one-time special events, a church member must be present at the event being requested.

On-going Support Groups:

On-going support groups that we host will be allowed to request space without a church member present in the group.

Fees:

There are no fees for members using the facilities; however, donations are appreciated to help offset the cost of utilities.

There are typically no fees for outside non-profit groups that use our building during regular custodial hours as we understand this use to be part of our stewardship to the community. Donations to help off-set the cost of custodial duties and building use are welcomed.

Other fees are as specified in the Application for Use of Buildings and Grounds.

Exception: *If the event falls outside of regular custodial hours, or the event requires extra custodial coverage, there will be a fee of \$100.00 to cover these expenses.*

Making a Reservation:

Church activities will have a top priority.

Church events and church-related meetings may be scheduled in advance as early as they wish.

An Application for Use of Buildings and Grounds must be completed by all groups and submitted to the church office manager in the church office. Applications for Use of Building and Grounds are available in the church or on our website.

Outside groups may submit an Application for Use of Buildings and Grounds no earlier than 3 months ahead and no later than 2 weeks before the event, with the exception of weddings. Once approval is granted, every effort will be made to honor our commitment; however, unplanned church events such as funerals and memorial services may require changes to this commitment.

The Application for Use of Buildings and Grounds provides for every area of the church. All facilities, set-ups, and other service needs (i.e. food, sound, etc.) must be included on the form. If the use of one of the church's sound and/or video systems is desired, it must be requested in advance, to be operated only by a member of the GC Media Team. A reasonable fee will be charged for the person(s) operating the system(s).

Other guidelines to be followed include:

All church groups and outside groups that sponsor events involving children or youth in attendance must abide by the guidelines of the GC Safe Sanctuary Policy (available from the church office).

When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.

Use of the Sanctuary, for any purpose whatsoever, must be approved by the Pastor.

Due to the complex heating/cooling system, only the church sponsor as listed on the Application for Use of Building is permitted to change the controls.

No food or beverages are permitted in the Sanctuary, except for bottled water.

No activities that are "for profit" (yard sales, meals, Tupperware or similar parties, etc.) will be allowed. This rule does not apply to fundraising activities held by recognized church groups, or to musicians who typically offer CDs and other items for sale following a performance.

Smoking, alcoholic beverages, illegal substances, and weapons are not permitted in the buildings or on the grounds of the church.

Users are expected to leave the building clean and in the same conditions it was in prior to the event and must remove all items *including any food* associated with their program immediately following the event. The Guidelines for Use of Kitchen and Family Life Center (copy posted in kitchen and attached) are to be followed.

Please use ONLY the designated rooms you have reserved. It may appear that an empty room is available, but in reality it may have been reserved for another group later in the day/evening or the following day.

Furniture or equipment cannot be moved without the permission of the Trustees or its designee, with the exception of chairs and tables. Any furniture that is moved by the

user must be returned to its original location, unless the user is instructed otherwise. The user will be held responsible for any damage done to the church property.

The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.

Non-church sponsored activities that could present the image that the church is taking a stand or backing an organization will not be permitted.

Dining or the serving of food is limited to pre-approved designated areas, and activities and programs are limited to the space that is assigned.

The user is to provide their own food, plates, utensils, etc., except that recognized church groups are free to use supplies provided by the church.

Special care should be taken when putting up and removing any type of decorations so as not to damage walls or other surfaces. The user will be responsible for any damages. Due to the fire alarm system, NO HELIUM BALLOONS ARE ALLOWED IN THE FAMILY LIFE CENTER.

Please let church staff know of any broken or damaged items or any other issues with building use (252-566-4355); or, in case of an emergency on weekends or during the evening, please contact the pastor at 919-920-2578.

The Board of Trustees has the authority to administer, interpret and/or make exceptions to these rules and policies, and its decision shall be final.

In the event any of the provisions contained herein should be found to be inconsistent with those found in the current edition of the *Book of Discipline*, those contained in the *Discipline* shall control.