

**New Hope United Methodist Church**  
**Policy of facilities and church grounds use**  
**Adopted July 21, 1986, Revised November 10, 2009**

**I. Introduction**

This document serves to establish the official policy governing the use of New Hope United Methodist Church property and facilities. This policy becomes effective and all previous policies hereby become null and void as of the date of formal approval of this document by the Administrative Council of New Hope United Methodist Church.

**II. General**

**a. Authority for establishment of policy**

The authority for the formal establishment of policy for the use of the church property and facilities belongs to the Administrative Council.

**b. Intended use of facilities**

Church property and facilities are intended to be used with a priority given to functions of the church. Use by other religious, charitable, cultural, educational, or character-building organizations, as well as use by individuals is permitted, provided such use does not interfere with normal church functions. It is intended that any such use of these facilities will be in keeping with United Methodist traditions in reverence to God and respect for one's neighbor. There shall be no use of alcoholic beverages or drugs on church property; any such action will void the agreement for use of the property or facilities.

**c. Permission to use facilities**

The Administrative Council will approve all continuing use of the facilities. Responsibility is delegated to the pastor to approve occasional uses of the facilities. The pastor is authorized to refuse any request or cancel any activity if the activity does not conform to the intent and/or restrictions outlined in this policy.

**d. Scheduling the use of facilities**

The schedule of events by date, time, facility to be used, type of activity, organization using, etc. shall be maintained by the pastor or pastor-delegated committee.

**e. Use by non-church-related organizations or non-members**

For a non-church-related organization or non-member to use any of the church facilities, application must be made to the pastor at least seven (7) days in advance of the event.

**f. Care of property**

All organizations or individuals, whether church-related or non-church-related, which have arranged for use of the facilities shall assume the responsibility for the proper use and care of the property. Any losses or damages will be billed to the organization or individual responsible, normal wear and tear excluded. In the absence of willful neglect, damage charges may be waived by action of the Administrative Council. *Any equipment moved must be returned to its original location and the facility must be clean and in good order.*

**g. Liability for personal injury or loss**

The church does not assume responsibility for personal injury or loss of any kind suffered by users of its facilities.

**h. Charges for use**

Charges for use of facilities are intended to cover the expenses of the church and are enumerated in the appendix. All fees shall be made payable to New Hope United Methodist Church and be presented to the pastor or council chairperson. Charges for use of the facility should be paid in advance. Charges for use of the facility may be waived by either the pastor or the Administrative Council at their discretion. Payment is to be made at the time of application.

**III. Policy regarding use of the sanctuary**

The church sanctuary is to be regarded as the House of the Lord and any intended use is to be in keeping with this regard. Use of the sanctuary is restricted to services that are worshipful in nature and include:

- a. Worship services
- b. Services of religious music
- c. Weddings
- d. Funerals
- e. Other services as approved by the pastor
- f. Practice and/or rehearsals for above functions

The pastor is responsible for coordinating the programs involving the use of the sanctuary, including any change or rearrangement of the furniture or items of worship. Any other use of the sanctuary than the above-stated must be approved by the Administrative Council.

The organ in the sanctuary shall be used only by persons properly trained to do so, and with the approval of the church organist.

**IV. Policy regarding the use of the educational building**

Individual rooms of the educational complex can be used for small group activities. Individuals or organizations are not permitted to use the supplies or equipment in any of the classrooms without approval of the pastor or the Administrative Council. The rooms shall be left clean and neat with all items of furniture placed as they were found.

**V. Policy regarding use of the fellowship hall**

The fellowship hall can be used for social or recreational activities which are in good taste and in keeping with United Methodist traditions. Care should be taken to leave the room clean and in good order. All tables and chairs should be returned to their proper place.

**VI. Policy regarding use of the kitchen**

Any non-church-related individuals or organizations should supply their own utensils, dishes, and supplies. Persons using the kitchen are responsible for the following:

- a. Clean the sink and refrigerator after use.
- b. Wash dishes and utensils and return them to their proper place.
- c. Sweep and mop the floor.

- d. Place all trash in *heavy duty plastic bags* and remove from the premises.
- e. *Do not* leave food or milk in the refrigerator.
- f. All linens are to be washed and brought back to the church within one week or the next activity, *whichever comes first*.
- g. The sponsoring group and its leadership are responsible for cleaning up after their functions.

*Supplies which are maintained in the kitchen by the United Methodist Women, the Church School, or any other church organization are not to be used without permission.*

**VII. Policy regarding use of the church's audio-visual equipment**

Request for the use of audio-visual equipment by either church-related or non-church related groups or organizations must be made to the pastor or Administrative Council.

Any equipment which is damaged or lost must be repaired or replaced by the user.

Equipment should be requested by and signed out to the person assuming responsibility.

**Appendix**  
**Charge for use of church facilities**

Charges will be made for the occasional use of church facilities by non-church-related individuals and organizations as follows:

Sanctuary	\$50.00
Fellowship Hall	\$50.00
Kitchen	\$50.00
Individual Classrooms	\$20.00

Charges for continual use of church facility will be set by the Administrative Council through negotiation with the individual or organization.

Either the pastor or Administrative Council may, at their discretion, waive the payment of fees.