

GUIDELINES FOR USE OF CHURCH PROPERTY

Williamstown United Methodist Church Groups and Activities

Groups and activities of the Williamstown United Methodist Church, Kentucky Conference and District events, and groups sponsored by the church shall pay no fees for the use of the church facilities. Dates and times of use need to be arranged in advance and coordinated with the Pastor and Brian and Tracy Goe. All activities will be placed in the weekly calendar and promoted via bulletin and email.

Not-For-Profit Organizations and Individuals

501 (3) (C) tax exempt and informal not-for-profit organizations that meet the test of the mission statement and are approved to use church facilities shall pay the amounts listed for the use of church facilities, but may be charged lesser amounts at the discretion of the Trustees. The use of the building shall be applied for and approved by the Trustees committee and the group must agree to the terms and conditions of the use of the building. A representative from the church shall be present at all times.

For Profit Organizations

For Profit organizations that meet the test of the church mission statement may be approved to use church facilities by specific approval by the Trustees. They shall pay fees calculated to cover costs to the church. Costs cover the cleaning of the space, the utilities, and other general cost of maintaining the space. The standard fee shall be 10% of all profit that is made.

Weddings, Funerals, and Social Events

Weddings:

The Minister shall determine who can be married in the church (consistent with the Discipline of The United Methodist Church). When non-members and members request the same date and time for weddings, members shall be given preference. Arrangements and fees for vocalists, musicians, ministers, or other services are the responsibility of the wedding party.

The cost for the use of the sanctuary for a wedding is \$50 and the use of the fellowship hall is an additional \$50. A \$200.00 deposit shall be paid to the church with the request for the use of facilities. The deposit may be waived or modified at the discretion of the Trustees. Said deposit shall be refunded to the group if no damages or costs are incurred by the church beyond normal wear and tear. Groups shall be responsible for any and all damages caused by them beyond the amount of the deposit.

When the event is over, it is the responsibility of the wedding party to ensure that the building is placed back to its original setting and has a general cleanliness about it.

When using the fellowship hall, the use of alcoholic beverages is prohibited. If the kitchen is used, then it must be cleaned up and restored to its previous condition.

Funerals:

The Minister shall be responsible for all decisions for funeral arrangements. No charges shall be made for use of church facilities for funerals, whether for members or non-members. Voluntary contributions are accepted.

Social Events

Events such as birthdays, anniversary parties, and other social events shall be approved by the pastor and/or Trustees and shall be coordinated with the janitorial staff. If meals are to be served then the activities shall take place in the Fellowship Hall located in the basement. If only snacks are necessary, then the activity will be allowed the use of the All Purpose Room.

Overnight Use of Church

Many churches wish to use the church facilities as overnight accommodations when visiting the Ark encounter. As a church, we want to use the church facilities to minister to others and to help other groups in their ministries.

With this in mind, all groups wishing to stay must meet the following requirements: connected to a local church (regardless of denominational affiliation), no more than 10 children per adult with an additional adult for every 5 children, no more than a total of 30 persons.

In addition, all groups must maintain the building and clean up any and all areas that have been used (a checklist will be made available to each group). The group will be accountable for any and all damage done to the spaces that are used.

Use of the Chipman Building

Because the Chipman Building is used primarily by the “In the Beginning” Preschool, all activities that will involve the Chipman Building shall be approved by the “In the Beginning” Preschool director. Rates for the use of the Chipman building shall be the same as the Sanctuary.

Other Considerations

If any event is deemed to be contrary to the beliefs and practices of the United Methodist Church then it shall not be allowed the use of the buildings. Any event that is political in nature, or that discriminates or promotes discrimination of any kind shall also be prohibited. The Trustees have the right to deny the use of the church facilities to any group if it is deemed to be not in the best interest of the church or keeping with the beliefs and practices of the United Methodist Church.