

## **Hart's United Methodist Church Facilities & Equipment Use Policy**

### **Principles**

- Hart's United Methodist Church is a Christ-centered church reaching out to the community by offering our facilities for appropriate use by organizations and individuals.
- The Amphitheater Chairperson should be aware, in advance, of anyone scheduled to use the facilities.
- Use of the facilities by outside organizations or individuals should not substantially increase Hart's costs nor should it interfere with the use of the facilities by Hart's Church.
- Hart's United Methodist Church facilities are alcohol and smoke-free.

### **Facilities Use Policy Provisions**

#### **General**

- A copy of these policies is to be given to anyone requesting use of the facilities.
- Any group or person using Hart's facilities who violates these policies may be denied future use.
- Smoking is not permitted in any Hart's facilities.
- The consumption of alcohol is not permitted in any facilities or on Hart's Church grounds.
- The Application For Use of Church Facilities form must be submitted to an Amphitheater Committee Member at least 30 days in advance of the anticipated use.
- Priority of facilities use shall be determined through consultation between the Pastor and Chairperson of the Board of Trustees on a case-by-case basis.
- Damage to Hart's Church facilities or equipment shall be the responsibility of the Applicant.
- Children and youth must be supervised at all times while in or around the church facilities. This includes bathroom and grounds; before, during and after any function.
- To insure adequate supervision and safety for children/youth activities the maximum ration of children/youth to adults shall be 6 children to 1 adult for ages 11 and under, with a minimum of 2 adults. For ages 12 to 18 the ration shall be no more than 10 youth to 1 adult with a minimum of 2 adults. For this purpose adult is defined as age 21 and older.
- A representative of Hart's UMC must be present while the facilities are in use.
- The representative of Hart's UMC shall be responsible for turning off the lights, turning down the heat/air conditioning, turning off the electric to the Amphitheater, removing any furniture and equipment from the Amphitheater or grounds, closing the windows and locking all exterior doors (including the door at the back of the sanctuary).
- The Board of Trustees shall review this Policy annually. The Administrative Council must approve any changes/ revisions.

#### **Use of Facilities**

- An Application for Use of Church Facilities form must be submitted for any Hart's events/programs requiring the use of the Amphitheater.
- To use the facilities for anniversary celebrations, birthday parties, family reunions, retirement celebrations, weddings, and so forth, an Application For Use of Church Facilities form must be submitted and the appropriate fee paid in advance.
- Unless additional fees or discounts are negotiated, the following rates shall apply:
  - Use of Amphitheater: \$300
  - Use of Church Building \$200
    - There will be no charge for the use of the church building in preparation for a wedding ceremony held in the Church Sanctuary or the Amphitheater.
    - The use of the Fellowship Hall is limited to a maximum of 50 people.
  - Use of Equipment \$100

- Events where expected attendance exceeds 100 people, the applicant shall make arrangements for the use of portable bathroom facilities.
- All trash shall be placed in the appropriate receptacles following the event.

## **Equipment Use Policy Provisions**

### **General**

- Equipment and furniture may not be taken from Hart's Church facilities at any time for personal use.
- Damaged or broken equipment is to be reported to the Church representative, who in turn will report the damage to the Administrative Council.

### **Use of Specific Equipment**

- Only authorized personnel shall operate the Church copier.
- Only those persons approved by the Administrative Council may use the Church organ or piano.
- Only authorized personnel shall operate Hart's sound equipment. This includes both the sanctuary sound system and the Amphitheater sound system.

### **Administrative Procedures**

- Scheduled events shall be maintained on the Church calendar.
- Upon receiving a request to use Hart's facilities that requires the submission of an Application of Use of Church Facilities form, the Amphitheater Committee Chairperson shall:
  - Confirm that the requested date is available and tentatively schedule the requested date. The requester will be advised if the date is not available and alternative dates may be suggested.
  - Send the requester a copy of:
    - Facilities and Equipment Use Policy
    - Application For Use of church Facilities
  - Refer requests from other religious organizations and secular non-profit groups to the Pastor and Chair of Trustees to determine if a donation will be encourage or a fee charged.
- Upon receiving a completed application For Use of Church Facilities form the Amphitheater Chairperson shall verify that all required information is included. The application will then be sent in turn to the Pastor and Chair of Trustees for their approvals. The approval process should be completed within 14 days after the Amphitheater Chairperson receives the Application. In the event the application has not been approved within 14 days, the Amphitheater Chairperson shall advise the applicant of the status of their application.