

Shiloh United Methodist Church

Building Use Policy

Updated 12/14/2006

WELCOME

It is the intent of Shiloh United Methodist Church to be good stewards of the gifts God has given us. That is, to share the grounds, the building, and the equipment belonging to the Church. We have, therefore, designed this brochure to state our policies and procedures. Enclosed herein is a list that must be reviewed before an individual or group may use the facilities. If you have questions not covered in this brochure, please contact the church office or the Board of Directors.

WHO MAY USE THE FACILITIES

The following is a suggested list of organizations and/or groups who may use our facilities: Emmaus communities, Scouting groups, Twelve-Step programs, civic groups, the local school corporation, other Christian religious organizations, and Shiloh Members.

Facilities are scheduled on a first come-first served basis. Organized church activities will always take precedence over non-church activities, and no activities will supercede or interfere with worship services.

It is expected that any and all activities held here will reflect the highest Christian standards. It should also be stated that commercial selling is prohibited at all times on the church grounds. The sale of any merchandise will be for the sole benefit of the church and must be pre-approved by the Administrative Council.

A deposit is required when scheduled. Fees are listed on “**Building Use Fee Schedule**”.

DEPOSIT

Upon approval of application, a deposit will be required to hold date of activity. All Fees are to be paid in full 30 days prior to activity date.

GENERAL CHURCH POLICY

The person reserving the building is expected to make the following rules known to all members of their group:

- 1) Smoking is prohibited in all areas inside the building, including restrooms. There are smoking disposal containers located outside the two entrances to the Family Life Center.
- 2) **NO ALCOHOLIC BEVERAGES/DRUGS!** Alcoholic beverages and drugs are absolutely forbidden in the building, as well as anywhere on the property.
- 3) Each group is expected to provide supplies for their own event. Supplies currently in the facility are for the exclusive use of church functions.
- 4) Nails, tape, tacks, screws, etc. are prohibited for attaching items to walls, doors, and ceilings. **Sticky tack** is the only acceptable use of adhesive.
- 5) Bathrooms are to be left clean and orderly.
- 6) Please notify the church office or Board of Directors of any damage, injury, or incident occurring on church property.
- 7) **All children must be closely supervised, that is, they are not to have unrestricted access to areas not approved for use.**
- 8) **Prior to leaving the facility the person reserving the building is to ensure that all lights are off, thermostats are re-set, and all doors are locked. Please take all trash with you and replace liner.**
- 9) The key must be returned to the church office on the first business day after the function.
- 10) **Absolutely no gambling of any type is allowed on church property.** This includes (but not limited to) lottery, half pot drawings, raffles, etc.
- 11) **All activities held at Shiloh UMC must be scheduled through the church office.**

EQUIPMENT USE

- 1) **A certified Sound Technician of Shiloh Church must operate sound/light equipment** and are to be paid directly, per the fee schedule. A list of approved names may be obtained from the church office.
- 2) The church office and/or Board of Directors must approve use of any other equipment.
- 3) No equipment is allowed to leave the building.

SANCTUARY

- 1) Food or drinks, other than communion sacraments are prohibited.
- 2) No one is to enter the sound booth, unless trained by our sound technician.
- 3) Please do not touch any musical instruments.
- 4) No running or playing is allowed in the Sanctuary.
- 5) Please do not remove hymnals from the Church.
- 6) Upon leaving the Sanctuary, please return thermostat to original settings and turn off all lights.
- 7) **Absolutely no alcoholic beverages or drugs are allowed on church property.**

CLASSROOMS

- 1) Leave the room(s) clean and organized and return furnishings to their original layout.
- 2) Use of food and beverages is restricted to classrooms only and should never be taken into the hallways or Sanctuary.
- 3) Properly dispose of all food and drinks when you leave the room(s). Empty trash and replace liner.
- 4) Make sure all lights are turned off and thermostats are returned to their original settings.
- 5) Use only chalk on chalkboards, and only dry erasable markers on white boards. Please keep markers away from small children.
- 6) **Absolutely no alcoholic beverages or drugs are allowed on church property.**

FAMILY LIFE CENTER

When the Family Life Center is set-up for worship, please respect this area as you would any sacred place.

- 1) All activities in the Family Life Center must be scheduled through the church office.
- 2) There is to be no one on the stage.
- 3) Please supervise all activities closely and take care when playing sports indoors.
- 4) All areas are to be cleaned completely after use; including utensils, counters, stoves, appliances, tables and floors. This includes mopping the kitchen floor and vacuuming all carpet.
- 5) Please do not leave "extra" food or drinks in refrigerator.

- 6) **All trash must be placed in the outside trash dumpster and please ensure that container lids are closed.** Please replace liners.
- 7) Wet or dirty towels should be laundered and returned to the kitchen ASAP.
- 8) All tables, chairs, and recreational equipment are to be returned to the proper place in the storage area prior to leaving.
- 9) Any spills on the carpet must be cleaned **immediately** and the church office should be notified.
- 10) **Only persons trained by Shiloh may operate lighting and sound equipment.**
- 11) **All lights are to be turned off before leaving.**
- 12) **Absolutely no alcoholic beverages or drugs are allowed on church property.**

CHOIR/MUSIC ROOM

The Music room is designated for the church choir and musical groups. Choir activities will take precedence in scheduling use of the room. All others wishing to use this room must get prior permission from the Church Office and Board of Directors. **Do not** use the sound equipment or musical instruments in the choir room.

ADMINISTRATIVE OFFICES

- 1) **No one** is to be in the Pastor's offices unless he/she is present.
- 2) The secretary's office is to be limited to leaving messages, depositing mail, etc.
- 3) Phone calls should be church related. Absolutely no personal long distance calls should be made without permission.
- 4) The fax machine, copier, risograph, and computers are for church business only.

PARKING LOT & CARPORT RULES

- 1) Please do not park in the driveway under, or just outside, the carport area.
- 2) Please drive slowly and safely watching for pedestrians.
- 3) Handicapped areas are available for those with this need only. **Please be considerate of others.**

OUTDOOR RECREATION AREA

The outdoor recreation area includes the ball field, volleyball court, horseshoe pits, picnic area and walking path.

- 1) Christian religious organizations, church leagues, civic groups, and scouting groups may use the outdoor area, as determined by the Board of Directors.
- 2) Use of the ball field **must be approved and scheduled** by the church office.

- 3) The recreation area may not be used during services.
- 4) The recreation area will be scheduled on a first come-first served basis thru the church office.
- 5) The recreation area will be cleaned up after each use and trashcans emptied into the dumpsters.
- 6) Sports equipment that is supplied by the church will be returned to the proper storage area.
- 7) Charcoal or gas BBQ'S are allowed in the picnic area, but no open fires will be permitted.
- 8) **Absolutely no alcoholic beverages or drugs are allowed on church property.**

CHURCH VAN

(For Church use Only)

- 1) All van use will be scheduled through the church office on a first come-first served basis.
- 2) All drivers must be 21 years of age and have a valid driver's license.
- 3) The person requesting use of the van will be responsible for the van and assure that it is returned in good, clean condition.
- 4) All passengers, including the driver, must wear seat belts.
- 5) The number of passengers will be **limited to 14**.
- 6) If the van is used for church business, fuel costs will be charged to the van expense account. Fuel costs for church related social functions will be the responsibility of the requestor.
- 7) **Drivers and passengers will not be under the influence of alcohol or drugs, and tobacco use in the van is prohibited.**
- 8) The Board of Directors will be responsible for van maintenance. As a guideline, oil will be changed every 3000 miles, and tires rotated every 5000 miles.
- 9) A logbook is to be kept in the van. For extended trips, drivers are to list the destination and record starting and ending mileage.
- 10) **Absolutely no alcoholic beverages or drugs are allowed on church property.**

The Board of Directors reserves the right to review all usage of the van.