

Section I. General Facility Policy for Madison United Methodist Church

- 1 Madison United Methodist Church (MUMC) invites groups, members and visitors to use its facilities. Permission may be granted only when such use is consistent with the Social Principles of The United Methodist Church (UMC) and ecumenical objectives. Upon approvals, permission to use the facility is granted by MUMC staff and/or the Ministry staff member designated by the Senior Pastor, taking into consideration scheduled calendar events.
- 2 Definitions
 - a. Equipment/furnishings – classroom tables, chairs, white boards, TVs, sound systems, musical equipment, projectors, etc.
 - b. Event – Events, studies, receptions, activities or functions held at MUMC facilities shall fall under MUMC ministry areas
 - c. Facility – designated as, but not limited to:
 - i. Sanctuary
 - ii. Fellowship Hall
 - iii. Chapel
 - iv. Christian Life Center – Gym
 - v. Kitchen
 - vi. Education Building – Youth Hall, Children’s Hall, Multi-purpose Room and Atrium
 - vii. Montgomery Cemetery and historic Pearl River United Methodist Church
 - d. Groups, Organizations, Committees and Users will fall under ministry area
 - i. Ministry groups – Committees, organizations or study groups of MUMC or UMC conferences
 - ii. Non-ministry groups – Organizations not affiliated with MUMC or UMC conferences
 - e. Member – current member of MUMC
 - f. Ministry Areas
 - i. Children’s/Kids’ Ministry
 - ii. Congregational Care Ministry
 - iii. Music Ministry
 - iv. Adult Ministry
 - v. Youth/Student Ministry
 - g. Sponsor – lead person or supervisor for any event who coordinates with MUMC staff
 - h. Staff – the collective group of full-time staff members that meet weekly or by email to approve any and all functions needing MUMC staff approvals
 - i. Visitors – guests attending functions or events at MUMC
 - j. Volunteers – Volunteers are to be pre-approved by the MUMC ministry hosting an event
 - k. Volunteers for Children or Youth must have an approved background check with ‘trak-1 Technology®’ and must comply with Safe Sanctuary Guidelines
- 3 Regular MINISTRY Groups –
 - a. Madison United Methodist Church (MUMC) – Annually, the MUMC administrative staff will disseminate these guidelines to all organizations or committees that regularly use the church facilities. A *GENERAL FACILITY RESERVATION REQUEST* form will be enclosed for completion and return to the church office on which will be recorded the following information:
 - i. Organization or Committee Name
 - ii. Sponsor or Chairperson for Organization including contact information
 - iii. Purpose for the Organization’s request to use the MUMC facilities

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- iv. Documentation of space needs and other details as requested.
 - v. Dates and times of each scheduled meeting for the year
 - b. United Methodist Church (UMC) groups, local or non-local, are covered under UMC insurance policies and would not be required to provide proof of insurance. These groups are tied to United Methodist Church conference, and the conference general insurance liability umbrella.
- 4 NON-MINISTRY Use –
- a. Scheduling – Groups not affiliated with UMC are NON-MINISTRY groups. Use of MUMC facilities, other than REGULAR MINISTRY USE, must be cleared with MUMC staff and is subject to review by the Board of Trustees. When approved, event(s) shall be entered on the MUMC calendar by the Administrative Assistant. Priority is given to MUMC related activities and regularly scheduled MINISTRY events. Certain unavoidable circumstances, such as funerals, may make it necessary to provide an alternate space, reschedule or cancel an event.
 - b. Fees – All NON-MINISTRY related events will be subject to fees in Section IV and conditions listed herein. A deposit of \$150.00 and a “Certificate of Insurance” will be required for NON-MINISTRY groups that request the use of the facilities at Madison United Methodist Church. The deposit will be refunded after the term of agreement within 10 business days. If a key for the facility is issued prior to your event, the key must be returned prior to a refund of the deposit. Any cleaning fees or damages will be deducted from the deposit. This deposit may be waived for church members, however, they are still bound by the conditions and policies set forth in this document.
 - c. For Building Use for Non-ministry groups, there is a two (2) hour minimum event fee. Set-up and/or clean-up by MUMC staff are subject to additional fees. See Section IV Fee Schedule.
 - d. Insurance and Indemnification – All NON-MINISTRY related events must provide a “Certificate of Insurance.” The user shall deliver said document to MUMC office, before making any use of its facilities, the certificate of insurance must relate to the User and its activities and operation. User shall indemnify and hold harmless Madison United Methodist Church, its officers, agents, employees, trustees and affiliates from and against all loss, cost, claims, liability, damage or expenses.
- 5 MUMC staff or Board of Trustees may decide to waive event fee requirements for groups based on the group’s ministry to Madison UMC, the community or the group’s history of usage of facilities. Even if the event fees are waived for week-end events, a clean-up fee shall be assessed.
- 6 General Facility Guidelines – subject to periodic updating by Board of Trustees
- a. Key(s) for non-staff members may be obtained from the MUMC office by the sponsor of the event/meeting. A key for weekend events must be picked up on Friday before 4:00 pm. The key must be returned the day of or following day of event. Key must be signed out by a MUMC staff person as per Key Control Policy (see Section VI). The *Loaner Key Sign Out* book is located in the Facility Director’s office. Key are to be returned to the KEY DROP box located at the main entrance of the Administrative Office.
 - b. MUMC Staff or an authorized, pre-approved volunteer shall be present for opening and closing of the approved meeting or activity.
 - c. For approved events, groups shall use only the facility area requested. Groups are not entitled to use other areas/buildings on campus without specific approval.
 - d. Certain rooms may be re-arranged and certain equipment may be moved to accommodate your event/meeting only if you receive prior approval and only if you return the room to its original arrangement and location at the conclusion of your event/meeting.
 - e. See additional information for weddings in Section VII.

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- f. White boards, cork boards, partitions or other equipment may be used to display materials.
- g. No items may be attached to walls, doors, floors, or furnishings.
- h. Rooms or meeting areas must be cleaned at the conclusion of your event/meeting. This includes vacuuming/ sweeping (and mopping as necessary) to return the room to its original condition.
- i. Set-up and clean-up services are limited to available staff. As such, your group is responsible for room arrangements, including tech arrangements. A fee may be assessed if your group requires special services.
- j. When refreshments are served, garbage and recyclables must be placed in kitchen trash bags, tied shut and placed in the large trash bin within the fenced area outside the Fellowship Hall Snack Kitchen. MUMC endeavors to recycle items such aluminum and plastics. We respectfully ask that each group use the appropriate recycling containers in the Fellowship Hall Snack Kitchen.

7 General Conduct Guidelines

- a. Children and Youth must be supervised at all times by MUMC staff or authorized volunteers, under Safe Sanctuary guidelines. See Section VIII.
- b. No pets shall be allowed in Madison United Methodist Church facilities without specific approval from sponsoring Ministry.
- c. All church facilities and grounds are tobacco-free environments. Smoking, drinking, profanity, or drugs shall not be allowed; and, if any of these violations occur, the individual or individuals will be asked to leave the premises, or police shall be called.
- d. Groups using the church facilities should provide their own supplies, such as paper, cups, plates, etc. No church supplies should be used (including Sunday School materials).
- e. As MUMC is an open campus with many meetings and events, storage of event materials is discouraged.
- f. Every event leader and/or event sponsor shall be responsible for providing a safe environment for all event participants. The sponsor is responsible to keep the building secure at all times.
- g. The leader/sponsor will lock and secure all entrance doors at the end of their event.
- h. Damage to church property, including any athletic and sound equipment, is to be reported to the church office immediately. An approved plan for repairs will be established with the organization's sponsor.
- i. Selling or displaying 'for sale' items or services by commercial organizations for profit-making purposes is prohibited.
- j. The MUMC Wedding Policy has established guidelines for events such as weddings, banquets or receptions. Weddings are directed by our Wedding Coordinator, who will review additional facility guidelines as needed.
- k. Personal property – MUMC is not responsible for lost or stolen property. Items left in the building will be kept in the office for one month and at the end of that time will be donated to charity.

8 A failure to abide by the guidelines may preclude your organization from using MUMC facilities in the future. Guidelines are subject to revision periodically by the Board of Trustees.

9 Before any group uses MUMC facilities, its sponsor must fill out the *General Facility Reservation Request*, read all guidelines, and sign a release signifying that the group will abide by this policy.

Section II. Use Guidelines for Specific Areas or Spaces

- 1 Sanctuary
 - a. General Facility Policy applies
 - b. No food or drinks are allowed in the sanctuary
 - c. Use of Audio-Visual equipment must be pre-approved and supervised by ministry staff.

- 2 Fellowship Hall (FH) and Snack Kitchen
 - a. General Facility Policy applies
 - b. Contact the Church Hostess regarding any request for Fellowship Hall Snack Kitchen use.
 - c. Banquets and/or receptions in the Fellowship Hall are to be coordinated with Church Hostess.
 - d. Church Hostess shall coordinate the request with other ministry personnel and assign pre-approved, authorized kitchen personnel to supervise use and compliance with kitchen guidelines and clean up procedures.
 - e. For groups that use an outside catering firm, the use of the Fellowship Hall Snack Kitchen is limited. Snack Kitchen shall not be used for food preparation by an outside catering firm, but used only for serving or staging of food items.
 - f. Copies of the cleanup procedures will be posted in the kitchen. Clean-up is to be completed following each use of the kitchen. Catering firms are expected to comply and are the responsibility of the sponsor.
 - g. Food, other than some standard food staples should not be stored in the refrigerator.

- 3 Nursery
 - a. General Facility Policy applies
 - b. Arrangements are to be made through the Nursery Coordinator.

- 4 Chapel – sanctuary or classrooms
 - a. General Facility Policy applies
 - b. ADA limitations should be considered for any event/meeting.

- 5 Gym – Christian Life Center (CLC)
 - a. General Facility Policy applies
 - b. Banquets and/or receptions are to be coordinated with Church Hostess for CLC and FH.
 - c. Ministry Sports functions or Lock-ins
 - i. Any athletic equipment which is damaged or broken by careless or negligent play must be paid for by the person or group responsible.
 - ii. All team practice schedules must be limited to one hour unless no other group is waiting for the court.
 - iii. Those hanging on or abusing basketball goals such as dunking in such a way as to cause damage to goals or backboards shall be held responsible for replacing either part or all of the backboards at their expense.
 - iv. Sponsor is responsible for cleaning and properly putting up any and all equipment that you have been issued.
 - v. The shower and locker room are to be used for showering and changing clothes.
 - vi. Any violation of these rules shall result in immediate cancellation of the program and closure of the CLC for that activity.

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6 Kitchen – Christian Life Center

- a. General Facility Policy applies
- b. Contact the Church Hostess regarding any request for kitchen use.
- c. Banquets and/or receptions are to be coordinated with Church Hostess.
- d. Church Hostess shall coordinate the request with other ministry personnel and assign pre-approved, authorized kitchen personnel to supervise use and compliance with kitchen guidelines and clean up procedures. The Church Hostess will usually be the authorized person. The Church Hostess has the final approval of any authorized supervisory personnel.
- e. For groups that use an outside catering firm, the use of the kitchen is limited. Kitchen shall not be used for food preparation by an outside catering firm, but used only for serving or staging of food items.
- f. If training is required in the use of equipment, church hostess or designee shall coordinate.
- g. Items are not to be borrowed from the kitchen for any non-ministry event. These items include, but are not limited to: equipment, utensils, table cloths, decorations.
- h. If anything is broken or damaged in the kitchen, report this to the Church Hostess and arrangements will be made for repair or replacement.
- i. A supply of cleaning supplies and dish cloths are available.
- j. Copies of the cleanup procedures will be posted in the kitchen. Clean-up is to be completed following each use of the kitchen. Catering firms are expected to comply. Catering firms are the responsibility of the sponsor.
- k. The kitchens will be kept locked at all times.
- l. Leftover food from Wednesday night or other functions should be labeled and frozen immediately for Congregational Care. Food, other than some standard food staples should not be stored in the refrigerator.

7 Education Building

- a. General Facility Policy applies
- b. Atrium – no coffee, soft drinks or snacks are allowed.
- c. Kids' Hall classrooms – use must be approved by the Children's Director
- d. Use of playground equipment must be approved by the Children's Director
- e. North Entry is designated as a Fire Exit only – no entry from outside
- f. Food and beverages are allowed only in the 2nd Floor Lounge area and classrooms.
- g. During Youth or other scheduled events, children under the age of 12 are not allowed in the 2nd Floor Lounge area without staff/parental/adult supervision.
- h. Assembly Multi-Purpose Room (2nd floor)
 - i. Use of Audio-Visual equipment must be pre-approved and supervised by ministry staff.
 - ii. No food or drinks may be carried into Assembly room.
 - iii. Only capped bottled water may be carried into meetings.
 - iv. Only the 6' tables on casters are available for use for meetings or events.
- i. Facility director shall train user(s) with unlocking/locking and security procedures.

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Section IV. Fee Schedule

Description	Fees*	
Security deposit	\$150	(see Section I, 4b for refund information)
Administrative Conference Room	\$ 50 per hour	2 hour event minimum *
Atrium	\$100 per hour	"
Chapel (excluding weddings)	\$100 per hour	"
Fellowship Hall (excluding weddings)	\$100 per hour	"
Gym – Christian Life Center	\$100 per hour	"
Kids’ Hall – Educ. Bldg.	\$100 per hour	"
Kitchen – CLC	\$100 per hour	"
Kitchen – Fellowship Hall	\$ 50 per hour	"
Multi-Purpose Assembly Room – Educ. Bldg.	\$100 per hour	"
Sanctuary (excluding weddings)	\$100 per hour	"
Youth Hall and lounge – Educ. Bldg.	\$100 per hour	"
Weddings	See application for schedule of fees	

NOTE: Additional 1 hour fee is charged if staff set-up is required

NOTE: Additional 1 hour fee is charged if staff take-down is required

Section VIII. Safe Sanctuary – adopted in 2006

- 1 Safe Sanctuary Guidelines for the Mississippi Conference apply to ministries, visitors and all groups using the facilities of Madison United Methodist Church
- 2 See specific document *Safe Sanctuaries in the Mississippi Conference* on the Madison United Methodist Church website