

# **Berea United Methodist Church**

## **General Policies for Facilities Use**

Chestnut & Fee Streets, Berea KY 40403  
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Website: [www.bereaumc.org](http://www.bereaumc.org)

Berea United Methodist Church recognizes our church facility as a House of God to be treated with dignity and respect. At no time will a group's program or event replace the objective of worship and study. Worthy requests for use of the facilities by members and non-members alike will be considered on a case-by-case basis. When use is authorized, groups will conform to Christian standards of decorum and activity. The following general policies apply:

1. Church ministry programs and activities will take precedence over all other uses of the facility.
2. All requests for facilities' use must be approved by church administration at least one month in advance of the planned event. Requests made less than a month in advance will be considered but may not be approved.
3. Payment of deposit is due upon approval to hold the date of event on the calendar. Payment of all remaining fees is due in full two weeks before the event if not previously paid.
4. All fees are at the discretion of the church and may be modified according to circumstance.
5. The requesting party shall notify Berea UMC at the time of request if admission will be charged or an offering collected at the event.
6. The carrying of concealed or unconcealed weapons is prohibited. The use of alcohol and foul or inappropriate language and activity is not permitted on the church premises. Tobacco usage is permitted ONLY in the designated area outside Wesley House.
7. The church prohibits the use of food or drink in the sanctuary unless it is an integral part of a worship service.
8. Signs, billboards, posters, etc. may be placed on bulletin boards with prior approval of the church staff. Materials may not be taped, nailed, tacked or otherwise affixed to walls, doors, or windows or any other equipment or structure.
9. Those groups or organizations using the facility on an ongoing basis must make sure upon leaving each meeting that the room or rooms are left in a clean and orderly condition, with furniture placed as it was before the meeting began. If the area must be cleaned after use, an additional custodial fee will be charged.
10. Furniture or equipment may not be moved, relocated, or modified without prior approval.
11. Modification will not be made to any space without prior approval.
12. Use of the organ, pianos, and sound equipment must have prior authorization. A fee for the services of a sound technician may be required.
13. Folding tables or chairs will not be lent or used outside the building (on or off church grounds) without prior approval. Fabric upholstered chairs will not be removed from the building for any purpose.

14. If the church's cloth tablecloths are used a fee of \$10 per tablecloth for cleaning may be charged.
15. Approved use of the building for a group does not include the use of designated areas and services unless prior arrangements have been made. These areas and services include:
  - a. Church staff
  - b. Church office and equipment
  - c. Audio/visual equipment
  - d. Organ, pianos, or other musical equipment
  - e. Nursery
  - f. Kitchen(s) (Wesley House, Sunshine Friends, Parish House)
  - g. Janitorial/custodial services
16. The individual arranging for the use of the facilities and signing the Facility Use Request Form assumes responsibility for the facility when used outside the normal church office hours. This includes security of the building during and after the activity, and turning on/off lights.
17. Individuals responsible for the key(s) must make arrangements to pick up and return key(s) during regular church office hours. Temporary keys may be picked up 48 hours prior to the event and must be returned within 24 hours after scheduled use.
18. Persons who fail to adhere to the policies of Berea UMC will be financially responsible for damage(s) caused by their actions. A \$100 charge per key will be assessed for lost or non-returned keys.

Please sign that you have read and understand all of the guidelines set forth in this document.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_