



Offer Christ
Grow in Faith
Serve Others

FACILITY USE POLICY

The facilities of East Lake United Methodist Church (ELUMC) have been constructed for the glory of God. They are held in trust for the Florida Conference of the United Methodist Church by the ELUMC Board of Trustees (BoT). The BoT is responsible for the usage and care of all ELUMC facilities.

The guidelines set forth in this policy have been prepared, staffed and approved in consultation with the staff and Church Council. They are a balance between providing adequate protection and maintenance of the facilities within the financial limits of the church while at the same time providing access to the facilities by the members of the church, organizations within the church, activities sponsored by the church and outreach activities in support of the community.

The facilities are intended for the use of the congregation of ELUMC in worshipping God and carrying out Christian ministries through activities of evangelism, education, stewardship, Christian social concern, health and welfare and mission outreach.

Authorization for Facility Use

All organizations or individuals (members or nonmembers) must submit a written request for use of any part of the facility (see Facility Use Agreement form) with the church office. The request will be reviewed and approved by the BoT or their designees. Requests should be submitted at least one month prior to the planned use date to allow time for review and approval. Outside organizations must receive their approval from the BoT. All organizations that use the facilities must be compatible with the mission and ideals of the church. Worship and activities of ELUMC will have priority in scheduling the facilities.

No commercial organization or activity will be allowed to use ELUMC facilities as a profit generating effort. Any non-church groups using the facilities must contribute to the cost of the use. These fees are outlined in the "Fees Payment Policy" on page 4.

Priority for facility use will follow these general guidelines.

Priority 1: Worship functions planned or sponsored by the church staff such as;

- Sunday/Special Services
- Funerals of ELUMC members conducted by pastoral staff
- Joint services conducted with other churches



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Priority 2: Regular church meetings as well as meetings or classes conducted by the District or Conference.

Priority 3: Church sponsored programs;

- Class meetings/get-togethers
- Study/devotional groups
- Seminars/workshops
- Choir/music activities
- Young Days regular classes and activities

Priority 4: Church organization activities;

- Women's ministries
- Men's ministries
- Youth and children's ministries
- Young Days special activities

Priority 5: Community organization activities;

- Scouting activities
- Al-Anon
- Others as approved

Policies for Facility Use

All users of the facilities are expected to follow the policies and procedures outlined in this policy.

These policies are established to insure the protection of furnishings and equipment, cleanliness of facilities, economic use of utilities and welfare and safety of all concerned. Any questions regarding the use of facilities or equipment should be directed to the Administrator of Church Operations or a member of the BoT.

All persons requiring keys or combinations shall arrange to pick them up from the ELUMC church office after approval by the BOT or Administrator of Church Operations and shall return all keys the same day or the following day after the scheduled event. Under no circumstances will keys be copied or duplicated.

Non-church organizations conducting activities for youth or children under the age of 18 must adhere to all rules required by the United Methodist Florida Conference. This includes criminal background checks of adult chaperones.



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Non-church organizations must show proof of insurance that includes a rider indicating ELUMC as a co-insured. This document must be provided before facility use can be approved.

Approved use of Fellowship Hall does not automatically include use of the kitchen. Use of the kitchen can only be approved if an ELUMC trained and approved Kitchen Supervisor is in charge of the kitchen at all times (see separate Kitchen Policy). To obtain approval for use of the kitchen, requestor must identify an approved Kitchen Supervisor and submit their name with the request.

The East Lake UMC campus is designated a no smoking area. This includes the use of any form of tobacco to include e-cigarettes.

Alcoholic beverages are not permitted in the buildings or on the grounds at any time.

Only identified and trained personnel are authorized to operate the audio visual equipment. If A/V equipment (microphones, projectors, etc.) is required, an operator must be secured who has completed the required training and is listed as a trained operator.

Do not change the thermostat settings -- Request assistance from the custodial staff.

Only service animals may be brought into the facilities without prior BOT approval.

Furniture will be set up in accordance with the Facility Use Request by the custodial staff. Do not move the furniture (tables and chairs) from one room to another. When your activity is over collect any materials left behind and place them in the trash or secure them yourself off campus. No foodstuffs are to be placed in the refrigerator or left behind.

If there is a liquid spill, contact the custodial staff immediately.

All groups are required to use the room they were scheduled for. If a change is needed contact the church office immediately and we will attempt to accommodate your request.

Playground equipment is the property of Young Days Preschool and is to be used for their purposes.

If there are problems with bathrooms, lighting or other facilities please contact the custodial staff.



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Facility Use Fee Schedule

The Board of Trustees has established the following schedule of fees for the use of church facilities to assist in defraying the cost of maintenance, utilities and up keep. All users are expected to comply with the terms and conditions outlined in this policy to include conserving utilities and helping to minimize wear and tear on our facilities.

No facility use fees are required in regular church sponsored activities, since this is the primary purpose of the facilities of ELUMC.

Facility use fees will be charged for other authorized activities and are understood to cover the costs of air conditioning, heating, lights, janitorial services and general wear and tear. Even if one or more members of the church are also members of the requesting organization it will not qualify that organization as a church sponsored activity.

The appropriate fees and deposits must be paid in advance at the time reservations are confirmed. Fees are payable to East Lake United Methodist Church and should be given to the church office. If reservations are cancelled at least 48 hours prior to the event/function, all fees will be refunded. Cancellations made less than 48 hours prior to the event will forfeit the deposit.

A damage deposit of \$100 is due at the time the Facility Use Agreement Form is submitted. This money will be refunded within one week following the event if there is no cleaning or repair needed.

Rental Fees:

Sanctuary	<u>\$250 (up to 3 hours- includes set up)</u> (\$100 for each additional hour, additional \$100 for use of A/V)
Fellowship Hall (no kitchen use)	<u>\$200 (up to 3 hours - includes set up)</u> (\$100 for each additional hour, additional \$100 for use of A/V)
Fellowship Hall W/use of Kitchen	<u>\$400 (up to 3 hours - includes set up)</u> (\$175 for each additional hour, additional \$100 for use of A/V)
West Room or single classroom	<u>\$100 (up to 3 hours - includes set up)</u>

(If any event is over 3 hours in length additional charges will be added for custodian service)