

**Pathways United Methodist Church
Building Use Policies**

GENERAL GUIDELINES

Sharing our facilities is a ministry of Pathways United Methodist Church (PUMC). Common courtesy and adherence to church regulations are required. The speech, dress and conduct of all participants is expected to be respectful of the Lord's house.

RESERVING THE FACILITY, GROUNDS & EQUIPMENT

- The Board of Trustees has final authority regarding approval of building use requests.
- An application must be completed, signed and submitted to the church office.
- A deposit must be submitted.
- The church must be notified of any time, date & location changes and/or cancellation of event.

KITCHEN FACILITIES

If the kitchen area is used the area (including but not limited to countertops, floors, sinks) must be cleaned and left in its original condition. If appliances, pots/pans, flatware, serving utensils, towels, etc are used for the event those items must be cleaned and returned to their storage areas.

If cleaning supplies such as paper towels, detergents, cleansers are in low supply please leave a note in the church office or contact a Trustee so we may restock those supplies for the next event.

If your event requires the use of paper plates, bowls, napkins, plastic cutlery, etc please make arrangements with your group to restock the supply or contact a Trustee Member to make other arrangements.

COMMUNICATION RESPONSIBILITIES

Those requesting the use of the building are responsible for arranging all the details of the event. (early access to building to set up, clean up afterward, scheduling Audio/Video, etc.)

Any use of instruments or the Audio/Visual equipment must be approved by the Epic Worship Team. Please contact the Worship Team two weeks prior to the event.

Any decorations used during the event must be removed immediately following the completion of the event. The church will not be responsible for removing or storing equipment or decorations. The hanging or posting of any decorations may not leave behind permanent marks or damage the facility.

Any use of the 2nd and 3rd floor nursery or classrooms must be approved by the Education Ministry Director. Any use of Education Ministry supplies must be approved in advance and rooms must be cleaned and returned to their original condition.

AFTER THE EVENT

The user is expected to leave the building and grounds reasonably clean and remove all items brought into the facility immediately following the event.

Cleaning: Rooms must be returned to their original arrangement. (Do not create work for the cleaning volunteers.)

- Tables, chairs and other furniture are to be returned to their original place if moved.
- Sanctuary must be returned to pre-event arrangement.
- Table tops should be cleaned before tables are stored.
- Chairs should be checked for stains or food and wiped down before returned.
- All lights should be turned off when leaving to reduce energy costs.

MISCELLANEOUS

No child or group of children may ever be left alone in the church facility without adult supervision. **Safe sanctuary rules apply** to all children's activities and childcare.

Smoking is not permitted inside the facility or on church grounds.