



**Rincon United
Methodist Church**

**Facilities Use
Policy**

**FOR
107 Savannah Avenue Campus
(826-5796)
&
Coward's Methodist Retreat
365 Bunyan Kessler Road
&
The Crystal Anderson Youth House**

Revised 2/12/2014

Rincon United Methodist Church Facilities Use Policy

WHEREAS, the Rincon United Methodist Church Board of Trustees desire that the facilities of the Rincon United Methodist Church be used to promote the ministry of the church and

WHEREAS, the Trustees are responsible for maintaining fair and consistent policies for the use of the Rincon United Methodist Church facility, and

WHEREAS, the Trustees feel it necessary for said policies to be in writing.

NOW THEREFORE, in consideration of the foregoing, the Trustees hereby adopt the following policies concerning the use of the Rincon United Methodist Church facilities (hereafter referred to as "THE RINCON UNITED METHODIST CHURCH FACILITIES USE POLICY")

All facilities and property of Rincon United Methodist Church are to be used in a manner consistent with *The Book of Discipline of the United Methodist Church 2012*.

Rincon United Methodist Church Facilities Use Policy

1-1-1. Definitions.

As used below, the term:

- 1) “Administrative Council” means the Administrative Council of the Rincon United Methodist Church.
- 2) “Church” means Rincon United Methodist Church.
- 3) “Church Facilities” means the Rincon United Methodist Church Buildings located at 107 Savannah Avenue, 111 Georgia Avenue.
- 4) “Church Sponsored Function” means an event that, by the approval of the Board of Trustees, is sponsored by the Church.
- 5) “Church Sponsored Group” means a group who, by the approval of the Board of Trustees, is sponsored by the Church.
- 6) “Minister” means the Senior Pastor of the Rincon United Methodist Church.
- 7) “Trustees” means the Rincon United Methodist Church Board of Trustees.

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1-1-2. Use of the Rincon United Methodist Church Facilities

- a) An *individual*, including an individual's child or children eighteen years of age and older (or twenty-one years of age or younger if enrolled in a post-secondary educational facility), may use the Church facilities if
 - 1) the individual is a member of the Church or the Trustees approve the individual;
 - 2) the intended use of the Church facility is for the individual and is a religious related activity, wedding, baby shower, bridal shower, anniversary or birthday party; or
 - 3) the Minister, or someone delegated with authority by the Minister, approves the intended use of the Church Facility.
- b) Any organization *within the Church* may use the Church facilities if the Minister, or someone delegated with authority by the Minister, approves the intended use. These organizations include but are not limited to the following: Sunday School Classes; Choirs; Rincon United Methodist Youth Fellowship (MYF); Rincon United Methodist Men (UMM); Rincon United Methodist Women (UMW).
- c) *Any other organization* (which includes corporations, associations, trusts, estates partnership and proprietorship) may use the Church facilities if:
 - 1) the organization is a nonprofit organization whose by-laws, or other rules adopted for its internal governances, are consistent with the Christian principles adhered to and promoted by the United Methodist church in general and the Rincon United Methodist Church in particular as determined by the Trustees, and
 - 2) the Trustees and the Minister, or someone delegated with authority by the Minister, approve the intended use of the Church facility.

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1-1-3. Approval by the Rincon United Methodist Church Board of Trustees.

- a) As set forth in Section 1-1-2(c) (1), the Trustees must approve any nonprofit organization wishing to use the Church facilities. The Trustees have heretofore approved the following organizations, which include Church sponsored groups:
- Boy Scout Troop #665;
 - Cub Scout Troop #665;
 - Girl Scout Troops;
 - Brownie Scouts;
 - **Habitat For Humanity**
 - Kings Daughters;
 - Rincon Manna House, and
 - Effingham County Habitat for Humanity.

Any other nonprofit organizations wishing to use the Church facilities must submit: i) a short statement of the purpose of the organization; and ii) a copy of the organization's by-laws, or other rules adopted for its internal governance, to the Trustees for approval.

- b) As set forth in Sections 1-1-2 (c) (2), the Trustees must approve the specific intended use of the Church facilities. Any organization wishing to use the Church facilities must, at least thirty (30) days before using the facilities, submit to the Trustees for approval a brief written request setting forth their intended use of the facilities. Also the requestor needs to fill out the "Request For Facilities Use" form.
- c) The Trustees may disapprove, under the guidelines set forth in Section 1-1-2 (c) (1), any nonprofit organization and may further disapprove the specific intended use of any nonprofit organization even though the nonprofit organization itself is approved by the Trustees.

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1-1-4. Charges for use of the Rincon United Methodist Church facilities.

- a) In general, church facilities are used without charge by members and outside organizations.
- b) Large events (>50 people), particularly where food is served and which occur on Saturday may be subject to a \$100 cleaning fee. This fee applies to members and non-member organizations.
- c) In some instances a building use fee may be negotiated for use by outside organizations or private family functions at the discretion of the pastor and the Trustees. The fee may be put in place for large events and/or recurring events.

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1-1-5. Other Provisions

- a) Facilities must be left clean and in good order after use.
- b) No furniture, furnishings or other items may be moved or otherwise rearranged in the Sanctuary without the prior approval of either the Minister or the Director of Worship. It is especially important that none of the brass fixtures be handled without appropriate gloves.
- c) The pantry items may only be used by individual members or organizations within the Church.
- d) No Alcoholic beverages shall be brought, served, or consumed in or at any church function or on church property.

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The Vision of Rincon United Methodist Church

“Welcoming all generations to unite as one family of God to live out a steadfast legacy of faith in Jesus Christ.”

Request for Facilities Use

Date of Application: _____

Requesting Use at: _____

(107 Savannah Avenue or Cowart's Retreat)

Event/Purpose: _____

Sponsoring Group: _____ **Phone:** _____

Date (s) Requested: _____

Time (s) Requested: _____ to _____

Address: _____

City/State: _____ **Zip Code:** _____

Name of Volunteer Leader _____

Daytime Phone Contact: _____

E-Mail: _____

Evening Phone Contact: _____

Alternate Date: _____

Room (s) Requested _____

Alternate Room:

Tables & Chairs Requested: _____

Audio/Visual Equipment Requested: _____

Church Staff Support Needed: _____

Do you have a key to get into the building? ____ Yes ____ No

Signature _____ **Date** _____

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