		<u>Buncombe Street</u> <u>United Methodist Church</u> <h2 style="text-align: center;">Church Policy</h2>	
Subject	Building Use	Number	201901
Effective Date	24 June 2019	Amends / Rescinds	200901
Re-evaluation	As Needed	Page	1 of 4 Pages

Purpose

The purpose of this policy is to assure that the use of the buildings, grounds and equipment (facilities) of Buncombe Street United Methodist Church (herein call the “Church”) shall be confined to religious, educational, social, service and other character building functions. The Church facilities are primarily for use by members of the Church’s congregation in worshipping God. The Church facilities are available, in some instances to other congregations or community groups. Church activities will always have priority over outside requests. No meeting may be scheduled by any group that will conflict with any regular or special events involving the entire church congregation. This policy is not intended to be used in application to wedding services at the Church. Please refer to the Wedding Guidelines Policy for this purpose.

Responsibilities

The Trustees are responsible for maintaining this policy upon approval of the policy by the Church Council. Administration of this policy is the responsibility of the Church Administrator, The Senior Minister and the Trustees. Any matters not explicitly or implicitly covered by this policy will be decided by the Trustees to the best of their judgment. The Senior Minister and Trustees are, furthermore, granted the discretion to allow uses of the facilities with reduced fees as necessary to address special needs and circumstances. The reservations of the facilities are to be scheduled, and are the responsibility of the Church Administrator.

Facility Use

The church calendar shall maintain a listing of reservations to include at a minimum the group’s name, meeting space, contact person and contact person’s telephone number. All outside congregations, community groups and activities shall complete the document, “Agreement for Use of Building” prior to being placed on the church calendar. A certificate of liability insurance naming Buncombe Street United Methodist as additionally insured must be delivered to the Church Administrator within 48 hours of the event. The building use fees are due to the Church Administrator 14 days prior to the date of the reservation. The designated fees to cover the cost of wear and tear, utility usage and staff employment are listed below. Any use of the facilities of Buncombe Street United Methodist Church will strictly follow the Safe Sanctuary Policy of the church in the care and protection of children and vulnerable adults. There are no exceptions to the Safe Sanctuary Policy.

Facility Use for Profit

The use of the church facilities and property shall not be used by persons, businesses, organizations or groups to offer, sell, trade or promote products or services solely for the purpose of profit income. In certain circumstances third party persons may be compensated for leadership in a ministry of the church. Three qualifications must occur for a third party person or organization to be compensated for leading a small group ministry within the church:

1. The relationship must be initiated by the church in seeking a service.
2. The service shall be contracted by a church ministry i.e. Leisure Ministry or UMM.
3. The Safe Sanctuary policies of the church will be adhered to at all times.

Facility Use Fees

The Chairman of the Board of Trustees, the Chairman of the Finance Committee and the Chairman of the Church Council shall determine a schedule of fees for the use of the church facilities and equipment. The Church Administrator shall review the fees annually to determine if the fees cover the costs associated with hosting persons using the church facilities. If it is determined by the three above mentioned chairmen that the fees need to be adjusted, then the chairmen shall meet and determine the appropriate changes. The fees associated with the use of the church facilities shall be presented and approved by the Church Council prior to each change.

Facility Use Restrictions

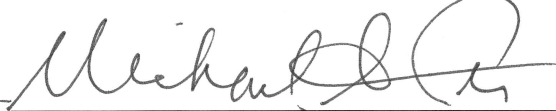
1. The use of the Sanctuary and Memorial Chapel is restricted to worship services, lectures and concerts of Christian nature and in respect to the design of the room. No food or beverage is allowed in the Sanctuary or Memorial Chapel.
2. The service of food and/or beverage in the Orders Parlor, Sanctuary Lobby or any carpeted classroom requires an additional fee for carpet cleaning as listed in the schedule of fees.
3. Use of the Church Nursery requires the use of Safe Sanctuary Approved Nursery Workers.
4. Use of the ovens, warmers, cooler, freezer, dishwasher, plates or flatware in the Church Kitchen requires the use of a church Kitchen Worker.
5. There is a minimum rate of 2 hours work time for any church staff member used.
6. A custodian or building security personnel must be present at all times during an event not organized by the church to handle facility emergencies and represent the interest of the Church.

7. Parking for outside groups is limited to the College Street parking lot (approximately 20 vehicles) and the Drake Hall parking lot (approximately 12 vehicles). Outside groups must negotiate with the church's parking contractor for additional parking in the North Laurens Street parking lot (approximately 100 vehicles) and Academy Street parking lot (approximately 250 vehicles).
8. Use of the permanently installed audio and/or visual equipment of the Church is restricted to trained persons of the Church.
9. Alcoholic Beverage are Prohibited on the Property of the Church.
10. Tobacco Products are prohibited within the Property of the Church.
11. Uses of controlled substances are prohibited on the property of the Church.
12. The use of any wheeled recreational vehicle or toy (e.g. skates, skateboards, scooters, bicycles, tricycles) is prohibited within the interior of the Church facilities and the Church sidewalks.
13. The use of candles or other open flame is limited to an alter area or dining table under constant observation.
14. With the exception of medical service animals, no pets are permitted in the Church facilities.
15. Alterations or additions to the Church facilities are strictly prohibited without prior written approval by the Trustees.
16. Movement of furniture or equipment of the Church is strictly prohibited without prior written approval by the Trustees.
17. The sanctuary and chapel organs are to be played only by persons previously approved through the Organ Use Policy of the Church.
18. The Safe Sanctuary Policy of the Church will be strictly followed by any group within the facilities of the Church. Any costs incurred for a criminal records check conducted by the church for such purpose will be the responsibility of the agency holding the event.
19. In the event of a funeral service, every attempt will be made not to interfere with a previously scheduled event. Regardless, a funeral service in the Church has precedence over activities.

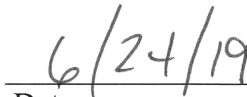
20. Church ministry events must be scheduled fourteen days before any event in Drake or Sisk Halls.
21. Third-party events not sponsored by a church ministry must be scheduled thirty days before any event in Drake or Sisk Halls.
22. All third-party events not sponsored by a ministry of the church will be charged the appropriate Facility Use Fee.
23. A Drake and Sisk Hall Sub-Committee will review, and approve or disapprove all third-party requests, not sponsored by a ministry of the church, for the use of Drake or Sisk Halls.
24. Third-Party events, not sponsored by a ministry of the church, may be held Monday-Friday in Sisk Hall. Saturday and Sunday will not be routinely scheduled for third-party events not sponsored by a ministry of the church, but will be considered by the sub-committee if requested.
25. Work Order Requests shall be submitted for the set-up of the event. Recurring requests may be submitted up to three days prior to the event. Other non-recurring events shall submit the set-up request fourteen days prior to the event.

Facility Use Termination

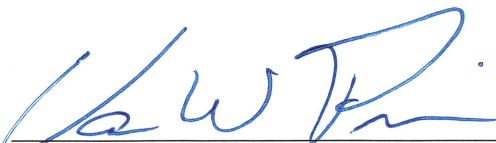
The Senior Minister, the Chairman of the Board of Trustees or the Church Administrator have the authority to terminate the, "Agreement for Use of Building" for any violation of the agreement, observed violation of the above listed restrictions or any action on the part of the group using the Church facilities that is not consistent with Christian, and particularly Buncombe Street United Methodist Church, beliefs and practices.



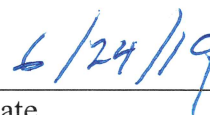
Michael Pitts
Chairman, Board of Trustees



Date



Van Price
Chairman, Church Council



Date