



BUILDING USE POLICIES

The purpose of this policy is to establish a guideline for the use of building, grounds and equipment for Union African Methodist Episcopal Church, which will serve its membership, neighborhood and community to provide maximum use in accordance with its Board of Trustees. These policies are authorized and published in order that one may know the conditions governing the use of this church's facilities and equipment.

SCOPE

The use of the buildings, grounds and equipment shall be confined to religious, educational and social service events.

Union AME Church Board of Trustees reserves the right to cancel any agreement without refund, which in its judgment, is deemed not in the best interest of the church or the renter.

Union AME Church Board of Trustees shall not be responsible for any injuries that may occur during the rental or any other use of the facilities.

ADMISSION CHARGES AND COMMERCIALISM

No individual, group or organization shall be permitted to charge admission or conduct fundraising activities of a commercial nature. Free-will offerings may be received.

CHURCH PERSONNEL

A designated representative of the church shall be present at all activities. The representative shall be available for the duration of the contractual period to answer any questions concerning building usage.

ORGAN/PIANO

These instruments are available only to trained musicians. The minister of music or designee shall supervise. All music (instrumental or vocal) in the sanctuary shall be kept within reason in order that its sanctity shall remain.

LOANING EQUIPMENT

Loaning equipment such as chairs, tables, books, etc., to individuals, groups or organizations for use on other sites is not encouraged. However, these items may be borrowed for church related functions, if cleared properly through the board of trustees or designated persons.

SOCIAL FUNCTIONS

The church facilities shall be made available for social activities to members of the congregation as well as to non-members. **It should be understood that the setting of the sanctuary shall not be changed in any manner.**

Use of the building shall be as follows:

1. Equipment: Equipment shall not be moved from its regular place without authorization. Pulpit furniture may not be moved or removed without permission of the pastor. Arrangements must be made to return all equipment moved with authorization to its regular place. All kitchen equipment such as dishes and silverware are not available for use. No food should be left in the kitchen refrigerator or freezers.
2. Decorations: No tack, nails, tape or other material that will deface church property shall be used. Flowers, candles, cords, etc., must have bases or stands to support them and proper covering to protect carpets. Decorations such as streamers, shall not be attached to walls, pews, chancel rails or ceilings in a matter that will leave permanent marks.
3. Flowers: As soon as a florist is selected, the renter shall notify the church office to establish a time for decorating. If no florist is involved, then those responsible for flowers and decorations should notify the church office for the same reason. This applies to non-members and members.
4. Removal of Flowers and Decorations: Removal shall be done immediately after the activity so that facilities are ready for the next scheduled events.
5. Alcohol and Tobacco: The use of alcoholic beverages, smoking and tobacco products is prohibited.
6. Costs: All fees should be paid in full 30 days in advance. Payment should be coordinated and paid through the Trustee Board Chairman.
 - Members: Fee of \$100
 - Non-Members: Sanctuary/Fellowship Hall /Kitchen (\$175 per hour)
 - Sanctuary/Fellowship Hall (\$125 per hour)
 - Fellowship Hall /Kitchen (\$100 per hour)
 - Sanctuary (\$100 per hour)
 - Fellowship Hall (\$75 per hour)
 - Civic Organizations / Sister Churches Fee of \$100

GIFTS

Before memorials and gifts are purchased and offered to the church, the Board of Trustees shall be consulted to determine that these memorials and gifts harmonized with the mission, design and purpose of the church facilities. Used items such as furniture, carpets, mowers, etc., shall not be accepted as gifts unless arrangements are made for their use or disposal. All memorials and gifts, which are part of the church building and facilities, shall become without qualifications the property of the church.

Visual and Video Policy for Activity Usage

Services and use of equipment for meetings, programs and services should be coordinated at least two weeks before an event so that personnel and equipment can be made available. Only trained Union AME Church Video Ministry personnel will be allowed to operate equipment. Exceptions will be evaluated and made at the discretion of the pastor or VM team leadership. Request forms may be obtained through the church website: unionamec.com, the church office, or by email at unionamec@live.com.

VM Team members will serve when available for additional services, i.e. weddings, funerals, other programs, but will be compensated by the person(s) who contracts the church at a rate to be determined by the person serving depending on time necessary to complete the task, (but not less than \$50).



CONTRACTUAL AGREEMENT

Usage of Union African Methodist Episcopal Church

Agreement entered into between the Board of Trustees of Union AME Church and

Name of Individual or Organization

Address

Name of Person Making Request Phone Number

Type of Event: _____

Date: _____ Time: _____

1. The rent for this facility is \$ _____, payable in full 48 hours before the event and a non-refundable deposit of one-half of the rental fee is required at the time of signing this agreement.
2. The renter agrees to pay Union AME Church for any damages to facilities or equipment, other than the normal wear and usage.
3. The renter agrees to leave the sound systems, screens, props, supportive equipment, furniture, etc., in the condition they were prior to the event or be responsible for their replacement within 30 days after the event.
4. The renter agrees to observe the following rules:

- The renter agrees that furniture and equipment in the rented facility will be moved only with the consent of the Pastor of the church.
 - The renter agrees not to have any concession involving the sale of beverage, food or other refreshments.
 - The renter agrees that at no time will alcoholic beverages or smoking be allowed on the premises.
- The renter agrees that eating will only be allowed in the Fellowship Hall.
The renter agrees that Union AME Church reserves the right to cancel this agreement without refund, when in its judgement, developments take place that are deemed not to be in the best interest of the church or the renter.

5. Union AME Church will not be responsible for any injuries that may occur during the rental or any use of this facility.

Witness the hands of both parties hereto this _____ day of _____, 20__

Signature of Trustee/Representative

Signature of Renter

Signature of Pastor

Original: Trustee File
Copy: Renter



REQUEST FOR USE OF BUILDING

Name of Person or Organization

Date

Address

Name of Person Making Request

Phone Number

Name of Person Making Request

Date of Event: _____ Time of Event: _____

Comments:

Request is denied due to: _____

Request is Approved:

Request is approved pending review and signing of contractual agreement

Signature of Trustee / Representative

Date

Original: Trustee File

Copy: Person making request, Pastor, Custodian

Revised 5/14