

# United Methodist Church of Chugiak

## Facility Fee Schedule & Policies

### MEMBERS

	First 3 Hours	Additional Hourly Rate
Community Center/Gym	\$50	\$25
CC Kitchen	\$50	\$25
Kitchen Cleaning Deposit is \$50		
Classrooms	\$10	\$10
Sanctuary	\$25	\$25
Narthex	\$10	\$10
Entry Lobby Area	\$10	\$10

### NON-MEMBERS

	First 3 Hours	Additional Hourly Rate
Community Center/Gym	\$500	\$50
CC Kitchen	\$200	\$50
Kitchen Cleaning Deposit is \$50		
Classrooms	\$100	\$50
Sanctuary	\$300	\$50
Narthex	\$50	\$50
Entry Lobby Area	\$50	\$50

A Cleaning/Damage deposit of \$200 is required for all areas.

No facility use fees for Member Weddings/Funerals except as stated in the Wedding Policy.

**Overnight Events**      \$100 per night, and \$5 per person

## Fees/Deposits Policy

- A. All UMCC groups will have the use of the church building for meetings at no charge.
- B. Payment is required to confirm your reservation.
- C. Users will not receive a refund for any time not used (i.e. late start or early end of agreed use time).
- D. Users are held responsible for any and all damages and costs for repairs, including any costs exceeding the deposit amount.
- E. Fees may be waived or reduced for organizations whose activity is deemed beneficial to the health, civic, or religious welfare of the community and/or the UMCC. This is done on a case by case basis at the discretion of the Trustees and/or Pastor.
- F. If the room is not returned to its original condition, the user will be charged a cleaning fee of \$100/hour.
- G. Failure to comply with any financial obligation, including but not limited to additional fees incurred after the event or initial payment, may result in a bill for collection action.

## Cancellation Refund Policy

All cancellations and changes must be submitted in writing and will be eligible  
for a refund according to the following schedule:

Days Prior to Rental	Refund Amount
14	100% Refund
7-13	75% Refund
3-6	50% Refund
1-2	No Refund

# United Methodist Church of Chugiak

## Facility Use Policies & Procedures

### REQUEST AND APPROVAL PROCEDURE

1. The building will be scheduled on a first come, first served basis.
2. Interested users must complete the Facility Use Agreement and submit it to the church office.
3. The Office Manager will then check the church's calendar for conflicts.
4. The request will then go to the Pastor and/or the Trustees for review.
5. Once approved, the requesting user will be notified and any unpaid fees must be paid to confirm the reservation.
6. If there are competing requests, the following priorities will be followed:
  - a. Programs sponsored by the UMCC
  - b. Programs sponsored by the UMC
  - c. Non-profit organizations
  - d. For Profit organizations

### REQUEST AND USAGE POLICIES

- All activities, *including those planned by UMCC church groups*, must be scheduled through the Office Manager, who will place them on the official building use calendar.
- Meetings and studies conducted as part of the UMCC's programming and fellowship (such as committee meetings or Bible studies) are not required to complete the Facility Use Agreement.
- All non-UMCC groups who would like to schedule activities must complete a Facility Use Request.
- Applications for long-term use will require a Lease Agreement to be approved by Trustees and the Pastoral Team.
- The Pastoral Team (Pastor and Office Manager) is the approving authority for all worship services, weddings, and funerals.
- Use of the church for partisan political events will not be approved. This does not include meetings on political issues held for the purpose of education, open discussions, and forums.

## RIGHT OF REFUSAL AND MODIFICATION

- The UMC Chugiak retains the right to allow or disallow use of resources for any purpose, or for no purpose. That is, UMC Chugiak may deny a user for reasons not explicit in these rules, but which the approval authority finds sufficient. Further, UMC Chugiak retains the right to modify, relieve, or reinforce any provision when, in its sole judgement, circumstances warrant such action.
- The UMC Chugiak may terminate an event in progress when, in its sole judgement, continuation presents harm to persons, or to resources under its control. Such harm may be tangible or intangible.
- The UMC of Chugiak reserves the right to cancel any reservations or scheduled events at its sole discretion. In the event of such a cancellation, UMCC will refund any paid fees.

## MEMBER DEFINITIONS

- The 2012 UMC Book of Discipline states, “The membership of a local United Methodist church shall include those who have been baptized and those who have professed their faith.”
- The Discipline also provides for Affiliate and Associate membership in the local church. “An affiliate member retains membership with his or her home church and enjoys all the rights and privileges of a professing member of UMCC. An associate member is a lay member of another denomination, but residing in the area for an extended period and attending the UMC of Chugiak. An associate member enjoys all benefits except being a voting member of the church council.”
- For the purposes of the UMC of Chugiak’s Facility Use policies, procedures, and fee schedule, a member is recognized as such if they are listed in the church’s membership rolls.

# **United Methodist Church of Chugiak**

## **Facility Use Requirements & Rules of Conduct**

### SET UP:

- User is responsible for set up before the function. The user takes responsibility for the care of floors, furniture, and equipment.
- User, attendees, and caterers are not permitted to set up before the reserved rental time. An additional fee will be assessed if the reserved timeframe is not adhered to.
- User may not move any equipment or furniture without prior approval.

### CLEAN UP:

- User is responsible for all clean up, including care of floors, furniture, and any other church property utilized during their event.
- User, attendees, and caterers are not permitted to clean-up after the requested rental times. An additional fee will be assessed if the timeframe is not adhered to.
- Trash must be disposed of in a dumpster located in the back parking lot on the right side of the lower level entry to Community Center.
- All spills on the carpets, floors, or tables must be cleaned up immediately.
- All tables and chairs must be returned to the appropriate cart, closet or original configuration.
- If the room is not returned to its original condition, the user will be charged a cleaning fee of \$100 per hour.
- User must notify the office of any damage incurred during their use of the facility.
- After each use of the facility, a designated person will inspect the area. In case of improper clean-up, the user will be contacted. If the user does not correct the deficiency within 48 hours, they will be assessed a fee.
- Should UMCC staff note any damage to the facility or its equipment, the user will be notified and requested to repair same within two weeks. If not done, the church will hire a contractor to do the repair with expenses charged to the user.
- All Church linens, tablecloths, kitchen towels, etc., used by members must be washed, dried, folded and stored properly. Non-members must provide their own linens, tablecloths, kitchen towels, etc. and remove same when function is concluded.

### CLOSING AND SECURING AFTER THE EVENT:

- All users must exit facility by end of requested reservation time, with any and all supplies or equipment they brought for use at the event.
- If the church office is open when the user leaves, the user must check out with the Office Manager or other staff person on duty.
- If the church office is closed, the user is responsible for securing the facility before departing as follows:
  - If you are responsible for children or youth, you must stay until all children or youth are picked up by parents or a responsible party. You must also stay until ALL toys, athletic equipment, etc., are picked up and put away in their proper place.
  - Close all hallway doors.
  - Turn off all interior lights, except those designated by light switch guards to remain on at night.
  - Ensure all outside doors are locked and properly closed. Shake each door to make sure each door is secured and locked.

### CONDUCT:

- Church staff may frequently monitor all rooms.
- Youth aged 17 and younger must be supervised at all times by 2 responsible adults (age 18+).
- If children are found causing a disturbance or not being supervised, parents or guardians will be required to remove them from the facility.
- Anyone being disrespectful to the church staff or not following facility rules will be escorted from the facility.

### PROHIBITED ITEMS:

- Smoking is prohibited inside the facility and within 25 feet of any door.
- Red or deep colored beverages (e.g. Kool Aids, punch, etc.) are prohibited.
- Wax candles are prohibited for use inside the facility.
- Firearms are prohibited within the facility and on the grounds, except for certified and authorized personnel.
- Alcohol and other intoxicating substances are prohibited within the facility and on the grounds.
- No food or beverages are allowed in the sanctuary.
- No aqua gel beads may be used.

#### OTHER RULES OF FACILITY USE:

- Posters, pictures, announcements, etc. may be posted only on bulletin boards, and only with push pins. All items must be removed after the event.
- The use of staples, pins, or glue to place signs or decorations anywhere in the building without prior approval is prohibited.
- Absolutely no tape is to be used on walls or floors.
- Juvenile activities and meetings in the church facilities must be under the supervision of responsible adults.
  - A minimum of two unrelated adults must be present, and a ratio of 8:1 for youth ages 5-17, 5:1 for youth ages 2-4 must be maintained.
  - Children younger than 2 must be accompanied by a parent or guardian, or placed in the care of a pre-authorized nursery care provider.
- Overnight occupation is to remain confined to designated areas.
- User may not borrow any church property or equipment without approval of the Trustees and/or the Pastoral Team. User must complete proper documentation and submit equipment use forms to the Office Manager.
- Each user group must supply their own disposable supplies except for the usual amenities in the rest rooms and janitorial equipment. The church does not supply any markers, tape, paper, chalk, pencils, etc. We request that users furnish all supplies needed and to remove all used and excess supplies when use is completed.
- Only shoes with non-marking soles are to be worn for action-oriented activities within the building.
- Only the tables and chairs provided, or those approved by the church can be used in the Community Center.