

Oriental United Methodist Church

404 Freemason Street
Post Office Box 70
Oriental, NC 28571-0070

OUMC Grounds, Facilities and Other Property Use Policy, Regulations and Fee Schedule (“Use Policy and Fee Schedule”)

Policy Mission Statement: The mission of Oriental United Methodist Church (OUMC) is to provide an environment that encourages and sustains spiritual growth and promotes active Christian service to our church and community.

Policy Objectives:

- ! To be good stewards of the grounds, facilities and other property of Oriental United Methodist Church;
- ! To allow the widest, most equitable use of the grounds, facilities and other property by members;
- ! To allow the widest, most equitable use of the grounds, facilities and other property by non-profit or non-member organizations promoting the good of the community; and,
- ! To be a good neighbor to the church community and to the community of Oriental.
- ! To define a Fee Schedule for the use of church building and property as specified in this Policy.

Regulations: Consistent with the mission and objectives of Oriental United Methodist Church, the Trustees have established the following regulations for the use of the church grounds, facilities and other property in a manner which will maintain Oriental United Methodist Church as a welcoming place where Christianity is practiced.

I. Priority for Use and Scheduling:

- A. Worship services take priority over all other activities.
- B. Individuals or groups using the church grounds, facilities or other property may be asked to adjust dates or times for funerals or other unanticipated urgent needs of the church.
- C. **Church Activities and Functions – First Priority:** First priority for the use of OUMC grounds, facilities and other property is for church activities and functions of the various organizations within the church. These events will be scheduled by calling the OUMC church office to have the space reserved and the event placed on the church calendar.
- D. **OUMC Members - Second Priority:** The second priority for the use of OUMC grounds, facilities and other property is for individuals who are members of OUMC. Such use shall be in accordance with all applicable sections of this regulation.
 - 1. No fees shall be charged for the use of grounds, facilities or other property by any OUMC church member who actively supports the church.
Appropriate use of the church by active members includes events such as weddings, funerals, birthday parties, bridal and baby showers, anniversary parties, and other similar events.

2. The member(s) shall be responsible for ensuring that the church is left clean, that all things are back in place, and that facilities and properties are properly used.
 3. Church use by members for business purposes is discouraged and shall require the explicit written approval of the Board of Trustees.
 - a. Decision by the Trustees shall be on a case-by-case basis.
 - b. Business events approved by the Board of Trustees shall:
 - (1) incur all fees as outlined for use by non-members, and
 - (2) be in full compliance with all aspects of this policy and its regulations.
 4. Use of the church grounds, facilities and other property by active church members shall be scheduled through the church office at least two (2) weeks in advance when possible.
 - a. The event, along with the hours and space(s) needed and the OUMC member in charge, shall be registered on the official church calendar in order for the grounds, facilities or other property to be considered reserved.
 - b. Grounds, facilities and other property are available for member use on a first-come, first-serve basis.
 - c. Church groups or individuals who use the OUMC grounds or facilities on a regular basis shall fill out one annual Church Property Use Reservation Contract ("Church Use Contract:).
 5. Church members are encouraged to make a donation to the church, above their normal giving, to cover the costs of utilities and other extra expenses the church may incur because of the event the member is hosting.
- E. Non-OUMC groups and/or individuals – Third Priority:** The third priority for use of OUMC grounds, facilities and other property is for non-OUMC groups and/or individuals.
1. Such use shall be in accordance with all applicable sections of the regulations.
 2. A non-member individual or group shall have an OUMC member sponsor.
 - a. The sponsor shall be an OUMC member who is actively supporting the church.
 - b. Non-OUMC groups or individuals who use the OUMC grounds or facilities on a regular basis shall fill out one annual Church Use Contract.
 - c. The name, address and phone number of the sponsor shall be provided on the designated space in the contract.
 - d. The sponsor shall be responsible for ensuring that the church is left clean, that all things are back in place, and that the facilities and properties are properly used.
 - e. The sponsor shall be available to discuss any issues about the use of the property by the non-OUMC group and/or individual and shall assist in the resolution of any issues that arise as a result of the non-OUMC group and/or individual's use of the OUMC grounds, facilities and other property.
 - f. An OUMC member sponsor is not required for a wedding or funeral held at the church which the pastor performs. However, all other

aspects of the Use Policy and Fee Schedule shall apply.

3. Non-member individuals or groups requesting the use of church property and/or facilities shall fill out the Church Use Contract to reserve the space. a. The contract shall be filled out completely and returned to the church office at least two (2) weeks prior to the event along with a one hundred fifty dollar (\$150) deposit.

b. All other required fees shall be paid in full at least two (2) weeks prior to the event. Any event scheduled more than two (2) weeks prior to the event for which all fees are not paid at least two (2) weeks prior shall be cancelled and the deposit fee returned.

c. If the event is cancelled by the non-member individual or group at least one (1) week prior to the event, the one hundred fifty-dollar (\$150) deposit fee and other fees shall be returned.

d. A certificate of liability insurance showing Oriental North Carolina United Methodist Church, Inc. as a named insured shall be provided by non-OUMC groups and/or individuals contracting to use church property.

4. Non-Profit organizations whose ministries are in keeping with the tenets of the Christian faith may use the church property without charge if so approved by the Board of Trustees. In these cases, an individual shall assume responsibility for the group and be answerable to the Board of Trustees with regard to proper use of the facilities and grounds, and be in compliance with the Use Policy and Fee Schedule and any security issues.

a. The Non-Profit organization requesting the use of church property and/or facilities shall fill out the Church Use Contract to reserve the space.

b. A certificate of liability insurance showing Oriental North Carolina United Methodist Church, Inc. as a named insured shall be provided by Non-Profit organizations contracting to use church property.

F. **Scheduling:** All grounds, facilities and other property use will be scheduled on the church calendar and will include times of the event. No event may be scheduled without first checking the church calendar to verify that the time is open.

G. **Removal of Scheduled Use from Calendar:**

1. No individual or group, including OUMC formalized groups or OUMC members, may remove any already scheduled use of OUMC grounds, facilities, or other property without permission from the previously scheduled individual/group.

2. In the event an individual or group no longer needs the use of the grounds, facilities or other property already scheduled on the calendar, the individual/group shall immediately notify the church secretary who will remove the event from the calendar.

H. **Joint Use:** More than one group may use the grounds, facilities or other property at a given time as long as the types of events do not conflict with each other.

II. **Conditions of Use and Care of Grounds, Facilities and Other Property:**

A. **Occupancy:**

1. Occupancy of specific areas shall not exceed the numbers listed below:

- a. Sanctuary 287 people
- b. Fellowship Hall 200 people

B. Prohibited Activities: The following activities are prohibited:

1. The United Methodist Church does not permit alcoholic beverages in any of its facilities or on its grounds. Therefore, no alcoholic beverages, of any kind, shall be used at any time or for any reason at OUMC property.
2. Use and/or possession of illegal drugs or other illegal substances.
3. Smoking or use of other tobacco products or electronic vapor mechanism.
4. Engaging in sports or games (inside OUMC facilities) which are not appropriate for play inside a home of faith.
5. Dragging anything over the floors or putting anything on the walls or any other activity that may cause damage to the facilities.
6. Eating in the sanctuary.
7. Driving or parking a vehicle on any church property outside of designated areas such as roadways and parking lots.

C. Safety Requirements:

1. No doors may be blocked.
2. All exit signs shall be clearly visible.
3. No fire codes shall be violated.
4. Posted room capacity as designated above shall not be exceeded.

D. Child Care/Safety:

1. No child care is to be provided on church grounds or in church facilities except that which is for a church event.
2. Children and youth are not to be left at the church without an adult supervisor.

E. Sanctuary:

1. The Sanctuary is reserved for worship and religious services and Board of Trustees approved community events.
2. The Sanctuary shall not be used for meetings except as approved by the Trustees or the Pastor.
3. Under no circumstances shall the Sanctuary be used as a play area or in any manner that is not consistent with the spirit of worship.

F. Kitchen:

1. All dishes, silverware, pans, serving trays, coffee pots, carts and any other kitchen equipment, utensils and supplies shall be cleaned and returned to their proper location.
2. All counter tops, table tops, plastic table cloths, sinks and any other surface shall be wiped clean.
3. Ovens and ranges shall be turned off and thoroughly cleaned.
4. All cleaning supplies shall be returned to their proper location.
5. Dishcloths, dish towels, tablecloths and any other fabric items used shall be laundered and returned to their proper location within 48 hours.
6. All trash and recyclables shall be taken to the appropriate outside bins and new plastic liners (located under the sink) placed in the kitchen trash can(s).
7. The refrigerators shall be wiped clean.
8. All left-over food and beverages from the event shall be removed from the

kitchen within 24 hours.

9. The kitchen floor shall be swept and mopped.

G. All areas:

1. All areas of use shall be left clean and neat at the conclusion of the event.
 - a. The floors swept.
 - b. The trash disposed in cans outside.
 - c. The materials and supplies returned to the proper places.
 - d. Decorations shall be removed within 24 hours of the event.
 - e. The church facility shall be left ready for the next event.

III. Fixtures, Furniture, Electronics, and/or Other Property:

A. Fixtures, Furniture and Electronics:

1. All furniture and/or any other property shall be returned to original location at the end of the event in the condition it was found.
2. All windows shall be closed and locked at the end of the event.
3. All lights, including the restroom lights, shall be turned off at the end of the event.
4. Electronics shall be turned off and returned in the condition it was found to its original location at the end of the event.

B. Decorations. All decorations for weddings, showers, Lunch-N-Learns and other special events held at the church shall be used in a manner that does not cause damage.

1. Nothing may be attached or adhered to walls with any substance which will leave marks or holes upon its removal.
2. No nails may be put in walls, trim, door jams, or anywhere else within the facility.
3. Greenery or decorations may not be used on the altar rail.
4. All exceptions shall be approved by the Board of Trustees.

C. Bulletin Boards:

1. If bulletin board space is needed, permission for its use shall be secured from the church office at least two weeks prior to the scheduled event.
2. Nothing may be removed from bulletin boards or any other form of signage.
3. Anything put on a bulletin board shall be removed at the conclusion of the event.

D. Parking:

1. Parking is permitted in the church parking lot and on streets in Oriental as permitted by law.
2. Handicapped spaces are strictly reserved for handicapped individuals with a handicapped hang tag or license plate on their vehicle(s).

E. Security:

1. No copy of any key(s) shall be made without the approval of the Board of Trustees.
2. The kitchen door code, if provided, shall not be further shared with anyone else for any reason.
3. The contract signatory shall be the last person to leave the OUMC facilities and shall ensure that all doors and windows are securely locked, and the facilities are left in a secure manner.

F. **Damage:** Any individual/group who has contracted for use of any OUMC grounds, facilities or other property shall be liable for any damage caused by the scheduled event including, but not limited to, the cost of repair of the damage or replacement of the damaged item. The decision to repair or replace shall be at the sole discretion of the Board of Trustees.

IV. **Wedding Regulations:** Please see separate Wedding Venue Policy.P2. OUMC shall not be responsible for any reception arrangements.

V. **Labyrinth**

- A. The labyrinth is to be used for activities of prayer, worship and meditation. These activities may be joyous or solemn but shall always be reverent. B. An individual or group desiring to walk the labyrinth may do so at any time without reserving the labyrinth. However, if a group desires to have the use of the labyrinth exclusively for their group for a period of time, the labyrinth must be reserved via the use of the Church Use Contract and scheduled on the church calendar.
- C. No wheeled vehicles of any nature, with the exception of walkers and wheelchairs, are permitted on the labyrinth including, but not limited to, bicycles, skateboards, cars, trucks, and wagons.
- D. Care and use of the labyrinth shall be as follows:
1. No chairs, or any other furniture, structures, etc. which may damage the labyrinth, shall be placed on the labyrinth.
 2. The small bench in the middle of the labyrinth shall not be removed.
 3. No drinks, other liquids, or anything else that may stain the labyrinth shall be permitted on the labyrinth.
 4. A broom is available near the labyrinth and may be used to sweep the surface of the labyrinth as needed.
 5. Small tokens such as rocks, shells, or small personal mementos, used for the purpose of focusing one's prayer or meditation may be used while walking the labyrinth. Any such tokens left on the labyrinth (typically at the center of the entrance) shall be periodically removed by the Labyrinth Team.
- E. If OUMC's South Street property is being used for an event for which the labyrinth will not be needed as part of the event/program, the group shall request on the Church Use Contract that the labyrinth cover be placed on the labyrinth.
- F. Requests for exceptions to the regulations regarding the labyrinth that may be desired to accommodate the programmatic needs of the group reserving the labyrinth may be made to the Labyrinth Team, subject to the approval of the Board of Trustees.
- G. A canvas labyrinth (20 feet in diameter) may be reserved by individuals or groups.
1. The canvas labyrinth shall be picked up from the church during church office hours and shall be returned to the church during the next available office hours after the event.
 2. No street shoes shall be worn when walking the canvas labyrinth.
 3. The labyrinth shall be broom cleaned before repacking it in the duffle bag.
 4. The labyrinth shall be neatly flaked (like a sail) and placed in the duffle bag so as to keep it neat and tidy for the next user.

NOTE: Oriental North Carolina United Methodist Church, Inc. has a Columbarium and

Memorial Garden on its premises. Policies regarding the Columbarium and Memorial Garden’s use shall be appended and incorporated herein.

**Oriental United Methodist Church (OUMC)
 Grounds, Facilities and Other Property Use
 FEE SCHEDULE**

Fee Type	OUMC Member	OUMC Non-Member	Date Due
Deposit	\$0	\$150 ^{a,b}	At time of reservation (see Notes a. & b. below)
Fellowship Hall and Kitchen	\$0	\$250	Two weeks before the scheduled event
Sanctuary	\$0	\$250	Two weeks before the scheduled event
Individual Classroom	\$0	\$100	Two weeks before the scheduled event
Labyrinth	\$0	\$0	Other than weddings (See note c below)
Grounds	\$0	\$150	At the time of the reservation

NOTES:

- a. The deposit fee may be refunded if the grounds, facilities and/or other property is no longer needed and written, dated notification is given two (2) weeks prior to the event.
- b. The deposit fee is required two weeks prior to the scheduled event. This deposit fee may be refundable if the grounds, facilities and other property is left clean, organized, neat and undamaged. The deposit fee will be forfeited if the grounds, facilities, or other property are not left in appropriate order as outlined in these regulations, or if the building was used in violation of the Use Policy and Fee Schedule.
- c. See Wedding Venue Policy for Labyrinth Wedding fee.

**ORIENTAL UNITED METHODIST CHURCH
GROUNDS, FACILITIES AND OTHER PROPERTY USE RESERVATION CONTRACT**

PURPOSE OF EVENT: _____ DATE OF EVENT: _____

Frequency: Single Event _____ Monthly _____ Quarterly _____ Annually _____

ORGANIZATION OR INDIVIDUAL MAKING REQUEST: _____

NAME OF SPONSOR FOR NON-MEMBER EVENTS: _____

ACTUAL TIME OF EVENT: _____ TIME SET UP TO START : _____

FACILITIES NEEDED

- Sanctuary
- Fellowship Hall
- Kitchen
- Small classroom
- Large Classroom (G D Conference Room)
- Parking Lot
- Property Adjacent to Church
- Property on South Street
- Labyrinth (Water at the Labyrinth)
- Labyrinth Cover

MATERIALS YOU DESIRE OUMC TO SUPPLY

Safe Sanctuary Requirements

Will children be present? _____

If answering yes to above:

Adult #1 Name: _____

Adult #1 Safe Sanctuary Trained? _____

Adult #2 Name: _____

Adult #2 Safe Sanctuary Trained? _____

CONTACT PERSON(S) FOR EVENT:

Name(s): _____

Phone: _____

Address: _____

I, the undersigned, as the person responsible for the group named above, have read and agree to the policies and procedures - including Safe Sanctuary Protocols if relevant – pertaining to the use of the requested facilities, as specified in the *Grounds, Facilities and Other Property Use Policy, Regulations and Fee Schedule*. I also release and discharge Oriental North Carolina United Methodist Church, Inc. from all liability of any kind and character upon claim, demand or cause of action which might be asserted on behalf of the above group against Oriental North Carolina United Methodist Church, Inc. As a Non-OUMC group and/or individual utilizing church property, a certificate of liability insurance that covers Oriental North Carolina United Methodist Church, Inc. as a named insured is provided with this Contract.

Signature of Person Accepting Responsibility for Group

Date Signed

Signature of Sponsor if Non-Member Event

Date Signed

Approved by: _____

Date _____

Amount Collected: _____ Amount Due: _____ Date Due: _____ Paid