

## **Church Use Policy and Guidelines Fortuna United Methodist Church**

### **Church Use Policy**

The following Policies have been established by the Board of Trustees of the Fortuna United Methodist Church to ensure the proper care of our facilities and to result in maximum enjoyment and benefit to everyone.

1. The information needed from applicants is collected on the “Application for Use of Facilities” form.
2. For ongoing users of the church, the “Application for Use of Facilities” form is mailed to the “Person Responsible” every September for updated information.
3. In keeping with the UMC Book of Discipline ¶2532, #3, permission to use the church facilities can be granted only when such use is consistent with the Social Principles of the UMC (Book of Discipline ¶¶160–166) and ecumenical objectives. As a rule of thumb, in keeping with the Social Principles, we make the following minimum requirements, which are also printed on the “Application for Use of Facilities” form:
  - Smoking is only allowed in designated smoking areas, outside of buildings.
  - No gambling, including raffles
  - No alcoholic beverages
4. Uses by organizations or groups not sponsored by Fortuna UMC must provide us with evidence of \$1,000,000 liability insurance per occurrence with the church being named as additional insured.
  - Example: A church member having a family reunion on the church premises would be required to provide evidence of insurance.
  - Note: Applicants should check with their Homeowners Insurance agents, as many times such policies will extend to provide this protection.
  - Note: The church insurance agent, Berger & Jones can supply “event” coverage. You may contact them at 1-800-852-4375.
5. Insurance is not needed if the event is sponsored by Fortuna UMC.
6. According to the Book of Discipline ¶2532 #1, the pastor must give consent for church usage. The church secretary may approve the application, after obtaining verbal consent from the pastor, and would mark the “Pastor has given verbal consent” checkbox on the application.
7. A deposit shall be paid upon the approval of the application by the church. All fees are to be paid 15 days prior to church use. No refund of deposit will be made unless 7 days notice has been given. The deposit will be refunded within thirty days if there are no repairs or excessive custodial needs.
8. For-Profit businesses will be charged whatever the church has to pay in assessed property taxes resulting from this use.
9. To be able to use the Member Fee, the event must be for the personal use by an active participant of the FUMC.

## Church Guidelines

- 1. Heating & Lights:** Please do not turn on lights, heat or other energy-using equipment except during use. We ask that the thermostat be set no higher than 68 degrees, that doors be kept closed when the heat is on and to turn off the lights and return the thermostat to 50 degrees when leaving.
- 2. Decorations:** Users of the building are responsible for providing their own decoration--flowers, candles, etc. Please use only dripless candles to avoid damage to carpets and furnishings. *Please use absolutely no tacks, nails or other kinds of adhesives that will leave holes or residue on walls or furniture.*
- 3. Use of Rice or Birdseed:** The use of birdseed, rice and confetti is prohibited because it is bad for the environment and can make the floors and sidewalks dangerously slippery. You may use bubbles on the outside of the building only.
- 4. Use of Kitchen:** The use of the kitchen does not include using dishes or other supplies (paper products, coffee, etc.). The kitchen shall be returned to its proper condition, unless arrangements have been made with the church custodian to complete the cleanup.
- 5. Tables and Chairs:** The setting up of tables and chairs and returning them to their proper place is the responsibility of those using the facility. Arrangements can be made to have this done for you by paying custodial fees.
- 6. Use of Facility:** You may only use the rooms which were authorized on your application.