



**ST. MATTHEW'S UNITED METHODIST CHURCH
BUILDING USE POLICY
Non-Member Pricing**

Official organizations of St. Matthew's Church will be exempt of charges for use of the church buildings and facilities. All United Methodist organizations, correctional boards and agencies will be given the same consideration as members of St. Matthew's Church.

In recognition of the desire of the leadership of St. Matthew's Church to encourage public service in the community along with membership activities within the church, the following priorities for building and facility use will apply:

- A. Priority listing for use of St. Matthew's Church building and facilities:
 - 1. Church activities and programs.
 - 2. Church members.
 - 3. Any activity jointly or singularly sponsored by an official organization of St. Matthew's.
 - 4. Remaining priorities to be determined by the Board of Trustees with office personnel assistance.
 - a. Any official United Methodist organization.
 - b. Organizations in the community which have St. Matthew's church members involved.
 - c. Any accepted* group or individual within the community but not affiliated with St. Matthew's Church.

*Acceptance determined by the discipline of the United Methodist Church.

- B. Priority system for use of St. Matthew's church building and facilities:
 - 1. The extent of regularity and tradition of a group in the past use of the building and facilities.
 - 2. Length of time in advance the request is received and a possible change in commitment.
 - 3. Local groups have next priority consideration, followed by
 - a. Non-profit groups and
 - b. Public service groups

The Board of Trustees, with office personnel assistance, will use the above priority system as a guide to establish building and facility use in the event of a conflict.

C. Charges for use of the church building and facilities by community service groups unaffiliated with St. Matthew's UMC:

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|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 1. | Weddings | \$300.00 |
| 2. | Fellowship Hall | \$125/Day |
| 3. | Tables | \$5/Each |
| 4. | Sanctuary (not including organ) | \$125/Service |
| 5. | Youth Room (#109-110)..... | \$35/Day |
| 6. | Sunday School Rooms..... | \$25/Day |
| 7. | Large Conference Room (#107-108)..... | \$45/Day |
| 8. | Janitorial Services (after normal working hours) | \$50/flat fee |
| | Renter is responsible for cleaning off tables & putting all garbage in the wastebaskets/cans. (Janitorial fee includes sweeping, emptying garbage and cleaning bathrooms) | |
| 9. | Use of church grand piano | (See piano reservation form) \$85 |
| 10. | Use of 2nd piano or keyboard | (See piano reservation form) |
| 11. | Use of church organ | \$45/3 Hrs |
| 12. | Services of organist..... | (Determined by organist) |
| 13. | Use of TV/VCR..... | \$10/3 Hrs |
| 14. | Kitchen..... | \$80/Day |
| 15. | Kitchen Supervision..... | \$15/Hour |
| 16. | Dishwasher..... | \$30.00 |
| 17. | Coffee Pot..... | \$5/Each |
| 18. | Dinnerware/person setting | 35 cents (per person) |
| | (Clear dinner plates not available) | |
| 19. | Kitchen wheeled service cart | \$3.00 |
| 20. | Open & Closing Fee... \$50.00 (first 4 hours) | \$10 per hour after 4 hrs. |
| 21. | Extra Trash Pick Up..... | \$50.00 |

These charges are derived from a break-even, cost-incurred basis, regarding heat, utilities, janitorial services, normal equipment replacement and special costs incurred by specific groups.

Fees can be reduced or waived at the discretion of the Board of Trustees.

PLEASE NOTE: A \$100 security deposit is required and will be refunded in full unless damage to building, facilities or equipment is incurred beyond ordinary usage.

D. Building security:

1. The group using the church will protect the church building from damage or pay for damage to the building, rooms or equipment.
2. The person in charge of the group using the building will provide adequate supervision and security, or the church staff will arrange for additional supervision at a cost to the group of \$12/hour.
3. The group using the church will abide by the rules of the United Methodist Church and of St. Matthew's Church, including no smoking and no use of alcoholic beverages or drugs. The person in charge of the group will be responsible for expelling any person influenced by, or using, these substances.
4. Premises must be vacated by 12:00 midnight. When leaving the building, the person in charge of the group agrees to close and lock all doors opened by the group. All lights are to be turned off and your key must be used to lock the north entrance/exit door.
5. If the church is not evacuated after the agreed upon time in the application for use of building, a custodian or church member must be present until the group leaves. A charge of \$12/hour will be added if this is required.

E. Procedure for obtaining application for use of building:

1. Application blanks are available in the church office.
2. The Board of Trustees meets the second Monday of each month. Application should be made in advance of this meeting to ensure prompt action.
3. The application must be filled out completely. The purpose and type of activity must be specifically explained and indicate whether the group is classified as profit or non-profit. Proof of non-profit status will be requested.
4. Completed forms are to be turned in to the church office prior to the second Wednesday of the month.

F. Payment and security deposit:

1. Payment and security deposit, when applicable, must be received by the church office prior to building use.
2. Payment must be by separate checks so the security deposit may be returned.
3. If a community service group meets regularly and any keys are issued to them, no deposit is required for the first key(s). If a key is lost, a replacement key charge is \$10.00. The second time a key is lost, a replacement key charge will be \$25.00.

G. Liability limits for visitors' personal property:

1. St. Matthew's United Methodist Church will assure no liability for any personal property brought into the church, or any damage to personal property brought onto church grounds.
2. Any group, at the request of the Board of Trustees, must provide its own valid personal injury, fire damage and liability insurance policy.