

Building Use Policies and Guidelines



Crossroads
United Methodist Church
1420 North Main St.
P.O. Box 299
Washington, IL 61571
309-444-2381

**Church Policies & Guidelines
for Crossroads United Methodist Church
of Washington, IL
(Revised 1/07/08)**

God has blessed us with a beautiful facility. The whole church is the house of God. Special respect and reverence shall be observed while in the Chapel and Multi-purpose Room worship area. **To Honor God for all He has given us**, we ask that you comply with the guidelines in this booklet for use of church grounds, facilities, and equipment. These guidelines are designed to help us protect our church home, as a sign of responsible stewardship, to protect the safety of individuals, and to demonstrate appropriate respect for our church building. These policies are guidelines and can be changed or amended by the Trustees at any time.

Our wonderful facility is very much in demand by many groups within and outside the church. **To avoid conflicts, everyone MUST fill out a room request form for ALL events or meetings.** This includes church as well as non-church events. The room request form details the type of event, date, time, duration, contact person, room(s) requested, etc. and will be reviewed by the scheduling manager, who will approve or deny the request. The event must be approved before it is entered on the church calendar.

- Scheduled church events take precedence over non-church events.
- Submission of a room request form does not guarantee placement.
- ALL CHANGES TO THE ORIGINAL REQUEST MUST BE CLEARED THROUGH THE SCHEDULING MANAGER.
- If you have questions about scheduling, you may contact the scheduling manager in the church office at 444-2381.

GUIDELINES FOR NON PROFIT & PROFIT MAKING ENTITIES

- Non-profit organizations may be initially exempt from submitting a deposit, depending on the nature of the activity being scheduled. This is based on the assumption that the church area used will be cleaned after the event and all property will be respected. Abuse will result in a Custodial Fee. The decision to waive or enforce deposits rests with the Board of Trustees.
- Profit-making organizations will be required to provide a Custodial Deposit of \$100 made out to the church and provided to the office one week prior to the event (refundable if no services needed).
- If special set up or cleanup will be required, indication must be made on the room request form.
- A representative of the organization will be provided with a copy of this booklet when room requests are made. Groups using the church will be held liable for any repairs or damages.

FEES AND GUIDELINES FOR NON-CHURCH EVENTS

Day long seminar or event:	\$150 donation
Shorter gatherings with food preparation in the kitchen:	\$ 50 donation
Shorter gatherings with food brought in:	\$ 25 donation
Small gatherings (1 room with no food):	no charge

- Please respect other groups that are using the church at the same time. No groups are to use the multi-purpose worship area, chapel or parlor unless cleared first through the scheduling manager.
- **FUNERALS OR SIMILAR SHORT-NOTICE EVENTS HAVE PRIORITY OVER SCHEDULED EVENTS.**
- The south doors will remain locked at all times with the exception of Sunday morning during worship and Sunday school. All groups and individuals will enter the building via the west entrance.
- Any furniture and/or equipment moved for an event shall be returned to their proper locations at the conclusion of the event. **NO ALTAR FURNISHING MAY BE MOVED WITHOUT PERMISSION FROM A PASTOR.**
- The person responsible for each event or meeting will be held responsible for the condition of the room after use. Rooms should be cleaned after they are used and left in good, if not better than, condition than they were found. Responsible parties must make sure all water and lights (including the restroom lights) are turned off and windows are closed and locked. **IF YOU ARE THE LAST ONE TO LEAVE, PLEASE MAKE SURE ALL OUTSIDE DOORS TO THE BUILDING ARE LOCKED.**

- Groups using the church must complete a checklist after the event and return it to the Building Manager's box outside the mechanical room.
- Keys needed for one-time events must be returned promptly. No keys shall be duplicated. Anyone who has a church key and is no longer responsible for their group must promptly turn their key into the office. The office will keep a list of people who have church keys.
- Use of the church nursery must be pre-arranged with the Nursery Coordinator. Child care workers must pass a background check and must be approved by the Nursery Coordinator.
- Children will be supervised at all times inside and outside the building before, during, and after all events and meetings. Children will not be allowed to run in the halls and will remain in the rooms assigned to them.
- Heely shoes are not allowed.
- 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 damage from paint or similar materials.
- **NOTHING** is to be placed (taped, tacked or nailed) directly on the walls, woodwork, or fixtures without Trustees' approval. Classrooms will be equipped with bulletin boards for posting of materials.
- Use dripless candles only and place plastic under candelabra for functions in the sanctuary or chapel.
- NO food or drinks are permitted in the multi-purpose room or chapel. Please do not eat while walking around the church.

- **NO RED, PURPLE, OR ORANGE DRINKS ARE PERMITTED ANYWHERE IN THE CHURCH. (They stain the carpet.)**
- NO alcoholic beverages are permitted anywhere on church property, including the parking lots.
- NO smoking is permitted inside the church facility or within 15 feet of any doorway.
- NO profanity is allowed.
- Any activity deemed to be in conflict with the mission of Christian principles of Crossroads United Methodist Church may be terminated immediately by a pastor or lay official.
- **Consequences for failure to adhere to these rules will be determined on a case by case basis.**

KITCHEN GUIDELINES

- The kitchen **MUST** be cleaned after use. This includes the floor, sinks, countertops, tables in the fellowship area, high chairs, and appliances.
- Mark food and drink in the refrigerator and freezer with the date and contact person. Unmarked food and drink will be removed.
- Do not change the refrigerator controls.
- When using the dishwasher and the Bunn coffee maker, follow the posted instructions.
- No kitchen equipment is to be taken from the premises.

- Precaution should be taken that **beverages do not drip on the carpet.** Place drip pans under coffee pot/soft drink spigots. **There is to be no red, purple, or orange drink anywhere in the church.** The committee responsible at any activity where food and/or drinks are consumed is to look for and spot clean (with water only) any spills on the carpet. Only water should be used on the floors – no cleaning agents. Use only a damp mop on the tile floors.
- Do not put liquids in the garbage cans.
- A representative of the Crossroads United Methodist Church must be present when non-church members use the kitchen.

GUIDELINES FOR YOUTH ACTIVITIES AND LOCK-INS

- No running in the building is allowed other than as part of a controlled, adult-organized, and supervised game. There shall be no excessive horseplay.
- A minimum of one adult per seven youth for all youth activities is suggested. A deadline for registration of participants should be given to insure this ratio.
- “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 film should be scheduled.
- No music shall be played that contains profanity, satanic, or anti-Christian lyrics unless it is for the purpose of discussion by an adult leader or teacher.

- Appropriate attire shall be worn at all times.
- All youth shall remain in the building during the times of the entire lock-in unless they are leaving with an adult for a supervised activity.

GUIDELINES FOR ORGAN, PIANO, AND HANDBELL USE

- The sanctuary organ and the grand piano must be locked at all times when not in use.
- Organ and piano keys will be kept by the Director of Music, organists, and the church office.
- Use of the organ for non-church events will be at the discretion of the Director of Music and the pastor(s). Choice of music must be approved and practice times must be pre-arranged to avoid conflicts.
- The grand piano shall not be moved out of the sanctuary.
- The handbells must be kept locked when not in use and will not be loaned.

FUNERAL GUIDELINES

- Donations are accepted and should be made payable to "United Methodist Women".
- The pastors will contact the family to determine if a meal after the funeral is desired. The pastor will communicate their desire to the UMW committee. The family will provide the meat or cost thereof. Our church family will provide the rest of the meal.

GUIDELINES FOR SOUND EQUIPMENT USE

The sound equipment used in the Sanctuary (the soundboard, microphones and monitors) is to be used in the Sanctuary only. The Chapel soundboard and microphones are for the Chapel exclusively. Because this equipment is expensive, complicated and delicate, use of this equipment is subject to the following rules:

- Sound equipment is to be stored and locked in the sound/video room or in the Chapel.
- Use of this equipment must be under the supervision of a church member who is specifically trained to use it.
- The sound board may not be removed from the sanctuary; however, a portable sound system is available. Check with the sound team or the church office for availability and for more information.
- Usage of this equipment by non-church groups is subject to a fee, payable to the sound team member scheduled for the event.
- This policy should be reviewed yearly.

GUIDELINES FOR VIDEO EQUIPMENT USE

Because this equipment is expensive, complicated, and delicate, use of this equipment is subject to the following rules:

- The video equipment used in the Sanctuary, including the computer, video projectors, video tape recorder, video tape reorder/monitor, DVD player, DVD recorder, scanner, and printer are to be used in the Sanctuary only.
- This equipment is to be stored in the sound/video room. This room shall remain locked at all times.
- Use of the equipment must be under the supervision of a church member who is trained to use it.
- To have a trained person present for the use of the equipment, please schedule with the video team coordinator at least a week in advance of the event.
- Usage of this equipment by non-church groups is subject to a fee, payable to the video team member scheduled for the event.
- This policy should be reviewed periodically, no less than once a year.

