

**LAKE TOXAWAY UNITED METHODIST CHURCH**  
**FACILITY USE POLICY**

The mission of Lake Toxaway United Methodist Church is to connect people with God's love. This mission guides all we do and is the guiding principle for this Facility Use Policy. The church desires to provide appropriate facilities to those whose efforts and activities are in keeping with the church's mission and to be good stewards of our property. The buildings are available for use by the community at large under the following conditions: the purpose and activities of the event are in keeping with Lake Toxaway United Methodists Church (LTUMC) mission and values; the event does not conflict with church activities; and the facility use is approved by the Pastor of the church or the Chair of the Administrative Council. No fundraising events by for-profit organizations or businesses will be allowed. Weddings and wedding receptions are covered separately under Part V of this Policy.

**I. GENERAL REQUIREMENTS – For All Users**

- A. All uses of the building or property that are not part of the church program must be approved by the Chair of the Administrative Council or the Pastor. All users of the church facilities must be scheduled in person, in the church office, as soon as the date is known, but at least 14 days and no more than six months before the event. An application for the event, which may be

downloaded from the LTUMC website, must be filled out at the time of scheduling, including a deposit if required. The Church Administrator will receive the application and fees and give the applicant a receipt. The Church Administrator will ensure the event is scheduled on the church calendar and specify the rooms to be used. If the event involves a Saturday, the group must be out of the building no later than 7 PM unless approved in advance by the Pastor or the Chair of the Administrative Council.

- B. All persons using the church facilities will maintain proper respect for it as a house of God and a facility for serving others. People and groups shall conduct themselves in accordance with that respect.
- C. The person requesting use of the facility is responsible for ensuring that all rules and requirements are followed.
- D. When leaving the building, the responsible person must check off the required close-up items on the Facility Use Checklist, sign it, and turn it into the church office by placing the Checklist under the church office door.
- E. That part of the building used for any gathering must be left clean and in the order in which it was found.
- F. The church is not responsible for personal articles left or stored at the church.
- G. Beer and wine will be allowed for special events (wedding receptions, rehearsal dinners, and other special events) with the Pastor's or the Administrative Council Chair's approval. The event sponsor, who may permit beer and wine, will ensure individuals conduct themselves appropriately. No alcohol is allowed before a special ceremony, and liquor is prohibited at any event. Additionally, no alcoholic beverages are permitted in the Sanctuary except wine for communion if the Pastor so

decides. Tobacco products of all kinds are prohibited inside the church buildings.

- H. No partisan political activity (fundraisers, speeches, workshops, etc.) will be allowed.
- I. Fundraising is not allowed without the express written permission of the Pastor or the Chair of the Administrative Council. Love offerings are permissible with the express written permission of the Pastor or the Chair of the Administrative Council.
- J. A church representative may be present during any event or meeting.
- K. When an event is scheduled, all users will receive a copy of this Policy and the Facility Use Checklist. A signature on the Checklist indicates receipt of this Policy and acknowledgment and acceptance of all responsibilities regarding using the church facilities or equipment.
- L. No adhesive, tapes, tacks, nails, or screws may be used on the church walls, doors, and floors (including any carpeted areas) without prior approval by the Board of Trustees.
- M. All church activities or planned events take priority over all other uses. If possible, nonchurch-scheduled events that must be canceled will receive two weeks' notice.
- N. LTUMC reserves the right to refuse access to church facilities if such usage is likely to result in inappropriate behavior, use for non-Christian purposes, incompatibility with United Methodist Church Rules and Resolutions, or contrary to United Methodist Church Values.
- O. No furniture may be removed from the premises.

## **II. Church Member User**

For this document, "Member" means anyone who regularly attends and worships at Lake Toxaway United Methodist Church.

### **A. Sanctuary**

The Pastor must approve sanctuary use. There is no charge for members' use of the Sanctuary. Members are expected to clean the Sanctuary, Narthex, and gathering space after usage and leave them in their original condition. If the user does not wish to perform the cleanup, a cleaning fee may be assessed for the extra cleaning required. Providing music and using the church piano and organ are at the discretion of the Director of Music & Organist. The Director of Music & Organist must approve an alternative if they choose not to provide the music themselves. The Director of Music & Organist may set fees if they provide the music. If the sound system is to be used, one of the church's trained sound technicians must be present to operate it. A fee per the Fee Schedule will be charged if one of the trained sound technicians is used.

### **B. Fellowship Hall and Kitchen**

Members may use the Fellowship Hall and Kitchen for occasional use, including family gatherings, meals, showers, or other use at no charge; however, donations will be accepted. The maximum number of persons permitted in the Fellowship hall at any time is \_\_\_\_\_.

Members must provide supplies and paper products if using the Kitchen. Church supplies are for church events only. The Kitchen must be left clean and in order, with equipment washed and put away. The Fellowship Hall must be returned to its original configuration with extra tables and chairs put away.

### **C. Conference Room**

Members may schedule a conference room per General Requirements A for personal use at no charge; however, a donation to defray additional utility usage is appreciated.

### **D. Clubs and civic organizations**

Clubs and civic organizations, the membership of which is open to the public and of which church members are a part, will be considered "Member Sponsored Group Use." See Part IV for requirements and limitations.

## **III. Nonmembers and Other Groups Use**

### **A. Sanctuary**

The Pastor must approve the use of the Sanctuary by outside groups. Providing music and using the church piano and organ are at the discretion of the Director of Music Ministries. The Director of Music & Organist must approve an alternative if they choose not to provide the music themselves. The Director of Music & Organist may set their fees if they provide the music. Groups needing to use the sound system will be charged a fee as set forth on the Fee Schedule for Facility Use for a church member to turn on and set up the sound system. This fee will go to the member who assists with setting up the sound system.

## **B. Fellowship Hall and Kitchen**

The Fellowship Hall and Kitchen may be reserved for outside group use, according to the rules and guidelines of this Policy. If the space is to be used for an entire day, set up may be done after 7 PM the night before. If the space is used on a Saturday, the group must be out of the building by 7 PM unless approved by the Pastor or the Chair of the Administrative Council.

The maximum number of persons permitted in the Fellowship Hall at any time is \_\_\_\_.

The Fellowship Hall may be limited in its availability for rental from Thanksgiving through January 1 or during Holy Week.

If the kitchen is used, the users must provide supplies and paper products. Church supplies are not to be used. The Kitchen must be left clean, with all trash removed and equipment put away. With prior permission from the Pastor, the Trustee, or the Chair of the Administrative Council, the church's fabric tablecloth may be used for weddings, memorials, and special services. They must be professionally cleaned after use at the user's expense and returned to the church within five days of use.

The sound system in the Fellowship Hall may not be used without prior approval by the Pastor, the Trustee, or the Chair of the Administrative Council. Groups needing to use the sound system will be charged a fee per the current Fee Schedule for Facility Use for a church member to turn on and set up the sound system. This fee will go to the member who assists with setting up the sound system.

### **C. Conference Room**

The Conference Room may be rented or used. If a rental fee is charged, the fee shall be listed in the current Fee Schedule for Facility Use.

### **D. One Time versus Recurring (Daily, Weekly, Monthly) Use**

All rules and requirements of this Policy must be followed. A Facility Use Application must be submitted when scheduling the event. For recurring (daily, weekly, monthly) use, an application must be submitted annually by January 1. The application must include a contact person and their email and phone number.

Nonprofit groups wishing to use the church's facilities on an ongoing or recurring basis, such as daily, weekly, or monthly meetings, may be allowed to do so upon completion of the Facility Use Application if the meeting dates and times do not conflict with church programs. A room will be assigned; the group may not move to or use another room without approval from the Pastor, the Church Trustee, or the Chair of the Administrative Council.

Occasionally, the group may be asked to move to another room due to the church's need to use that space. The Trustees may set a particular fee for ongoing use by certain groups. The fee will be per the current Fee Schedule for Facility Use to cover additional utility usage and cleaning expenses. The donation or fee, if required, is to be paid no less than monthly to the Church Administrator. If a key is given to the responsible person, that person is responsible for ensuring that all lights are turned out and that the building is securely locked after each use. The key may not be copied or shared with anyone else.

Groups using the facility daily shall pay the church office every two weeks, with their payments stating the organization's name, the period covered, and the

amount of money paid. A group that meets once weekly should submit these payments monthly, stating the name of their group, the period covered, and the amount of money paid. Groups that don't fall under daily or weekly usage would submit payments monthly if meeting that month.

The total fees required for one-time use must be paid at the church office before the use date and before access is given. Deposits may be required to hold the reservation at the time of scheduling.

#### **IV. Member–Sponsored Groups Use**

For this document, "member" means anyone who regularly attends and worships at LTUMC.

Clubs and Civic organizations (the membership of which is open to the public) of which church member(s) are part will be considered "Sponsored Group Use." All requirements, including the application process, room assignment, payment times and requirements, etc., that pertain to MemberGroups, as shown above, will apply to Member–Sponsored group use, except the rates are reduced as shown on the current Fee Schedule for Facility Use for these Member – Sponsored Groups. Additionally, a church member must be present during the time of use and is responsible for clean up, submitting the Facility Use Checklist before leaving the premises, and for lockup procedures.



## **V. Weddings**

A wedding is a joyous and sacred occasion when two persons enter into a covenant with God to join their lives and establish a Christian home. Lake Toxaway United Methodist Church is glad to make the church available for weddings and to assist in making each wedding a beautiful, memorable, and worshipful experience.

A. The Sanctuary, Fellowship Hall, and Kitchen are accessible to members for weddings and receptions. They are available to nonmembers for a fee per the current Fee Schedule for Facility Use. Weddings may be scheduled up to one year in advance. A Facility Use Application and deposit, if any, is required to reserve the space.

B. It is this church's Policy that the church's Pastor is in charge of all weddings. Another pastor may assist or officiate, provided that the Pastor of Lake Toxaway United Methodist Church is consulted first so that the LTUMC Pastor may officially extend an invitation to the requested Pastor.

The wedding service of the United Methodist Church is to be used unless the Pastor of Lake Toxaway United Methodist Church approves other arrangements.

C. The Director of Music Ministries has discretion over providing music and using the church piano and organ. If they choose not to provide the music themselves, they must approve an alternative, and they may set their fees.

D. A wedding in our Sanctuary is considered a sacred worship service; therefore, no flash photography is allowed during the service, and all cell phones must be turned off. A photographer may not move around the Sanctuary taking pictures during the wedding. The wedding party may take photographs before or after the

service. Video recording of the service may be done if the video camera is placed discretely during the service.

E. Decoration of the Sanctuary and other church spaces must be approved by the Worship Committee or Pastor of Lake Toxaway United Methodist Church. No tacks, nails, tape, or glue may secure decorations to walls or furnishings. All candles must be smokeless and dripless. Drip guards must be used under all candles. If a wedding is scheduled during Advent, Christmas, or Easter, all decorations of the church already in place must remain. All flowers, candles, and other decorations must be removed from the building immediately after the wedding or reception if held at the church.

F. The facilities are to be left clean and in good order.

**VI. The use of church equipment at other locations is prohibited.**

**VII. The lending of church equipment to church members is prohibited.**

**VII. Kitchen equipment of the church shall not be lent and is prohibited.**

**IX. Disposal of Church–Owned Items**

A. Items no longer serviceable required for church programs will be sold or disposed of by the Trustees. Items reasonably valued at \$100 or more at the time of disposal will be offered for sale to church members in the bulletin or newsletter and will be sold by sealed bids. Advertisements must state the dates and time of bid opening and award. If the item does not sell to church members, it will be advertised commercially reasonably and open to public bids for a stated price. The Trustees may set a minimum price for sale items.

B. Items valued under hundred dollars at the time of disposal will be disposed of in any way approved by the Board of Trustees at a price set at that time

C. Trustees may dispose of unneeded items that do not sell to church members or the public in any way that Trustees decide is efficient and in the church's best interest. The Trustees may dispose of items no longer operable (junk) without offering them to the congregation or for general sale.

-END-

