



Facility Use Policy

Saint Stephen United Methodist Church

Our facilities are one of our ministry tools; therefore we strive to make our facilities available for use. The following policies have been devised to ensure the best use of these tools.

The following groups and/or functions will be given priority to building use in the order listed. Any group or event below second priority may lose its reservation should a higher priority group or event need the same facility and any event other than worship may be canceled due to a funeral need. A room is not reserved unless it has been placed on the All Church Calendar according to procedure outlined below.

First priority - Church wide ministries (Worship, Children's Ministry, Youth ministry, Boy and Girl Scouts, etc).

Second Priority – Sunday School Class Events

Sunday school classes pay no fees for building use. Reservations must be made for each room to be used. Set-up and take-down will be provided by custodial staff if needed, however anything members can do to help us save custodial costs is appreciated. Classes are expected to take out the trash and wipe down tables used for food. The custodial staff will vacuum.

Third Priority - Personal Events of Members

Members of Saint Stephen will pay no usage fee for personal events (birthday, anniversary, reunions, etc) (Note: Weddings are covered under a different Policy). Members must sign a building use agreement and pay a security deposit. Members are expected to set-up, take down, and clean up for their event. Members, who wish to pay for set-up, take down, and cleaning will need to schedule those items when the room is reserved and will pay the rate listed in the Fee Schedule. If the member fails to clean after their event they will be billed \$25 per man hour for custodial service.

Fourth Priority – Outside Groups

Saint Stephen makes the following rooms available for outside groups as a service to the community. Facilities are available to private, not for profit, charitable organizations. Facilities are not available to for-profit organizations, political events, or any group that in the opinion of the Business Administrator does not reflect the values and beliefs of Saint Stephen UMC. Outside groups will pay the fee listed in the Fee Schedule, plus any damages. The church may from time to time waive fees for certain groups.



Fee Schedule

The following charges cover utilities, basic janitorial, and wear and tear on our facilities and are not intended as a for profit enterprise.

| | |
|----------------------------------|-------------------|
| Fellowship Halls | \$100.00 per use |
| Sanctuaries * | 100.00 per use |
| Chapel (East) | 75.00 per use |
| Kitchen | 75.00 per use |
| Adult Classrooms | 50.00 per use |
| Activity Center Classrooms | 50.00 per use |
| Activity Center Kitchen | 50.00 per use |
| Parlor | 50.00 per use |
| Activity Center Gym | 20.00 per use |
| Sound Technician for Sanctuary** | 25.00 per hr. |
| Overnight Church Groups | 50.00 per night |
| Deposit | 100.00 refundable |

Other rooms are typically **not** available for use, but may be considered on a case by case basis. Such use is at the sole discretion of the Business Administrator.

Audio / Visual equipment is also typically **not** available for use during non-church events. Any allowed use and charges for same are at the sole discretion of the Business Administrator.

Charges include basic tables and chairs setup and general cleaning afterward. Exceptional cleaning will be billed at \$25 per hour.

*The Sanctuary is primarily a place of worship and its use for some types of events may be restricted.

** Sound Technician is required to use our sanctuary sound system.



How to Request the Use of Facilities

Ministries should place all events for their area on the calendar as soon as a firm date and time are known. Events that are not on the calendar may find the space has been reserved by another group. The responsibility for resolving conflicts caused by a failure to schedule timely will rest with the ministry in need of the space. Please give recurring items to the Receptionist who will place them on the calendar.

Sunday School Classes should give requests the Receptionist as soon as a **firm date** is known.

All others that need to schedule facilities should contact the Receptionist **at least two weeks and no more than six weeks** in advance. Once the reservation is approved by the Business Administrator the requestor will be notified. The responsible person for the event will need to come by the church office, sign a building use, agreement, pay any fees or deposits.

Reservation is not confirmed until agreement is signed and fees paid. The responsible party should pick up a key if applicable two days before the event. Out of town church groups may send their agreement and payment by mail.

Deposit

All third and fourth priority users must leave a \$100 check as a deposit any excessive cleaning or damages. If there are no other charges the original check will be returned un-cashed.

Keys

Keys will not be issued to those using facilities instead custodial will be scheduled to unlock and relock the building and or rooms. Those to whom keys are issued are responsible to ensure thermostats are lowered, lights are out, and doors are locked.