

HAWTHORNE LANE UNITED METHODIST CHURCH

GUIDELINES FOR THE USE OF FACILITIES

Statement of Policy

Our church has been blessed with a beautiful facility – a gift from God to be used generously to carry out the mission of the church, to honor Him, and to extend Christian hospitality to the community.

To be good stewards of this gift, we establish this policy to ensure that:

- Adequate facilities exist to carry out the ministries of the church
- The building, grounds, and equipment are protected against loss or misuse
- Care is expressed through energy conservation, cost reductions and safety measures
- The life of the facilities is extended through a proper maintenance program.

Oversight and Administration

The Board of Trustees of Hawthorne Lane United Methodist Church (HLUMC) is responsible for the use and care of all church property, including the vans. They may assign scheduling and day-to-day responsibility for administration to staff as they deem appropriate, but will be responsible for setting usage rules and settling conflicts related to facility use.

Facility Use Priorities

The use of facilities, grounds, and equipment must be in harmony with the mission and ministries of the Church. Only religious, charitable, educational, and Christian fellowship purposes will be considered; and no profit-making or political organizations will be permitted.

In general, the following groups may request to use the facilities of HLUMC, in order of priority:

1. **Church Programs, Ministries, and Services.** The internal programs of the church are given the highest priority in use of the facilities. This includes worship services, Sunday School, Wednesday evening programs; adult, youth, children's and music ministry activities; church committee, board, and staff meetings; and funeral/memorial services to celebrate the lives of members or family members who have preceded us in death.
2. **Sponsored Ministries and Programs.** The second level of priority is accorded to programs and activities identified by the Administrative Council as ministries we support as part of the mission and vision of this church. Examples include the Day School, Fellowship groups, small group Bible studies, AA, Scouts, etc.
3. **Member Weddings.** The third level of priority goes to the celebration the sacrament of marriage of HLUMC's members or family members.
4. **Church Related Events.** The fourth level of priority is for activities planned by members of the congregation, but not planned primarily for the people of the church. Examples include church bridal or baby showers, small group or class socials, etc.
5. **Community and Outside Organization Uses.** The fifth level of priority is accorded to facility use requests by community groups or other non-HLUMC organizations sponsored by a member. The sponsoring member or a staff member may be required to be present.

Procedure for Requesting Use

Church Functions and Sponsored Programs, given the highest priorities, are not required to submit a written application for use of the facilities; but scheduling must be coordinated with the church office in order to avoid conflicts. Preference will be given to Church Functions when calendar or other scheduling conflicts occur.

Other requests must be made by written application through the Church Secretary, who will forward the application to the Board of Trustees for consideration as appropriate. The "Facility Use Request Form" (available in the church office) should be submitted at least one month in advance of the event. The request will be reviewed by the church staff at the next regularly scheduled staff meeting or Board of Trustees meeting.

General Guidelines

HLUMC has a wide range of ministries utilizing our facilities. With respect for the many individuals/groups use the facilities before and after any event, please adhere to the following:

1. The conduct of all persons attending programs is expected to be respectful of the property, with a level of care appropriate for a guest in God's house.
2. The following are not allowed in or on church property: weapons, alcoholic beverages, controlled substances/drugs, or anything that would distract from a Christian atmosphere.
3. Activities and programs are limited to the space that is assigned.
4. Evening events must conclude by 9:00 p.m. (The Gym policy may vary.)
5. The user is expected to leave the area reasonably clean and in the same (or better) condition it was in prior to the event, and must remove all items associated with their program immediately following the event.
6. To maintain the quality of the facilities and to prevent damage, the Custodian or Board of Trustees must pre-approve any movement of furniture or equipment. Church-owned ministry furniture and equipment (i.e. tables, chairs, projectors, sound equipment, etc.) will be used exclusively for ministry functions, and may not be removed from the premises except for outreach ministries. The requesting individual/group assumes full responsibility for the costs of damage repair or replacement.
7. Users shall not disturb any musical instruments or A/V equipment without permission.
8. The following items are allowed only in designated areas, and must be pre-approved:
 - a. Food preparation or service
 - b. Candles
 - c. Decorations in the facility and on the ground.
9. No tacks, tape, nails, or staples are permitted on the walls, doors, ceilings, or woodwork.
10. The user will be held responsible for any damage done to church property associated with the event. Similarly, the user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
11. As part of our Safe Sanctuary policy, all children's or youth activities shall be supervised by a minimum of two adults over the age of 21 at all times. Children are in attendance at any event must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.
12. Smoking is permitted only at the front entrance of Evans Hall or Miller Classroom. Tobacco products are otherwise not allowed in or around the property.

Fee Structure

As part of the wise stewardship of our facilities, certain facility use fees may be imposed to defray the cost of utilities, maintenance, consumables, and care. The Board of Trustees has the authority to waive or alter suggested fees and facility use to tailor them to a specific event.

There will be no fee for Church Functions, Sponsored Programs, Preschool activities in the JOY Outlook room, or use of the sanctuary for a member's wedding or funeral. Any donations these groups wish to make to express appreciation or to defer expenses will be gratefully accepted.

	Members	Community
Sanctuary	\$0	\$700
Evans Hall and Lounge, with Kitchen	\$150	\$500*
Evans Hall and Lounge, without Kitchen	\$75	\$150
Lounge	\$50	\$100
JOY Outlook Room	\$100	\$200
Conference Room or Classroom (_____)	\$25	\$50
Three Floors Up -- Multi Use Room, Lounge, & Kitchen	\$150	\$500
Three Floors Up -- Multi Use Room	\$100	\$200
Three Floors Up -- Lounge & Kitchen	\$100	\$200

*includes \$200 refundable deposit

Room Use is expected to be for a maximum of five hours. Additional fees may be assessed for usage beyond five hours.

The total amount of facility fees is due one week prior to the event. Payments may be made to the Office Manager in cash or by check. (Payments to advisors or other service providers should be made by individual checks made payable to them.)

Insurance

The church may ask each outside organization using HLUMC facilities to provide evidence of liability insurance against possible claims of injury or damage while on the property. Applicants should expect to have comprehensive general liability insurance coverage with a combined single limit of not less than \$1,000,000 that includes HLUMC as an additional insured party.

Special Considerations

HLUMC has a Kitchen Manager and a Wedding Director that can assist with the particular demands of these areas. There is also a specialized Gym outside the main facility. Please refer to their separate Policies, Procedures and Usage Manuals for additional information.

Everyone must coordinate with the Sexton on the specific access and characteristic needs for the facilities. The users should handle all set up, take-down, and clean-up in the room to be used and/or except as may be agreed upon; and custodial fees may apply.