

Tarrytown United Methodist Church Building Use Policy

(Adopted by TUMC church staff 1-15-08)

Tarrytown UMC has enhanced its commitment to hospitality by adopting a "Building Use Policy" that encourages utilizing and sharing our facilities while maintaining responsible stewardship of our valuable assets.

A copy of this policy is available on the church web site and in the office to guide groups wishing to reserve and use the building.

The facilities of Tarrytown United Methodist Church exist for the primary purpose of being used by its members through its ministries.

Requests for building use will come for approval to the church office.

The Priority of Use Shall Be As Follows:

1. Recognized Groups Within the Church:

- Church Services- (i.e. worship services, Sunday school, adult, youth and children's education, mission events)
- Regularly scheduled church activities- (Emmaus reunion groups, committee meetings, and small group meetings related to church ministries, Boy Scouts)
- Connectional ministries within the United Methodist Church

2. Church Members

- Weddings, Funerals, Memorial Services and Receptions which follow these services.
- Anniversary Receptions for at least 50 years of marriage
- Music staff may use the building for recitals if there is not a conflict with church programming.
- Music staff may use the facilities for private teaching if cleared with the music director and receptionist for calendaring.

3. Service Organizations or other Non-Profit Groups Outside the Church

Outside groups that are non-profit and agree to abide by this Building Use Policy will be considered at the weekly staff meeting as space limitations and custodial services allow.

On-going Meeting Space: In order for outside non-profit groups to be considered for on-going meeting space, a church member must be an active participant in the group and be present for the meetings being requested.

One-Time Special Events: In order for outside non-profit groups to be considered for one-time special events, a church member must be present at the event being requested.

On-going support groups that we host (such as Alcoholics Anonymous) will be allowed to request space without a church member present in the group.

NOTE: The staff and music community at TUMC has determined that our facility can accommodate one outside music group for on-going rehearsals at any given time. As of January 2008 Conspirare has building use approval and other music groups can not be considered for on-going space. They have made arrangements to use the parking lot across the street.

Fees:

There are no fees for church groups using the facilities.

There are typically no fees for outside non-profit groups that use our building during regular custodial hours as we understand this use to be part of our stewardship to the community. Donations to help off-set the cost of custodial duties and building use are welcomed.

EXCEPTION: *If the event falls outside of regular custodial hours, or the event requires extra custodial coverage, there will be a fee of \$150.00 to cover these expenses.*

Making a Reservation

Church activities will have a top priority.

Church events and church-related meetings may be scheduled in advance as early as they wish.

Space Use Request Forms must be completed by all groups and submitted to the Receptionist (Nancy Russ) in the church office. *Space Use Request Forms* are available in the church office or on our web site.

Outside groups may submit a *Space Use Request Form* no earlier than 3 months ahead and no later than 2 weeks before the event. Once approval is granted, every effort will be made to honor our commitment; however, unplanned church events such as funerals and memorial services may require changes to this commitment.

The *Space Use Request Form* provides for every area of the church. All facilities, set-ups, and other service needs (i.e. food, sound, etc.) must be included on the form.

Other guidelines to be followed include:

All church groups and outside groups that sponsor events involving children or youth in attendance must abide by the guidelines of the TUMC Safety Procedures. (available from the church office.)

When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.

Smoking, alcoholic beverages, illegal substances, and weapons are not permitted in the buildings or on the grounds of the church.

Users are expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items *including any food* associated with their program immediately following the event.

Please use ONLY the designated rooms you have reserved. It may appear that an empty room is available, but in reality it may have been prepared for another group later in the day/evening or the following day.

Furniture or equipment cannot be moved without the permission of the Superintendent of Buildings to maintain the quality of the building's furniture and equipment and to prevent damage. The user will be held responsible for any damage done to church property.

The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.

Due to wear and tear on church equipment, TUMC does not loan out any items for use off property.

Dining or the serving of food is limited to pre-approved designated areas, and activities and programs are limited to the space that is assigned.

Programs in the sanctuary or Fellowship Hall that require the use of the sound or video systems must have a church staff member on duty during the event.

Please let church staff know of any broken or damaged items or any other issues with building use. (472-3111)