

# BUILDING USE PHILOSOPHY, POLICIES AND PROCEDURES FOR ST. LUKE'S UNITED METHODIST CHURCH

## I. PURPOSE

The St. Luke's United Methodist Church building serves as a place of worship and a center for church-related programs. The physical facilities may also serve to facilitate a wider ministry to the community. To the extent that space and time are available, St. Luke's should serve our community by making our physical facilities available for programs that will benefit the larger community.

## II. POLICY

Priorities for use, in order:

**Tier 1: Church Programs and Activities** — Any program of the church organized by a group or member of the church. Activities may include: approved fund raising projects (see separate fund-raising policies), weddings, funerals, memorial services and receptions. Fees may be charged for facility use (see fee schedules).

**Tier 2: Church Partners** — Activities of groups such as the Performing Arts Academy (PAA), District or Conference groups of the United Methodist Church, and groups officially chartered by St. Luke's (e.g., Boy Scouts). Fees may be charged for facility use and are negotiated on a case-by-case basis.

**Tier 3: Community Use / Non-Member / Non-Church Program sponsored** — Non-profit and non-commercial community activities that are not organized by the church (12 step groups, Homeowner Assoc., etc.). Community activities must have open membership without limitations due to race, gender, national origin, religion, and/or physical ability. Commercial endeavors and personal for-profit activities are not allowed. Space may be requested up to six months in advance. Fees will be charged for facility use (see fee schedules).

Regulations Governing Use:  
See Appendix A.

## III. PROCEDURES

The church facility must be scheduled through the church office and reserved on the church calendar. Priority shall generally be on a first come basis. In case of scheduling conflicts, higher priority tiers (lower tier numbers) will have priority; conflicts may also be resolved between the parties requesting space. The church office will resolve conflicts if required.

1. All church activities using the facility are required to adhere to the *Regulations Governing Use* in Appendix A.
2. All other groups must sign the *Application for Use of St. Luke's United Methodist Church* before use.

### **Recurring Usage by Outside Activity —**

1. Requests for ongoing usage must be requested with an *Application for Use of St. Luke's United Methodist Church*. Requests should include: facility space requested, identified support needs (custodian, etc.), the type and purpose of usage and specific dates and times requested. Open-ended requests may not be honored. The church office and the Trustees will review and approve requests.
2. Church usage will be reviewed annually by the Office Administrator and Trustees; a report will be made to the Executive Team.
3. Deposits and fees must be paid in advance to the office. Key card deposits will also be required if a key card is needed (for members and non-members).

## **IV. SPECIFIC USAGE POLICIES**

**WEDDINGS:** See separate Wedding Policy

**FUNERALS / MEMORIAL SERVICES:** See separate Funeral / Memorial Services Policy.

### **NURSERY**

1. The Church Nursery may be available to accommodate your function upon request. Contact the Nursery Coordinator to make all Nursery arrangements in advance.

### **PLAYGROUNDS**

1. The playgrounds may only be used under the supervision of St. Luke's trained nursery personnel (e.g., St. Luke's Child Care, Sunday School, and Little School).

### **KITCHEN**

1. Groups using the kitchen must adhere to the policies established by the Fellowship Events Team.
2. Groups using the kitchen must have a kitchen-trained person present to insure proper kitchen usage. Groups have the option of contracting a member of the Fellowship Events Team for \$15 per hour to supervise.
3. Church Programs and Activities (groups) may reserve and use the kitchen by making reservations through the Office Administrator. A deposit of \$50 will also be required for all church functions using the kitchen; this deposit will be returned only if the kitchen is left clean and all items have been put away. Non-members, and members using the kitchen for non-church activities (receptions, etc.), will be required to pay a \$100 cleaning/damage deposit, to be refunded if the kitchen is left clean and all items have been put away.
4. **Kitchen equipment:** Kitchen equipment may only be used at St. Luke's. Exceptions may be granted by written permission from the Fellowship Events Team.

### **PIANO / MUSICAL INSTRUMENTS**

1. Facility fees do not include the use of church organ, pianos or other musical instruments.
2. The Director of Music & Arts Ministries must approve usage of the organ, pianos or other musical instruments.

3. Use of the organ and/or pianos for weddings are covered in a separate wedding policy.
4. Accompanists are contracted independently.

### **SOUND and VIDEO SYSTEM**

1. The Church Sound Team approves all use of Sanctuary, Chapel and Fellowship Hall sound and video equipment.
2. The use of in-room audio/visual equipment is included in the fees for classrooms. Qualified operators, certified by the church, are required for use of the audio/visual/lighting equipment in the Sanctuary, Chapel and Fellowship Hall; users have the option to hire trained church personnel or to have training provided.
3. Use of equipment outside of church facilities is at the discretion of the church Trustees or Sound Team.

### **OTHER CHURCH PROPERTY**

1. **Bus:** Church buses may only be used for St. Luke's-related activities. They may only be driven by St. Luke's approved drivers.
2. **Tables and chairs:** Tables and chairs may only be used for St. Luke's-related activities. Exceptions may be granted by written permission of a Pastor or the church Trustees.

## V. Fees and Cleaning Deposits

Church programs and community activities contribute to wear and tear of the facility. Members and constituents participate in utility costs and maintenance through their regular contributions. Outside community users are asked to contribute toward utilities and maintenance of the facility. These guidelines are for the uniform and general use of the facilities at the church.

Church-sponsored activities do not pay fees or cleaning deposits, except for kitchen fees and cleaning deposits; this all applies to groups officially chartered by St. Luke's (e.g., Boy Scouts). A deposit of \$50 will also be required for all church functions using the kitchen; this deposit will be returned only if the kitchen is left clean and all items have been put away. A kitchen trained person must be present at all kitchen functions, or a Fellowship Events Team person must be hired for \$15 per hour.

FEE SCHEDULE #1 applies to:

- group or personal, member-related, non-profit activities that are not sponsored by St. Luke's (e.g., Piano Recitals), and to
- non-fund raising activities by non-profit groups whose activities are not sponsored by St. Luke's but have members who attend St. Luke's (e.g., PEO).

FEE SCHEDULE #2 applies to:

- non-profit groups which support the mission of St. Luke's, and to
- fund raising activities by non-profit organizations that are not sponsored by St. Luke's but have members who attend St. Luke's.

FEE SCHEDULE #3 applies to all other non-profit individual activities and group activities.

For Profit	Non-Profit							
	Individual				Group			
	St. Luke's Member/Constituent?				St. Luke's activity or sponsored Group?			
	Yes		No	Yes	No			
	St. Luke's Sponsored Activity?				Group have St. Luke's Members / Constituents?			
	Yes	No			Yes		No	
		Fund raising activity?			Supports St. Luke's Mission?			
		Yes			No	Yes	No	

Not allowed	Kitchen fees only	FS 1	FS 3	Kitchen fees only	FS 2	FS 1	FS 2	FS 3
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Note: A separate fee schedule applies to weddings, funerals and memorials; see the respective policy for details and fees.

All continuing, non-member headed, groups will be assessed a \$25/month use/cleaning charge.

VI. EXCEPTIONS

Exceptions to these building use policies, including fees, may be adjusted or waived with written approval from a Pastor or the church Trustees, with a report to the Trustees.

## FEE SCHEDULE #1: For Members and Constituents

These fees apply to group or personal, member-related, non-profit activities that are not sponsored by St. Luke's (e.g., piano recitals), and to non-fund raising activities by non-profit groups whose activities are not sponsored by St. Luke's but have members who attend St. Luke's (e.g., PEO).

Sanctuary	\$125 (<4 hours)	\$25 per hour after 4 hours
Chapel	\$20 (<2 hours)	\$10 per hour after 2 hours
Fellowship Hall	\$75 (< 4 hours)	\$20 per hour after 4 hours
with Kitchen (if group provides kitchen-trained member)	\$125 (< 4 hours) plus \$100 cleaning deposit	\$35 per hour after 4 hours
with Kitchen (if kitchen trained person must be hired)	\$125 (< 4 hours) plus \$100 cleaning deposit plus \$15/hour	\$35 per hour after 4 hours
Table Cloths	\$7 per table cloth	
Narthex (Half price with rental of Fellowship Hall)	\$20 (< 2 hours)	\$10 per hour after 2 hours
Rooms 120 (Youth), 128 (Matthew), 137 (Asbury), 206 (Conference), 213	\$20 (< 2 hours)	\$10 per hour after 2 hours
Rooms 117/118, 122, 123, 202, 210, 212, Nursery Quad	\$10 (< 2 hours)	\$5 per hour after 2 hours
Downstairs Common Areas		
Goliath Room	\$20 (< 2 hours)	\$10 per hour after 2 hours
David	\$10 (< 2 hours)	\$5 per hour after 2 hours
Sound / Video Systems (Sanctuary, Chapel, Fellowship Hall)	\$50 per hour (includes St. Luke's operator), includes set up and tear down	
Sound / Video Systems (Sanctuary, Chapel, Fellowship Hall)	\$25 per hour (with prior training but no St. Luke's operator)	
Steinway Grand Piano or Organ (with Director of Music & Arts Ministries approval)	\$80	
Nursery / child care	\$20 per hour (1 sitter per 5 children, 2 sitter minimum)	An additional \$10/hour/sitter if extra sitters are required
Outside Grounds (excluding playgrounds)	\$40 (<4 hours)	\$10 per hour after 4 hours
Key Card Deposit and/or Cleaning / Damage Deposit (if food or kitchen is involved)	\$100; refunded when key card is returned and if no damage or extra cleaning is required.	

## FEE SCHEDULE #2: For Groups Related to St. Luke's

These fees apply to non-profit groups which support the mission of St. Luke's, and to fund raising activities by non-profit organizations that are not sponsored by St. Luke's but have members who attend St. Luke's.

Sanctuary	\$250 (<4 hours)	\$50 per hour after 4 hours
Chapel	\$40 (<2 hours)	\$20 per hour after 2 hours
Fellowship Hall	\$150 (< 4 hours)	\$35 per hour after 4 hours
with Kitchen (if group provides kitchen-trained member)	\$250 (< 4 hours) plus \$100 cleaning deposit	\$50 per hour after 4 hours
with Kitchen with Kitchen (if kitchen trained person must be hired)	\$250 (<4 hours) plus \$100 cleaning deposit plus \$15 / hour	\$50 per hour after 4 hours
Table Cloths	\$7 per table cloth	
Narthex (Half price with rental of Fellowship Hall)	\$40 (< 2 hours)	\$20 per hour after 2 hours
Rooms 120 (Youth), 128 (Matthew), 137 (Asbury), 206 (Conference), 213	\$40 (< 2 hours)	\$20 per hour after 2 hours
Rooms 117/118, 122, 123, 202, 210, 212, Nursery Quad	\$25 (< 2 hours)	\$10 per hour after 2 hours
Downstairs Common Areas		
Goliath Room	\$40 (< 2 hours)	\$20 per hour after 2 hours
David	\$25 (< 2 hours)	\$10 per hour after 2 hours
Sound / Video Systems (Sanctuary, Chapel, Fellowship Hall)	\$50 per hour (includes St. Luke's operator), includes set up and tear down	
Sound / Video Systems (Sanctuary, Chapel, Fellowship Hall)	\$25 per hour (with prior training but no St. Luke's operator)	
Steinway Grand Piano or Organ (with Director of Music & Arts Ministries approval)	\$80	
Nursery / child care	\$20 per hour (1 sitter per 5 children, 2 sitter minimum)	An additional \$10/hour/sitter if extra sitters are required
Outside Grounds (excluding playgrounds)	\$75 (<4 hours)	\$20 per hour after 4 hours
Key Card Deposit and/or Cleaning / Damage Deposit (if food or kitchen is involved)	\$100; refunded when key card is returned and if no damage or extra cleaning is required.	

### FEE SCHEDULE #3: For Other Individuals and Groups

These fees apply to all other non-profit individual activities and group activities.

Sanctuary	\$500 (<4 hours)	\$100 per hour after 4 hours
Chapel	\$80 (<2 hours)	\$40 per hour after 2 hours
Fellowship Hall	\$300 (< 4 hours)	\$75 per hour after 4 hours
with Kitchen (if group provides kitchen-trained member)	\$500 (< 4 hours) plus \$100 cleaning deposit	\$100 per hour after 4 hours
with Kitchen (if kitchen trained person must be hired)	\$500 (<4 hours) plus \$100 cleaning deposit plus \$15 / hour	\$100 per hour after 4 hours
Table Cloths	\$7 per table cloth	
Narthex (Half price with rental of Fellowship Hall)	\$80 (< 2 hours)	\$40 per hour after 2 hours
Rooms 120 (Youth), 128 (Matthew), 137 (Asbury), 206 (Conference), 213	\$80 (< 2 hours)	\$40 per hour after 2 hours
Rooms 117/118, 122, 123, 210, 212, Nursery Quad	\$50(< 2 hours)	\$20 per hour after 2 hours
Downstairs Common Areas		
Goliath Room	\$80 (< 2 hours)	\$40 per hour after 2 hours
David	\$50 (< 2 hours)	\$20 per hour after 2 hours
Sound / Video Systems (Sanctuary, Chapel, Fellowship Hall)	\$50 per hour (includes St. Luke's operator), includes set up and tear down	
Sound / Video Systems (Sanctuary, Chapel, Fellowship Hall)	\$25 per hour (with prior training but no St. Luke's operator)	
Steinway Grand Piano or (with Director of Music & Arts Ministries approval) Organ	\$80	
Nursery / child care	\$20 per hour (1 sitter per 5 children, 2 sitter minimum)	An additional \$10/hour/sitter if extra sitters are required
Outside Grounds (excluding playgrounds)	\$150 (< 4 hours)	\$40 per hour after 4 hours
Key Card Deposit and/or Cleaning / Damage Deposit (if food or kitchen is involved)	\$100; refunded when key card returned and if no damage or extra cleaning is required.	

## Appendix A

### Regulations Governing Use

Updated February, 2019

1. Return all tables, chairs, and other furnishings to the original positions after your function. A room diagram or photo is available for reference. Each group is responsible for returning rooms to the original condition before departure.
2. Report damage, breakage, or accidents of any kind to a member of the church office staff or a Church Trustee immediately. Damage or cleaning fees may be assessed at the Trustees discretion. Phone numbers and notification procedures are posted throughout the building.
3. Report all physical injuries to a member of the church office staff or a Church Trustee immediately after attending to the injury. Phone numbers and notification procedures are posted throughout the building.
4. Smoking is not allowed in the building (including vaping). Smoking is only permitted at the western end of the North parking lot and at the eastern end of the East parking lot. Dispose of cigarette butts in the provided container. Use or possession of alcohol or drugs on the property is strictly prohibited.
5. Each group using the church is responsible for turning off all lights and locking all doors and windows before leaving the building.
6. The facility closes at 10:30pm. All activities must be completed and cleaned up by 10:30pm, except by written permission from a Trustee or a member of the office staff.
7. External doors are not to be propped open. If an external door is unlocked at the beginning of the meeting, it must be re-locked at the end of the meeting.
8. Do not nail, staple, tape or fasten banners, posters, or wall hangings to the interior or exterior of the building. Exceptions to this rule must be pre-approved by the church trustees.
9. Furniture may not added to the room without prior permission from the trustees.
10. The church property may not be used in any manner that creates a nuisance or hazard to the community. The Pastors or a church Trustee can provide guidance as needed.
11. Activities are restricted to areas contracted in the *Application for Use of St. Luke's United Methodist Church*. Other rooms, even if they are empty, are not to be used. If additional space is needed, the building use contract should be amended. Use of the piano & organ, sound & video system, and nursery are by special arrangement only. Additional space for special occasions or group growth must be coordinated with the church office or trustees.
12. Parents and/or adult sponsors must be present at all times to supervise youth (under age 18) and children's activities.
13. Groups bringing food into the facility must supply their own table service, plates, cups, utensils, napkins, etc. Trash must be removed from the building and placed in the dumpster in the south parking lot. Trash piled outside the dumpster is unacceptable.
14. St. Luke's reserves the right to relocate activities in the facility to accommodate other activities. The church office will attempt to notify the group prior to their meeting. Last minute changes to meeting locations may be posted in the lobby or Narthex.
15. If the building use is on an ongoing basis, the church office must have current contact information.