

ADVENT UNITED METHODIST CHURCH

POLICY AND PROCEDURE FOR CHURCH BUILDING AND FACILITY USE

Preamble

The building and equipment of Advent United Methodist Church (Advent UMC) is a vital element of the ministry to our families and community. It is the intent of the Advent UMC Leadership Council and the Board of Trustees that the use of the church facilities be appropriate to the mission of the church, the safety of the users and supports the economic requirements for maintenance of the facilities. This policy defines appropriate uses for the facility, guidelines and associated rules for use.

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ADVENT UNITED METHODIST CHURCH

POLICY AND PROCEDURE FOR CHURCH BUILDING USE

I. Introduction

The building and equipment of Advent UMC is a vital element of the ministry to our families and community. It is the intent of the Advent UMC Leadership Council and the Board of Trustees that the use of the church facilities be appropriate to the mission of the church, the safety of the users and supports the economic requirements for maintenance of the facilities. This policy defines appropriate uses for the facility, guidelines and associated rules for use.

II. Building Use and Priority

- A. It is the purpose of the Advent UMC building and equipment to provide facilities for the organizations and activities of Advent UMC, therefore:
- Advent UMC facilities may be used without charge by any organization of the Advent UMC congregation; and
 - Advent UMC uses shall have priority over all non-Advent UMC functions, not yet scheduled.
- B. It is the intent of Advent UMC to support groups or organizations whose primary purpose is to serve or help people in need and whose missions align with Advent UMC, but which have limited or no financial resources to rent facilities. The facilities of the church may be used without charge by:
- Other United Methodist organizations; and
 - Groups such as the Boy Scouts, Girl Scouts, YMCA or other community outreach programs, approved by the staff and Board of Trustees of Advent UMC.
- C. It is the intent of Advent UMC to support groups or organizations whose primary purpose is to serve people in need, but which have limited financial resources from which to rent facilities. The facilities of the church may be used for a nominal fee by:
- Churches of other denominations; and
 - Community cultural non-profit organizations, approved by the staff and Board of Trustees of Advent UMC.
- The purpose of the nominal fee is to recoup a reasonable portion of the actual costs of providing the facilities.
- D. Advent UMC may at their discretion, allow groups and organizations to use the

facilities for special events or meetings, with approval of staff and the Board of Trustees. The facilities of the church may be used for a regular fee. The intent of the regular fee is to recoup the actual costs to Advent UMC of providing use of the facilities. Political parties shall not be permitted to use the facilities for rallies or other partisan activities. Non-political meetings for educational purposes or community information may be permitted at the regular fee.

* There shall be an understanding with all groups that the use of the Advent UMC facilities may have to be altered due to unexpected church needs. The building use agreement reads – “Usage by outside groups of any room is always secondary to the needs of the church.”

E. Weddings

All weddings shall be scheduled by the Pastor’s office. The guidelines for weddings are found in the Advent UMC Wedding Guide.

F. Funerals

Funeral arrangements shall be scheduled by the Pastor’s office. Funeral guidelines are found in the Advent UMC Funeral Policy.

G. Nursery

The use of the nursery is defined in the Advent UMC Nursery policy.

H. Use by Advent UMC members for special occasions.

Advent UMC members may use the Advent UMC facilities for anniversaries, receptions and related events, and are encouraged to make a contribution for use of the church facilities.

III. General Rules

1. The entire building is to be smoke free.
2. There are to be no alcoholic beverages brought or consumed on the church premises.
3. Groups given permission to rent space shall be limited to the room or area assigned and have access to that space.
4. The sanctuary shall be dedicated to worship activities and activities that help and support spiritual growth. The Advent UMC Board of Trustees and the Leadership Council must approve dramatic musical productions that require extensive scenery or staging.
5. No food or drink shall be permitted in the sanctuary.
6. Groups using areas and facilities are expected to leave such areas and facilities in the same general condition as provided. Groups that leave the space or facilities in an unacceptable condition may be denied permission for future use and/or charged for out-of-the ordinary cleaning, repair or replacement expenses.
7. The primary entrance doors will be those nearest the office. The entrance doors

- nearest the sanctuary should only be used when the sanctuary is in use.
8. Displays within the facility shall be set up immediately prior to the event and removed. Tacks, nails scotch tape, etc. shall not be allowed on the walls. Instead tack strips and/or bulletin boards must be used.
 9. Church furniture and equipment shall not be used off-site. The Advent UMC Office Manager should be notified before moving items within the church.
 10. Proper approval must be obtained from the Board of Trustees before setting up temporary special lighting, decorations, etc., that result in alteration to the existing facilities or place unusual demands on supplied utilities.
 11. Any changes to the fee schedules must have prior approval of the Board of Trustees and/or Leadership Council.
 12. Outside grounds and parking lot shall not be used for non-church related functions without the express approval of the Board of Trustees. Non-church related advertising or political signs or billboards should not be placed on the church grounds. Any event to be held outdoors must be approved by the City of Eagan a minimum of one week prior to such event.
 13. Painting or decorating of church facilities shall not be allowed without prior approval of the Board of Trustees. The Board is responsible for final decisions regarding colors and any other decorating choices.
 14. Use of keys: A member of the Board of Trustees or designee, with responsibility for use of facilities, will control issuance and recall of the keys for the facilities and maintain a list of key holders. Designated officials of the Advent UMC Leadership Council, Board of Trustees, staff and additional people approved by the Board of Trustees may receive a key. Duplication of keys is strictly prohibited. For short term and emergency entry to the facilities, a key may be obtained from Advent UMC Office Manager from 9:00 a. m. to 2:30 p.m. or the Chairperson of the Board of Trustees.

IV. Use of Equipment

1. Tables, chairs, and other equipment shall not be removed from the church building on loan or rental basis except for church functions. Permission must be obtained from the Board of Trustees for use of equipment outside of church building. All items must be signed for and documentation kept in a file in the Advent UMC church office. All items must be returned within 24 hours unless other arrangements have been made.
2. Eating utensils or kitchen equipment shall not be taken from the church building except for church events.
3. Access to electronic equipment such as microphones and all amplification equipment shall not be permitted unless arrangements have been made in advance with the Worship committee.

V. Church Musical Equipment

1. The Director of Music must authorize use of church musical instruments.
2. The Director of Music, or other person designated by the Director of Music, shall play for weddings, funerals, and special services of outside groups, as previously arranged with him/her.
3. Practice time on any church musical instrument may be arranged with the Director of Music.
4. The Director of Music shall have priority for use of the instruments.
5. The moving of instruments, and/or tuning of instruments requires the permission of the Director of Music as well as payment and approval of choice of tuner prior to any moving or tuning.

VI. Building Administration

1. The Advent UMC Office Manager shall be authorized to decide on a day-to-day basis which groups may use the building and on what basis, free, nominal fee or regular fee. She/he shall consult with the staff and/or Chairperson of the Board of Trustees whenever she/he is uncertain about how to answer a building use request.
2. The Office Manager shall make approval of rental requests.
3. Payment by groups renting/using the church facilities shall be made before the use of the space or at the time of use. Checks are made payable to Advent United Methodist Church.
4. A listing shall be available annually (in January) to the Leadership Council, noting the groups that have used the church over the past year. The listing will provide further division into those groups that have used space for the nominal or regular fee, as well as those groups that have received permission to use the church without cost.
5. The nominal fees and the regular fees shall be reviewed annually by the Board of Trustees, updated as necessary and reported to the Leadership Council.
6. The Board of Trustees shall review these guidelines annually.
7. The Office Manager shall report to the Board of Trustees any concerns regarding the level of building use, its impact on custodial time, etc.

VII. Custodial Work and Scheduling

1. These guidelines assume a normal custodian schedule for Advent UMC.
2. The availability of space or facilities also depends on the availability of the custodians to properly service space before, during, or after the requested event.
3. The Board of Trustees must approve any use of space or facilities, which requires the presence of a custodian.

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Fee schedule

Room	Capacity	Regular Fee	Nominal Fee
Classrooms	Ave. 10	\$25	-
Multi-purpose Room	50-100	\$100	\$25
Sanctuary	375 in pews 500 w/chairs	\$250	\$50

Weddings: See Advent UMC Wedding Guide.

Funerals: See Advent UMC Funeral Policy.

Nursery: See Advent UMC Nursery Policy.

Piano Fee: Fee, if any, to be designated by and arranged for with the approval of the Music Director.

Custodial Fees: \$30.00 per hour when a custodian is necessary to properly service space before, during or after an event.

Members of Advent UMC are those individuals and families on the role.

ADVENT UNITED METHODIST CHURCH

POLICY AND PROCEDURE FOR NARTHEX USE

I. Introduction

The Narthex is the entrance to the Sanctuary, and a place to gather, greet and prepare for worship. The Narthex provides a space to gather and socialize after services.

The Narthex can be a place where guests form their first impressions of Advent United Methodist Church, therefore the Board of Trustees want to keep the space inviting and uncluttered.

There is purposefully a limited amount of furniture in the Narthex to facilitate the flow of people in and out of the Sanctuary and to provide space for socializing.

For these reasons, the following guidelines will be in place:

- Informational displays should be set up on the counter only. Additional tables are not allowed except for special events and/or when approved by the Board of Trustees.
- Each committee has been assigned storage and display space in the counter and information and displays should be properly stored after services.
- Posters, signs and displays should not be put on the walls unless approved by the Board of Trustees. Posters or signs may be attached to the front of the counter space using the tack strips. Tape, adhesives, staples, pins or tacks on the walls are not to be used.
- Food or beverages (i.e. coffee, juice, punch, cake, cookies) may be served in the Narthex when approved by the Board of Trustees. No food is allowed in the Sanctuary.
- All food, beverages, and waste must be cleaned up after services/events and removed from the Narthex. Waste should be taken to the garbage cans outside the building. All food preparation areas and utensils should be thoroughly cleaned following use.
- The Narthex should not be a storage area. Items that may be collected through various service projects should be removed from the Narthex to an appropriate storage area after each service.
- The Board of Trustees must approve furniture in the Narthex.
- People may be worshipping in the Sanctuary and/or the Prayer Room, therefore conduct in the Narthex should not be disruptive or distract from the uses in these areas.

Advent United Methodist Church

Policy and Procedure for Building Access and Security

I. Introduction

The building and facilities of Advent UMC are a vital element of the ministry to our families and community. It is the intent of the Advent UMC Board of Trustees and Leadership Council to maximize utilization of and access to the building and facilities while providing for a safe and secure setting for members, visitors and employees.

II. General Policies

Exterior Doors.

In order to permit routine access to Advent UMC facilities for events, functions, maintenance, and repair, as well as to allow for immediate access in the event of an emergency, all exterior door locks will be keyed.

The southeast entrance will be the primary “business” entrance to Advent UMC. The doors will be unlocked for church services, events and group activities as necessary. Outside entry doors are to remain secured during non-group use hours. Staff has the authority to refuse entrance to any individual. For safety it is recommended not to allow an unknown person entrance to the building when only one staff person is present.

Interior Doors

Special security "locks" may be approved for areas which function as, or contain the following: private offices, a significant amount of negotiable material or currency, collections which have a monetary and market value, computing equipment; etc.

The Chairperson of the Board of Trustees must approve any exceptions in writing before the single-keyed lock is installed. At the time the lock is installed, a limited quantity of keys will be provided to the Advent UMC church office.

Areas approved for special locks will not receive maintenance and custodial services except by special arrangement.

A. Eligibility for Key Privileges

Staff, chairpersons of committees, the Board of Trustees and the Facilities Committee members will be issued an Advent UMC exterior door key.

Others members may also be issued exterior door keys on an as needed basis. These keys should be issued for a specified time period. The time period may be extended if the need for a key continues.

B. Mechanisms for Obtaining Key, Deposit and Return.

A request for key privileges should be initiated at the Advent UMC office by completing the Request for Keys/Access form. Temporary keys require a \$10 deposit that will be refunded upon return of the key. Advent UMC keys remain the property of the Advent UMC. Keys must be returned to the office when they are no longer needed.

C. Lost/Stolen Keys

Lost or stolen keys present a significant security problem. The loss or theft of keys must be reported promptly to the Advent UMC office during business hours. Replacement keys will be made only upon receiving a new Request for Keys Form and payment of a \$10 replacement fee (cash). Replacement of the first replacement key costs \$10; subsequent keys are \$20 each.

D. Loan of Keys

Advent UMC keys are issued to the holder and must never be loaned or transferred to another individual

III. Responsibilities of Parties

A. Advent UMC Office Manager will be responsible for:

- Maintaining the central key control file and keeping up-to-date records of **ALL** access privileges granted to staff and members;
- Procuring and issuing all keys;
- Securely storing all unassigned keys, pending their re-issuance;
- Furnishing Board of Trustees on an annual basis, with a listing of keys access privileges issued to staff and members for the purpose of verification; and
- Establishing/terminating access privileges for staff and members at the direction of the Leadership Council or Board of Trustees.

B. Board of Trustees and the Facilities Committee will be responsible for:

- Decisions on terminating key and access privileges;
- Reviewing the list of key and key cardholders annually to evaluate the continuing need for an Advent UMC key;
- Establishing and maintaining keying system(s); and
- Monitoring door alarms.

C. Employees and members who have access privileges issued to them are responsible for:

- Signing a key issuance record;
- Maintaining security of any keys issued;
- Never loaning or transferring Advent UMC keys to another individual;
- Reporting the loss or theft of keys immediately to Advent UMC office;
- Submitting a new key request form for replacement keys and paying for the missing keys; and
- Returning all keys, to the Advent UMC office when they are no longer needed.

Building Access and Key Request Form

Name: _____

Address: _____

City, State, Zip Code _____

Phone numbers: _____

Email: _____

Reason for needing keys: _____

Duration: Temporary - Return date _____

Permanent _____

Key Issuance agreement

Key #	Date issued	Date Returned	Deposit/Refund

I have received the key(s) shown above and agree to the rules listed below. I understand that any violation of these rules may result in immediate revocation of my key(s).

- Maintaining security of any keys issued;
- Never loaning or transferring Advent UMC keys to another individual;
- Reporting the loss or theft of keys immediately to Advent UMC office
- Submitting a new key request form for replacement keys and paying for the missing keys; and
- Returning all keys, to the church office when they are no longer needed.

Signed: _____ Date: _____

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Policy and Procedure for Posting Information on Walls and Bulletin Boards

I. Introduction

The building and facilities of Advent UMC are a vital element of the ministry to our families and community. It is the intent of the Advent UMC Board of Trustees and Leadership Council to balance the need for communications via posted information and displays with the desire to provide an aesthetically appealing and uncluttered appearance in the Advent UMC building and facilities.

II. General

- A. Any information posted should be appropriate with the mission of the church.
- B. Posters, signs and displays should not be put on the walls except in spaces designated for such information. The Board of Trustees will provide a limited number of bulletin boards in the building for displays.
- C. No tape, adhesives, staples, pins or tacks should be used directly in the walls.

III. Specific Areas

Sanctuary: No posters, signs or displays will be allowed in the sanctuary.

Narthex: A two-sided informational KIOSK will be available in the Narthex that may be used for posting informational items not larger than 8.5 x 14 inches. It should include a posting date, a date it can be removed, a responsible person and a phone number. Temporary informational displays may be set up on the counter. Temporary posters and signs may be attached to the front of the counter space using the tack strips. Posters, signs and displays should not be attached to the walls unless approved by the Board of Trustees

Hallways: A limited number of bulletin boards will be placed in the hallways. These bulletin boards will be assigned to groups and committees for their use. Once assigned to a group, it will be up to that group to maintain the appearance and content of the bulletin board. The Board of Trustees will request the group sign a "lease", to ascertain who is responsible for which bulletin boards.

Class Rooms, Fellowship Hall and Offices: Additional posting space should be requested on an as-needed basis. The Board of Trustees will review and make decisions regarding the requests.