

## Kitchen Rules

1. The kitchen **MUST** be cleaned after use. This includes the floor, sinks, countertops, tables in the fellowship area, high chairs and appliances.
2. Mark food and drink placed in the refrigerator or freezer with the date and the group or who placed it there. Unmarked food and drink will be placed in the trash.
3. Do not adjust the refrigerator or freezer controls. If there is a problem, contact or leave a note for the building manager.
4. When using the dishwasher and Coffee Maker, follow the posted instructions. If the dishwasher is left on after use, we risk burning up the heating element and increase church costs as water is continually recycled to keep at a high temperature.
5. **NO KITCHEN equipment** is to be taken from the premises for any reason.
6. Precaution should be taken that beverages do not drip on the carpet. Place drip pans under coffee pots and drink spigots. **There is to be no red, purple, or orange drink anywhere in the church.** If something gets spilled on the carpet, it is the responsibility of the person in charge to spot clean it with water only. No cleaning agents should be used on the carpets or tile.
7. Do not put liquids in the garbage cans. When emptying trash, take the entire trash can to the south entrance and then remove the plastic liner. This prevents drips from ending up on the carpet as trash is being removed from the building.
8. All State/County Health Department guidelines must be followed. At the time of booking your event, the facility scheduler will review the rules for these requirements.

## Guidelines for Youth Activities and Lock-Ins

1. Lock-ins are permitted for church sponsored ministries only. No slumber parties or lock ins for outside groups are allowed.
2. No running in the building is allowed. Any activities involving running must be held in the multipurpose room as part of a controlled, adult-organized, and supervised game. There shall be no horseplay.
3. A minimum of one adult per seven youth for all youth activities is required. All youth activities are to follow the rules set out in the child protection policy adopted by the church. A copy of this should be given to each appropriate group when the event is booked. It can be obtained in the church office.
4. "R" rated videos may be shown only for the purpose of discussion with an adult counselor or supervisor. Advance notice of any showing should be given to ensure parental awareness. If an objection is raised, the video should either be cancelled or an alternative activity for those who are not allowed to view the video should be scheduled.
5. No music will be played that contains profanity, satanic, or anti-Christ lyrics unless it is for the purpose of discussion by an adult leader or teacher.
6. Appropriate attire shall be worn at all times.
7. All youth shall remain in the building during the times of the entire lock-in unless they are leaving with an approved adult.

## Guidelines for Organ, Piano, and Hand bell use

1. The sanctuary organ and grand piano must be locked at all times when not in use. The keys will be kept by the Worship Director.
2. Use of the organ or grand piano for non-church events will be at the discretion of the Worship Director or pastors. Choice of music must be preapproved and practice times scheduled via the facility scheduler.
3. The organ and grand piano will not be removed from the sanctuary.
4. The hand bells will be kept locked when not in use and are not available for loan.

## Funeral Guidelines

1. A funeral will take precedence over all other scheduled events.
2. The United Methodist Women will provide a meal if requested by the family and all donation checks for this meal should be made out to "United Methodist Women".
3. The pastor will work with the family to determine if a meal is desired. The pastor will then contact the appropriate UMW person to get the meal scheduled.
4. The family will pay for the cost of the meal. A donation for UMW is appreciated for the work done by our UMW committee.

Last revised: 04-27-11

# Building Use Policies

*The mission of  
Crossroads United  
Methodist Church is to  
grow disciples for Jesus  
Christ and send them  
out into the crossroads  
of our communities to  
impact lives for Jesus  
Christ.*



**Crossroads**  
United Methodist Church  
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## Facility Use Policies & Fee Schedule

### Scheduling:

- Church facilities are available on a first come first serve basis. Events and meetings should be scheduled as far in advance as possible with the church office. No event is considered “booked” until all the required paperwork is completed.
- All events may be rescheduled or cancelled by the church in case of an emergency or funeral.

### Building Use Fees (effective January 1, 2011)

#### Ministry sponsored events:

There are no building use fees for ministry sponsored events. Custodial fee may be charged depending on the event and/or the time of the event.

#### Non-Ministry sponsored events:

Use of church facilities not sponsored by a Crossroads ministry may be required to pay a building use and/or custodial fee.

#### The church does not host birthday parties.

#### All non ministry events will be required to do their own set up and tear down needs.

There will be **NO** scheduled events the week between Christmas and New Years. This is because there is no janitorial service. **NO EXCEPTIONS** except for funerals.

### Church Member Fee Schedule:

- The use of up to two classrooms reserved for meetings or events will have no building use charges.
- If food is served, a \$25 building use fee will be charged to reserve up to two classrooms for a meeting or event.
- A \$75 building use fee will be charged to reserve the sanctuary, chapel, fellowship hall, kitchen, multipurpose room or other rooms for a meeting or event.

### Non-Member Fee Schedule:

- A \$50 building use fee will be required to reserve one or two classrooms for a meeting or event.
- If food is served, a \$100 building use fee will be required to reserve one or two classrooms for a meeting or event.
- A \$175 building use fee will be required to reserve the sanctuary, chapel, fellowship hall, kitchen, multipurpose room or more than two rooms for a meeting or event.
- Refunds for event cancellations require a 30 day notice.

### Custodial Fee:

- The custodial fee is \$25 per hour (minimum of one hour).
- A custodial fee will be charged for any meetings or events ending after 7:00PM on a Saturday night (includes ministry sponsored events).

### Building Rules

The following rules for church use are for all events/meetings regardless of whether church sponsored or not church sponsored.  
**NO EXCEPTIONS!**

1. Any furniture or equipment moved for an event shall be returned to its proper locations at the conclusion of the event. No altar furnishing may be moved.
2. The person responsible for each event will be held responsible for the condition of the facility/room after use. Rooms should be cleaned after they are used and left in good; if not better, than the condition they were found. Responsible parties must make sure all water and lights (including restroom lights) are turned off and windows closed and locked. **IF YOU ARE THE LAST ONE TO LEAVE, PLEASE MAKE SURE ALL OUTSIDE DOORS TO THE BUILDING ARE LOCKED.**
3. Key cards needed for a one-time event must be returned promptly. Anyone who has a church key card and is no longer responsible for their group must return the key card to the office. The office keeps a list of those to whom keycards have been issued. If you give your keycard to the new group leader, the card is still listed as your responsibility and you will be called in the event there is a problem with the group. The new group leader needs to come in and get a keycard assigned to them. A \$5 deposit is required in all cases, and will be refunded when the keycard is returned. Keycards for those holding recurrent events must be renewed annually. No deposit is required for a renewal.
4. All hard keys for the building must be approved and obtained from the Building Manager. The Building Manager will keep a list of who has been issued a key. Keys should be returned to the Building Manager when no longer needed.
5. Use of the church nursery must be pre-arranged with the Nursery Coordinator. Child care workers must pass a background check and be approved by the Nursery Coordinator prior to caring for children.

6. **Children must be supervised at all times inside and outside of the building. This includes the time prior to an event and after an event while awaiting pick up by designated adults. No group leader shall leave church property until all minors have been picked up. Children may not run in the halls and should remain in rooms assigned to them.**
7. Heely shoes are not allowed.
8. Craft projects must not be damaging to church property and should be limited to pre-approved areas. Plastic drop cloths, etc. must be used to protect carpet or furniture if needed.
9. **NOTHING** is to be placed (taped, tacked or nailed) directly on the walls, woodwork, or fixtures with Building Manager approval. Classrooms will be equipped with bulletin/white boards for posting of materials.
10. **Only** drip less candles may be used anywhere in the building.
11. **NO** food or drinks are permitted in the sanctuary or chapel. Please do not eat while walking around the church.
12. **NO RED, PURPLE, OR ORANGE DRINKS ARE PERMITTED ANYWHERE IN THE CHURCH. (They stain the carpet.)**
13. No alcoholic beverages are permitted anywhere on church property, including the parking lots.
14. No smoking is permitted inside the church facility or within 15 feet of any doorway.
15. No profanity is allowed.
16. Any activity deemed to be in conflict with the mission of Crossroads UM Church may be terminated immediately by a pastor, building manager, or lay official.
17. **Consequences for failure to adhere to these rules will be determined on a case by case basis.**