

Facilities Use Policy

The congregation of Sunrise United Methodist Church (SUMC) intends for its buildings and grounds (facilities) to be used as a center of worship and mission. This usage includes sharing the facilities with other nonprofit organizations and community groups, as long as the activities are consistent with the Christian faith and ministry of the church. All aspects of facilities use shall be in accordance with the current *Book of Discipline of the United Methodist Church*.

This document should be reviewed periodically and updated as necessary.

This document, as approved by the Board of Trustees of SUMC in April 2024, regulates the use of the facility by defining the following:

- Priorities of user groups
- Application process
- Scheduling
- Cancellations
- Fees
- Assignment of responsibility for security, cleanup, and damage

This policy also includes the following guidelines:

- General Guidelines for Use of the Facilities
- Policy Guidelines for Music and Dancing
- General Guidelines for Cleanup
- Wedding Policy of Sunrise United Methodist Church
- Application for Use of SUMC Facilities

Priorities of User Groups

Priorities have been assigned to users of the facilities in the order of importance to the mission and ministries of our church. ***The Board of Trustees reserves the right to decline requests for use of the facilities without disclosure of reasons.***

Ultimate Priority

The main purpose of SUMC facilities is to provide opportunities for worship; therefore, the ultimate priority is assigned to worship.

First Priority

First priority is assigned to church-related and church-sponsored groups, such as the following:

- Weddings and funerals for SUMC members
- Sunday School classes
- Confirmation classes
- Youth groups
- Bible study groups
- United Methodist Women
- United Methodist Men
- Scouting groups (Girl Scouts, Brownies, Boy Scouts, Cub Scouts, etc.)
- Governing bodies of SUMC (church council, boards, committees, etc.)

Second Priority

Second priority is assigned to nonprofit organizations not associated with SUMC that are based on Christian principles and work for the well-being of others. Examples for this priority group are various support groups, such as Alcoholics Anonymous. ***Any facilities use requests in the second priority group require prior approval by the Board of Trustees.***

Third Priority

Third priority is assigned to certain community groups, organizations, and events, such as the following:

- Civic organizations
- Special interest clubs
- Musical recitals
- Personal events of individual SUMC members (birthday and anniversary celebrations, etc.)
- Weddings and wedding-related functions for nonmembers of the church

All weddings must be conducted according to the Wedding Policy of Sunrise United Methodist Church (Attachment 4). The SUMC pastor will decide if a nonmember is allowed to schedule a wedding at SUMC.

Any facilities use requests in the third priority group require prior approval by the Board of Trustees.

Application Process

Formal applications are not required for activities that are assigned first priority. Church staff and group leaders should develop their schedules with support of the church communications staff. Any event should be entered into the schedule at least two weeks before the event.

Responsible persons seeking approval for events in the second and third priority groups must complete the Request Form, found at mysunrise.org/facilityuse/. This form must be filed at the church office for approval by the Board of Trustees at least four weeks prior to the event or, in case of a recurring event, four weeks prior to the first occurrence. Events in the second and third priority groups using the facilities on a recurring basis must update their applications annually, no later than March 1 of each year.

Scheduling

The facilities use schedule shall be made available online at mysunrise.org/news-and-events/calendar/. The SUMC Board of Trustees delegates the schedule coordination to the SUMC communications staff, who will consult with the pastor and the chair of the Board of Trustees.

Conflicts

Scheduling conflicts shall be resolved as follows:

- For a scheduling conflict that involves events of different priority levels, use of the facilities shall be assigned according to the priority definitions.
- For a scheduling conflict that involves events with the same priority level, the earlier application shall receive approval.
- For a scheduling conflict that involves events with the same priority levels (levels two or three), the Board of Trustees shall decide which event receives preference.

Every effort should be made to avoid scheduling conflicts. The key to avoiding this situation is early planning and early application.

Fees

Facilities use fees generally will not be assessed from users within the first priority group. Contributions to cover the utilities and maintenance costs for the facilities used are encouraged. In addition, because of the time the pastor must spend away from his family to officiate at weddings and funerals, the Board of Trustees recommends that the pastor be offered an honorarium of at least \$200.

Cleaning/Damage Deposit

Following the event, SUMC facilities must be returned to a clean, undamaged condition, and rooms should be set up as they were before the event. A cleaning/damage deposit of \$250.00 shall be requested from all users that fall within the second and third priority groups. The deposit is due two weeks prior to the first use of the facilities. The users shall forfeit this deposit for any of the following reasons:

- The facilities are not left in a clean and orderly condition.
- Cleaning and/or setup must be organized or contracted by the church.
- Damage has occurred during the event.

The Board of Trustees has the right to waive the fee if requested and if appropriate information is presented to justify the waiver.

Cost of Sound System/Projection Support

Sound system/projection support may be requested by the users at a cost of \$15.00 per hour, with a minimum of \$45.00.

Cancellations

Facility users must notify the church office as soon as possible if any scheduled event must be canceled by the users. If the event is canceled more than seven days prior to its scheduled occurrence, the cleaning/damage deposit will be refunded. If the event is canceled within seven days prior to its scheduled occurrence, the deposit will be returned, less any expense incurred by SUMC with regard to the event.

Any group within priorities two and three may have its permit for recurrent use of the facilities canceled by the Board of Trustees as follows:

- With 30 days' notice.
- Immediately upon serious violation of the General Guidelines for Use of the Facilities (Attachment 1).

Any approved and scheduled event within priorities two and three may be canceled immediately by the Board of Trustees or the pastor, even during its occurrence, if it becomes evident that the event is not consistent with the goals and limits of this policy.

Cleanup, Security, and Damage

Use of the facilities is a privilege for *all* groups. With the privilege comes the responsibility to leave the facility in a neat and orderly state, ready to serve as a place to worship God, its primary intent.

Assignment of Responsibility

For each event, the responsibility for cleanup, facility security, damage report, and damage restoration shall be assigned to *a single person (i.e., the responsible person)*.

- **Priority One**

For events with priority one, the *responsible person* should be the leader or chairperson of the group, board, or committee using the facilities.

- **Priorities Two and Three**

One-time events—The person who signs the Application for Use of SUMC Facilities (Attachment 5) shall assume the role of *responsible person*, unless other arrangements are made with the Board of Trustees.

Recurrent events—The applicant must have two members of the group (preferably also SUMC members) as contact persons for the church office. One of these two group members must be present at any event on the church premises held by the group and shall assume the role of the *responsible person*. If both of these members are present at the event, they must decide at the beginning of the event which one shall be the *responsible person* for that event.

Duties of the Responsible Person

For all priorities and for all events, the *responsible person* shall do the following:

- Ensure that the event activities follow the General Guidelines for the Use of the Facility.
- Ensure that the group does not leave without cleaning and restoring the facility to pre-event status.
- Secure (lock, in most cases) the facility.
- Return the key / fob to the office.
- Report any damage incurred during the event to the pastor or the church office as soon as possible.
- Prepare for speedy restoration of any damage incurred (if the event falls within priorities two or three).

Personal Property Brought Into the Church

Sunrise UMC is not responsible for theft or damage to personal property brought into the church. Leaving or storing personal items at the church is at the full discretion of the individual doing so, and in no way obligates SUMC to respond to losses

General Guidelines for the Use of SUMC Facilities

1. Smoking, consumption of alcoholic beverages, and using recreational drugs are absolutely prohibited on the church premises.

2. Any group using the facilities shall be allowed to use only the facilities assigned to that group. For example, the permit to use a meeting room does not automatically include permission to use the kitchen (see guideline 13).
3. Groups with priority two or three shall not be allowed to consume or prepare beverages and/or food on the church premises without prior approval by the Board of Trustees.
4. Groups may not place items on the walls of the facility with thumbtacks, staples, tape, or glue. Damage related to the use of these items can result in a damage charge and possible revocation of application for priority two or three users.
5. Any group using the facility must restore equipment, furniture, and décor to the order in which it was found unless directed otherwise by the pastor or a member of the church staff.
6. Chancel furniture must remain in place unless the pastor approves a temporary move.
7. Narthex (entrance hall) furniture must remain in place.
8. Furniture must remain indoors unless it is specifically designated for outdoor use.
9. Chairs must not be used as doorstops or stepping stools.
10. Tables must be stacked top-to-top or bottom-to-bottom to avoid scratching the tabletops.
11. Furniture and any equipment must not be removed from the premises.
12. Audio-visual and sound equipment, copiers, and other office equipment may be used only by *trained persons* and only after prior approval by the Board of Trustees or the pastor.
13. The kitchen may be used only under the guidance of a trained person and only after prior approval by the Board of Trustees. Detailed guidelines on the use of the kitchen equipment are posted in the kitchen and must be strictly followed. *A general rule for kitchen use is that the kitchen must be returned to a completely clean and orderly state after each function.*
14. Events that fall within priorities two or three must not continue after **10:30 p.m.**
15. After an event, all lights, including bathroom lights, must be turned off.
16. After the last event of the day, all facility entrances must be secured (locked).
17. Keys / fobs to the facility must be returned to the church office by the next work day.

General Guidelines Music/Dancing

Dancing and playing music in the facility are allowed as long as the music being played is respectful of the location. The group should remember that the facility is first and foremost considered holy and, ultimately, the Lord's house. All music played for dancing

and fellowship should be in no way disrespectful of the primary purpose for which the facility exists, which is to provide a reverent place to worship God. Any group wishing to use the facility where music and dancing is planned should first prayerfully consider whether the music planned is respectful of the facility's use. Questions regarding certain types of music should be directed to the Chair of the Trustees or designee.

General Guidelines for Cleanup

The following cleanup must be performed after each event by any group using the facility, *regardless of priority level*:

- Collect and remove all trash.
- Sweep or vacuum the floor.
- Wipe the tabletops with a damp cloth, if needed.

The goal of after-event cleanup is to make the facility ready for the next users. The following hints should be observed:

- Clean up any spills immediately. The equipment necessary for cleaning up spills and wiping tables is located on shelves in the pantry. A mop bucket is located inside the janitorial closet in the men's lavatory. Clean up wet spills on carpeted areas with a damp cloth, using white vinegar and water.
- Empty cups and other containers that contain beverages and/or ice into the kitchen sink before putting them in the trashcan. Rinse and wipe the kitchen sink to avoid staining. (This part of the cleanup does not require special approval for kitchen use.)
- ***Empty trashcans, especially those containing food, immediately after all events.***
- Tightly tie all trash bags before they are deposited into the dumpster, to avoid odors, insects, and animal invasion.
- Find brooms and dustpans in the pantry. Find the vacuum cleaner in the table closet in the Sanctuary (all-purpose room). Please observe the special instructions posted

Wedding Guidelines

We are so happy that you wish to make your wedding vows with the blessing of a Christian congregation and officiated by a Christian minister. We want to assist you in making your wedding a beautiful and meaningful experience, as well as a God-centered one.

Because Christian marriage is a sacred relationship, and because such a relationship is created with God's blessing and help, the church believes it is properly solemnized in the deepest reverence of a church worship service. You are coming together to establish a new home where the Lord, through you, can accomplish his purpose and carry out his plan.

The following guidelines were prepared to aid you during the important time before your wedding.

In the United Methodist Church, the wedding is a worship service, and the service is the responsibility of the pastor-in-charge of the church in which the service will take place.

Here are some specific guidelines for your reference:

1. The official ritual service of the United Methodist Church will be used for all weddings unless specific exception is made by the pastor-in-charge.
2. All weddings will comply with Paragraph 340.1.c.1 of *The Book of Discipline: 2004*, which states that one of the duties of the pastor is "...to perform the marriage ceremony after due counsel with the parties involved and in accordance with the laws of the state and the rules of The United Methodist Church. The decision to perform the ceremony shall be the right and responsibility of the pastor." The pastor will be in charge of all weddings performed in the church or officiated by him. If the couple should have another person whom they would like to have a part in the ceremony, they must inform the pastor. Other persons may officiate or assist by his or her invitation only.
3. Premarital counseling should begin as early as possible. Counseling is not an option. Arrangements should be made with the pastor for a minimum of three sessions. The counseling sessions will be used to discuss various aspects of Christian marriage and the ceremony. It will also be used by the pastor to judge the couple's readiness for Christian marriage. If the pastor is not convinced of the couple's readiness, they are referred to #2 above.
4. Date and times for the wedding and rehearsal must be cleared with the resident pastor and scheduled with him prior to general publication. If the rehearsal, wedding, and/or reception is to be held in the church building, these events must be scheduled with the church's administrative assistant and entered on the church calendar. It is

preferred that weddings not be scheduled for Sundays, especially during the weeks of Lent and Advent.

5. The bride is welcome to choose an outside wedding director; however, the director must be willing to coordinate with the pastor about all facets of the worship ceremony.

6. In the absence of church-adopted policies regarding specifics of the wedding or the use of the church building, the resident pastor shall make decisions in the best interest of the church.

Rehearsals

1. The officiating minister, musician(s), wedding director, and all participants should be present for the rehearsal.

2. Rehearsals should begin promptly at the scheduled time and usually take from 45 to 60 minutes.