



Facilities Use Policy

TABLE OF CONTENTS

Page 3	Section 1	Introduction
Page 4	Section 2	Terminology
Page 4	Section 3	General Conduct
Page 5	Section 4	General Rules
Page 6	Section 5	Priorities of Use
Page 7	Section 6	Application for Use
Page 8	Section 7	Cancellations
Page 9	Section 8	Fees
Page 9	Section 9	Kitchen Use
Page 10	Section 10	Weddings
Page 13	Section 11	Walking Track
Page 13	Section 12	Audio/Visual
Page 13	Section 13	Safety and Security
Page 13	Section 14	Damage and Liabilities
Page 14	Section 14	Responsible Person's Agreement

Section 1 – INTRODUCTION

This policy statement provides guidelines, regulations, and instructions for use of the buildings, grounds, and related equipment of Oak Ridge United Methodist Church (“ORUMC” or “church”) and reflects the church’s Vision Statement:

Oak Ridge United Methodist Church exists to make followers of Jesus Christ through inspiring worship, Christ-like hospitality, vibrant children, youth and adult ministries, nurturing Christian education, and servant outreach in local, national, and global communities.

The church building and grounds are dedicated to the Lord for the purpose of worship and ministry to the people of the community. It is the policy of the church to make the facilities available to members and their families, as well as the community groups whose interests do not conflict with the vision and scope of the ministry of Oak Ridge United Methodist Church. The church desires that its facilities be used for the fellowship of the Body of Christ and always to God’s glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member groups and individuals.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the church’s faith or moral teachings. Nor may facilities be used for activities that contradict, or are deemed by the pastor as inconsistent with, or contrary to the church’s faith or moral teachings. The pastor, and or the Facility Usage Team, and or the Board of Trustees are the final decision makers as to whether a person or group is allowed to use the church facilities.

The church may not in good conscience materially cooperate in activities or believe that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church’s beliefs would be material cooperation with that activity, and would be a grave violation of the church’s faith and religious practice.

It is important to the church that it presents a consistent message to the community, which the church staff and members conscientiously maintain as part of their witness to the Gospel of Jesus Christ. To allow facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church’s faith would have a severe negative impact on the message that the church strives to promote. It could also be a source of confusion and scandal to church members and the community because they may reasonably perceive that that by allowing use of our facilities, the church is in agreement with the belief or practice of the persons or groups using church facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility.

This policy applies to all church facilities.

Section 2 – TERMINOLOGY

In this document the terms “ministry activity” and “non-ministry activity” are described as follows:

- 2.1 **Ministry Activity** – activities, events and/or use in keeping with the general purposes for Christian ministries (such as worship, education, fellowship and outreach) and that are conducted by active church members, (*members* defined as participants who attend regularly and give consistently. These events include, but are not limited to, funeral, small group bible studies, class fellowship events, and approved events which are open to all members or to a recognized entity of ORUMC (for instance, pancake breakfast for all Sunday School classes).
- 2.2 **Non-Ministry Activity** – activities, events, and/or use by individuals who are not active church members and by groups that are not affiliated with or sponsored by ORUMC, as well as private events held by active church members (weddings, family reunions, graduation parties, and birthday celebration where participation is by “invitation only” and not open to all members.

Section 3 – GENERAL CONDUCT

- 3.1 Oak Ridge UMC maintains smoke, alcohol, and drug-free campus. All persons, groups, and organizations are expected to behave in a Christ-like manner at all times while on church property.
- 3.2 No horseplay of any kind of allowed or considered acceptable in the church buildings.
- 3.3 Skateboarding and rollerblading are not allowed on church property, inside or outside the buildings.
- 3.4 No aircraft of any kind allowed landing, or taking off, on or from church property at any time.

Section 4 – GENERAL RULES

The Trustees and the Facility Usage Team are responsible for monitoring compliance with the Facilities Use Policy. The rules and guidelines set forth herein apply to all events and to all facility users, (ministry and non-ministry events, members, and non-members. The general rules of this policy are all follows:

- 4.1 All use of the facilities must be requested through the Facilities Coordinator and will be posted on the official church calendar upon approval.
- 4.2 All persons using ORUMC's facilities, equipment, and/or furnishings, whether during a regular church activity or a special event, are expected to leave the facilities clean and in good order.
- 4.3 Approved ministry activities and events are not subject to the Fee Schedule, but subject to all other facilities use policies.
- 4.4 Use of church property is limited to the area assigned to your group. In order to comply with insurance standards and regulations, the playground area outside of the Weekday School building is not included in your reservation and may not be used under any circumstances.
- 4.5 Use of the Sanctuary for non-ministry activities, or activities other than regularly scheduled services and ministries of ORUMC, must be approved by Pastor, in addition to the Ministry Table. All such requests should be submitted in writing to the Facilities Coordinator. The exceptions to this policy are funerals for members or their immediate family members.
- 4.6 As a general rule, non-ministry activities will not be permitted on Sundays. Non-ministry activities should be concluded and the building vacated by 6:00pm on Saturdays. Weddings and wedding receptions may be exempt with prior approval. Week-night activities must be completed and the building vacated by 8:30pm, except as approved by the Trustees, Facility Usage Team, and/or Pastoral Staff.
- 4.7 For profit groups will be subject to approval based on the stipulation that no profit-making activity will take place on any location on church campus. (examples include, but are not limited to sales). No events will be permitted for the sole purpose of benefitting business interests. Approvals will be given based on information given at time of request and will be at the discretion of the Church Liaison and/or Board of Trustees committees.

- 4.8 Each group shall have a sufficient number of responsible adults in attendance at all times during their activity or event pursuant to the ratios and policies currently in use at the time. These adults will be responsible for ensuring compliance with all ORUMC policies.
- 4.9 Use of candles, sterno, or open flame of any type is not permitted in the multi-purpose room unless approved in advance. Also no smoke, fog, or haze producing equipment of any kind will be permitted.
- 4.10 Nothing should be placed on the walls, doors or floors without the approval of the Trustees and/or Facility Usage Team. If given approval, do not use anything on the walls or doors, such as scotch tape, masking tape, push pins, or other securing items or adhesives that will cause damage of any kind. Blue painter's tape that can be used for posters and will not damage paint is available in the church office.
- 4.11 No dye-colored food or drink items (Kool-Aid, etc) on carpeted areas.
- 4.12 Grills may not be used without pre-approval. Criteria for use will be specified at time of approval. (Generally, grills may not be used on any concrete or asphalt areas ((front portico, area between buildings, sidewalks, entrance area to FLC, and parking lot)).
- 4.13 All food and/or soiled diapers and/or trash cans containing same should be removed to the outside dumpsters immediately following all activities, unless custodial service is pre-arranged (additional fee paid) through Facility Use Policy by group responsible or ORUMC.
- 4.14 At the conclusion of an activity or event, any furniture or equipment that has been moved must be returned where originally found or placed in storage.
- 4.15 Tools, equipment, and furnishings that are the property of ORUMC must not be moved off the premises or borrowed for personal use without the express permission of the Trustees.

Section 5 – **PRIORITIES FOR USE**

We give highest priority for use of our facilities to core church activities. This ensures that we meet our congregation's needs. Facilities use requests may be altered or denied by the church to accommodate the ministry priorities of the church.

Section 6 – APPLICATION FOR USE

- 6.1 The Facilities Use Policy is available for you to request permission to use ORUMC's buildings, grounds, and equipment. Forms are available in the church office, on the website, or may be requested from the Facility Coordinator through the reservations email address: reservations@oakridgeumc.org. Team/Committee meeting reservations and other ministry activity reservations may be requested by email.
- 6.2 All inquiries, Facilities Use Policy, deposits, and facility use fees are to be submitted to the church office or to the Facility Coordinator. Usage fees must accompany the application and agreement form when submitted or as soon as an estimate of costs is provided. Damage deposits and other fees must be submitted no less than two (2) weeks prior to the event. (Exception – deposits for weddings or other wedding events that are planned in the future must accompany the signed application and with Facility fees being due within two (2) months of event). Fees for wedding personnel will be collected by Wedding Coordinator within two (2) weeks of wedding.
- 6.3 Applications should be submitted to the church office or to the Facility Coordinator in writing at least thirty (30) days prior to the requested date for an event whenever possible. The earlier an event date is requested, the greater our ability to accommodate the request.
- 6.4 Reservations for non-ministry events (other than weddings) will not be considered earlier than six (6) months before event date.
- 6.5 All ministry teams and/or individuals conducting ministry activities/events are asked to submit the details of their activity/event, bible study materials, etc. to the Ministry Table for approval. The ministry team leader or individual should then contact the Facility Coordinator by email or submit a "Facility Use Policy" to the church office or Facility Coordinator in order to avoid scheduling and facilities use conflicts. Reservation requests (facilities use applications) submitted for ministry activities without approvals will be delayed in processing until such approval is received.
- 6.6 All groups scheduling events must provide the church with 24/7 contact information in the event of emergencies.
- 6.7 Every group approved to use ORUMC's buildings and property must have a designated adult representative named as the "responsible person" who is at least 25 years of age. That individual is responsible for policy compliance, is

required to be on-site during the event, and will be the designated contact person for the event.

- 6.8 Non-ministry groups that use ORUMC's facilities on an ongoing basis are required to make annual application and to pay all required fees monthly in advance. Reservations for non-ministry events (other than weddings) will not be considered earlier than six (6) months before event date.
- 6.9 Non-ministry groups must submit to the church, prior to the event, a certificate comprehensive general liability insurance with bodily injury and property damage liability limits of not less than \$1 million that covers the requested event and names Oak Ridge United Methodist Church as an additional insured.
- 6.10 The Facility Coordinator, in cooperation with the Trustees and Facility Usage Team will be the principle contact on behalf of all facility requests.
- 6.11 The Facility Coordinator, or a designated church representative, will coordinate with the responsible contact person regarding their group's activity and/or event, walk them through the facilities as needed, review their event needs, discuss ORUMC's requirements and rules contained in the Agreement, and arrange for building access if application is approved.

Section 7 – CANCELLATIONS

ORUMC reserves the right to pre-empt any group's scheduled activity for good and sufficient reasons. We will make every effort to provide as much advance notice as possible.

- 7.1 If a group or individual must cancel as scheduled activity, they must notify the Facility Coordinator; at reservations@oakridgeumc.org; or the church office, in writing, or by fax (336-643-2065) as far in advance as possible.
- 7.2 Cancellations received less than five (5) business days prior to a scheduled event will result in the full forfeiture of the deposit.
- 7.3 Severe weather conditions sometimes require cancellation of activities at ORUMC to insure everyone's safety.
 - 7.3.1 If the local school system closes for inclement weather, ORUMC may also

close for all activities. If so, we will make every effort to contact the responsible contact person as soon as possible. It will be the responsibility of the responsible contact person to contact those participants attending his/her event.

- 7.3.2 ORUMC notifies the public of inclement weather cancellations on the church's website (www.oakridgeumc.org), WFMY Ch. 2, or on WGHP Ch. 8.

Section 8 – FEES

- 8.1 The intended purpose of all facility use fees is to help defray some of ORUMC's related expenses.
- 8.2 The fee schedule will be reviewed annually by the Trustees and the Facility Usage Team. Any revisions recommended will be submitted to the Church Council for approval.
- 8.3 Usage fees must accompany the signed agreement – all other facility fees must be paid within two (2) weeks of the scheduled event. (Exception for Weddings – facility and usage fees must be paid within two (2) months of the scheduled date. Failure to comply may result in cancellation of your event.
- 8.4 Deposits are refunded when all requirements of the "Facilities Checklist" and/or the "Kitchen Checklist" have been satisfactorily met and a post-event inspection by an authorized church representative and/or a Kitchen Coordinator is completed. The refund of all deposits is at the discretion of the inspector. Approved refunds will be mailed in a timely manner (approximately within a thirty (30) day period).
- 8.5 Fee Schedule – see Appendix to this policy.

Section 9 – KITCHEN USE

Use of the kitchen may be requested in writing through the Facility Coordinator and is subject to the "Fee Schedule" contained in Appendix. The chairperson of the Christ-like Hospitality Ministry will be informed of any requests made for the use of the kitchen and will oversee its use. The complete Kitchen Use Policy is available from the Christ-like Hospitality Ministry. A "check-list" is posted in the kitchen and should be followed by every group and/or individual using the kitchen.

Section 10 – WEDDINGS

All guidelines and regulations as previously stated apply to the Wedding party and guests.

10.1 The Senior Pastor must be notified and premarital counseling begun no less than six (6) months prior to all weddings. All couples must complete a minimum of three sessions.

10.2 Scheduling

10.2.1 The Facilities Use Policy form may be obtained from the church office, on the church website, or from the Facility Coordinator and should be submitted in writing well in advance of the wedding to avoid scheduling conflicts. Reservations are not placed on the Master Calendar until receipt of your deposit check and signed copies of the Facility Use Policy, Waiver of Liability, and reservation form.

10.2.2 The church will not schedule other activities, in areas common with event, during the period reserved for the wedding; however, weddings cannot be scheduled if the requested time conflicts with a previously schedule service or event.

Access to the church on your wedding day is permitted during a pre-determined and pre-approved time block. During this time block, all wedding members, florists, photographers, etc. will be allowed access. This time block must be arranged in advance with the Wedding Coordinator and the Facility Coordinator.

Only active church members may schedule weddings at ORUMC in the month of December.

10.2.3 Rehearsal is a time for you and your wedding party to become familiar with the flow of the wedding service and is scheduled the night before your wedding day for a period of two hours. There is no additional fee for this two-hour rehearsal.

The church musicians will not be present at the rehearsal, however, if their schedule permits, may be available for an additional fee.

10.3 Personnel

- 10.3.1 The Pastor of the church is available to conduct and/or assist in wedding in the church, as his calendar allows.
- 10.3.2 If an outside minister is to conduct the wedding, the Senior Pastor of ORUMC must be consulted and must approve.
- 10.3.3 The church Wedding Coordinator is a part of every wedding at ORUMC and must be consulted with regard to all matters pertaining to the wedding (see "Fee Schedule"). A wedding coordinator of the bride's choosing may also be used, but in accordance with the Facility Use Policies and in addition to the church's Wedding Coordinator. The church's Wedding Coordinator or approved representative must be on site for both the rehearsal and the wedding and will have full charge and final decision on all matters pertaining to the wedding.
- 10.3.4 Use of church audio/video equipment must be stipulated on the "Facilities Use Policy" and requires the services of an authorized member of the Audio/Visual Team (see "Fees" and "Audio/Visual Services"). It is the responsibility of the wedding party to contact and schedule audio services.
- 10.3.5 Services of the church musicians are also available, as the musician's calendar allows, (see "Fee Schedule"). It is the responsibility of the wedding party to contact and schedule the musicians.
- 10.3.6 Guest organists must contact the Music Director for special instructions on use of the organ.
- 10.3.7 Photographers will be permitted in the sanctuary during ceremony. Please discuss in advance with Wedding Coordinator for guidance as to where photographer may stand, how far down the aisle photographer is allowed, and at which point during the ceremony photographer may be given restrictions.

10.4 Facilities

- 10.4.1 No changes may be made on the sanctuary altar or to the Sanctuary furnishings unless approved in advance by the church's Wedding Coordinator.
- 10.4.2 Your wedding is first and foremost a service of worship. You are asking God to bless and sanctify your wedding and marriage. Therefore, careful consideration should be given to the selection of music to be used so that it is appropriate for a Christian worship service. A listing of all music to be used in the service must be submitted to the Wedding Coordinator and approved in advance. This also includes all vocal lyrics which will be sung during your ceremony.
- 10.4.3 Decoration and set-up of the facilities may be done no earlier than one (1) day preceding the wedding, unless other arrangements are made and according to the sanctuary's calendar and must be scheduled through Wedding Coordinator.
- 10.4.4 The church offers use of its tables and chairs, if arrangements made in advance. These must be cleaned and returned to their appropriate places.
- 10.4.5 No church paper products are available for use. All "Kitchen Use" policies apply.

10.5 Decorations

- 10.5.1 No decorations may be placed on walls in the sanctuary.
- 10.5.2 Plants may be used only if placed in waterproof, leak-proof containers.
- 10.5.3 No regular tape, Velcro, glue, etc. may be used to secure decorations to pews, chairs or other fixtures. Non-marking tie-wraps may be used.
- 10.5.4 No candles, sterno, or open flames of any type are permitted in the multi-purpose room without approval through the Trustees or Facility Usage Team.
- 10.5.5 Only dripless candles may be used in candelabras, stands, etc. in the sanctuary. All surrounding areas must be protected by plastic or "wax-resistant" coverings.

10.5.7 Rice is not permitted for the “couple send-off.” Birdseed is permitted outside of the church buildings.

Section 11 – WALKING TRACK

The Walking Track is available for use of the church and community. See posting of hours and complete list of Walking Track Ministry Rules, available at walking track entrance or in the church office.

Section 12 – AUDIO/VISUAL SERVICES

- 12.1 Use of church audio/video equipment must be stipulated on the “Facilities Use Policy” and requires the services of an authorized member of the Audio/Visual Team (see “Fees” and “Audio/Visual Services”).
- 12.2 Trained church A/V Team member must be used to operate the equipment (see “Fees”) and only trained church A/V members are allowed in any of the Sound Booth areas.

Section 13 – SAFETY AND SECURITY

Keeping people safe and buildings secure is the responsibility of all groups, and they must follow the Safe Sanctuary Policy. The complete policy is available from the Security Team and is provided upon approval of a use request.

- 14.1 All users will assume full responsibility for any damage which may result from use of buildings, groups, equipment, and any other property of Oak Ridge United Methodist Church.
- 14.2 Abuse of ORUMC’s property or violations of the general rules of conduct shall be grounds for denial of further use.
- 14.3 Repair and/or replacement of all damaged facilities will be required.
- 14.4 Users must agree to assume responsibility for any legal liability for injury or damage to the persons or property of the user group and its attendees in connection with use of the building(s) or grounds, and, further, must agree to hold ORUMC harmless in the event of any injury or damage.

