



# Hickory Grove United Methodist Church

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## HICKORY GROVE FAMILY LIFE CENTER

### GUIDELINES FOR USE

The Hickory Grove Family Life Center (HGFLC) is designed for worship services, Adult Sunday School, meetings/seminars, meals, receptions, funerals, Bible studies, showers, anniversaries, recitals, and special events. It is a large facility and is available to be used for functions that have been approved by the Board of Trustees and coordinated through the Church Secretary. Anyone wishing to use the HGFLC must read these rules prior to reserving the facility. **The HGFLC is not to be used as a recreation facility.**

Our church has been blessed with a wonderful facility to carry out the mission of the church. Much prayer, sacrifice, time, money and effort has gone into the planning and building of HGFLC; therefore, it is only appropriate and proper that we adopt Guidelines for Use so that this building may be used to glorify God. Proper oversight must be given to these facilities to ensure that:

- Adequate facilities exist to effectively carry out the ministry objectives and goals
- Users exercise proper care and safety
- Wise stewardship is expressed through energy conservation, cost reductions and safety measures
- The life of the facilities is extended through a proper maintenance program.

### I. BUILDING ELIGIBILITY GUIDELINES

- A. A Space Use Request Form must be completed for all groups requesting facility use. Request form may be obtained online from the church website or from the church office. No date is placed on the calendar until the form has been submitted and approved. Once date is approved, it cannot be removed or changed by any persons without approval from the Board of Trustees.

- B. Facilities are not available to outside groups for fund raising or for profit making activities.
- C. Organizations engaged in partisan political campaigns or activities are not eligible to use church facilities for their programs.
- D. All outside groups or persons requesting use of church facilities must also have and adhere to the Safe Sanctuary Policy (see attached) regarding minors. A minimum of two (2) adults, 21 or older must be present at all times.
- E. All activities shall be approved pending availability of space and the priority schedule, and must be consistent with Hickory Grove UMC's mission statement and the building use philosophy.

**Priority Use Schedule:**

- 1. Recognized Groups within the Church
  - 2. Church Members
  - 3. Outside Groups - Church recognized yet non-sponsored events that are in keeping with the building use philosophy embraced by Hickory Grove UMC (HGUMC).
- F. Long-term impact on the facility and equipment will be taken into consideration as part of the approval process. Usage for more than one month, or on a continuing basis is to be approved by the Board of Trustees.

**II. BUILDING USE PROCEDURES**

- A. Submit the Room Set-up on the Space Use Request Form diagramming set-up to the Church Secretary. Separate forms for requests for any special equipment needs and Sound Technician must also be completed.
- B. Keys issued for use of the building require a \$10.00 (ten dollar) refundable deposit and must be returned by the next business day after use.
- C. After building use, clean up all the areas used. The area must be returned to the same condition as before use. A completed checklist to be returned to the Church Secretary the next business day after use.
- D. Turn out lights & secure doors. Please be considerate of wasteful use of Church utilities.
- E. Report any maintenance problems and damages to the Church Secretary.

**III. FACILITY USE GUIDELINES**

HGUMC has a wide range of ministries utilizing the facility. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after your specific event. A custodian will be on duty during regular business hours. If building usage is requested for after regular business hours, and custodial services are required, the user will be charged a fee for the

custodian's services. If no individual is available to staff the building during these off-hours, usage may be denied. The assigned custodian or staff person will serve as the church's representative should questions or needs arise during the event.

To make your event and others enjoyable and non-chaotic, the Board of Trustees has set the following guidelines:

- A. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
- B. Activities and programs are limited to the space that is assigned.
- C. Running or rough play is not allowed in the HGFLC.
- D. Dining or the serving of food or drink is limited to pre-approved designated areas.
- E. Use of dripless candles is allowed only in designated areas and must be properly monitored.
- F. The user is expected to leave the building clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
- G. None of the furnishings or equipment is to be moved. All dining tables & chairs must be returned to proper storage areas. Moving should be done by lifting and/or rolling, rather than sliding or dragging.
- H. All decorations in the facility and on the grounds of HGUMC must be approved by the Trustees. No items may be affixed to any surfaces without the consent of the Trustees.
- I. The user will be held responsible for any damage done to church property.
- J. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- K. Programs in the Worship Center that require the use of the sound/multi-media system must have one of the church's Sound/Multi-media Technicians on duty. This service will be an additional fee.
- L. No one under the age of 18 is allowed in the Sound Booth. Only authorized individuals trained in the use of the sound/multi-media system are allowed.
- M. To assure the safety of the attendees and the facilities children must be under the control of their parents or adults at all times and are not permitted to roam freely on church property. All children's or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times in compliance with the Safe Sanctuary Policy.
- N. The following items are not allowed in or on church property:
  1. Alcoholic beverages
  2. Tobacco products are not allowed in buildings and only in designated areas on church grounds. Smoking is permitted in covered walkway areas between the Chapel and Asbury buildings and between Epworth Building and Susannah Wesley Buildings. Containers with sand are provided in these areas.
  3. Controlled substances/drugs
  4. Use of profane, vulgar, or indecent language, music or symbols
  5. Skates, skateboards, & bicycles
  6. Anything that would distract from a Christian atmosphere
- O. Ministry furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of HGUMC, and may not be removed from the premises. The

requesting individual/group assumes full responsibility for the costs of damage repair or replacement.

- P. Willful violation of any guidelines or regulations will lead to the loss of eligibility to use the facility.
- Q. See attached KITCHEN USE POLICY for guidelines.

#### **IV. SPECIAL RULES FOR USE**

- A. The capacity of the Worship Center should not exceed fire code capacity at any one time. The current capacity is \_\_\_\_\_ with chairs and \_\_\_\_\_ with tables and chairs.
- B. The capacity of the Living Room should not exceed \_\_\_\_\_ people at any one time.

#### **V. THE LIVING ROOM**

- A. The furniture in the Living Room is to remain in the room and is not to be rearranged. Table and chairs may be brought in for an event but must be returned to the proper storage area. All items associated with the event must be removed immediately following the event.
- B. Bridal parties and other groups should bring no cosmetics, curling irons or hair dryers into the Living Room.
- C. The Living Room is not to be used as a dressing room.

#### **VI. THE FOYER**

The Foyer is the entrance to the HGFLC and is a space to gather and greet. It is a place where guests form their first impressions, therefore the Board of Trustees wants to keep the space inviting and uncluttered. Purposely, there is a limited amount of furniture in the Foyer to facilitate the flow of people in and out of the Worship Center and to provide space for socializing.

For these reasons, the following guidelines will be in place:

- A. Informational displays should be set up on easels only. Additional tables are not allowed except for special events and/or when approved by the Board of Trustees.
- B. Posters, signs and displays must not be placed on the walls, doors, or glass.
- C. Food or beverages (i.e. coffee, juice, punch, cake, cookies) may be served in the Foyer when approved by the Board of Trustees.
- D. All food, beverages, and waste must be cleaned up after services/events and removed from the Foyer. Waste should be taken to the dumpster outside the building.

- E. The Foyer must not be used as a storage area. Items that may be collected through various service projects and leftover and used bulletins must be removed immediately from the Foyer to an appropriate storage area after the event or service.
- F. The Board of Trustees must approve furniture in the Foyer.
- G. People may be worshipping in the Worship Center and/or Meeting Room, therefore conduct in the Foyer should not be disruptive or distract from the uses in these areas.

I have read the Guidelines for Use of the Hickory Grove Family Life Center and agree to abide by its rules and regulations:

Responsible Party:

Signed: \_\_\_\_\_

Title (for Group Use) \_\_\_\_\_

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

For Hickory Grove United Methodist Church:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

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

Guidelines for Use adopted by the Board of Trustees 5/18/2008.

Revised on 6/4/2008.