



MATTHEWS UNITED METHODIST

MATTHEWS UNITED METHODIST CHURCH - FACILITY RESERVATION POLICY

(UPDATED MAY 2013)

The buildings and property of Matthews United Methodist Church are a means to provide opportunities for the congregation and community to share in Christian fellowship and outreach. To this end, we welcome your ministry or community support group. We are glad you utilize this space to further your ministry. As our facilities are used Monday – Sunday, almost 15 hours every day, a comprehensive Facility Policy and Procedure Manual has been developed to ensure our campus is utilized in keeping with our mission to **Reach, Teach, Praise** and **Serve**. This is a summary of that policy. Please read and review it and make certain that all the participants of your group are aware of our policies and abide by them. A complete Facility Policy and Procedure Manual is available upon request.

While Matthews United Methodist Church does not discriminate in the use of our facilities because of race, color, sex, ethnicity or national origin, only uses consistent with Matthews United Methodist Church's charitable religious and educational purposes can be considered. Therefore, profit-making organizations or political groups cannot use our facilities as well as groups whose purposes or beliefs are not consistent with the bedrock beliefs of Matthews United Methodist Church. All fundraising activities must be sponsored by a current approved church ministry and approved by the Finance Ministry Team prior to scheduling. Outside community groups may not hold fundraising activities on church property.

All ministries and activities utilizing any room or any part of the Matthews United Methodist Church campus must complete and submit the proper facility use request form to the Event Coordinator before the event is placed on the church calendar (**at least 10 work-days in advance of the requested date**). Please note that no outside community events are confirmed and put on the church calendar until the completed paperwork is turned in and reviewed. The individual who completed the paperwork will then be contacted via email, in a timely manner, with notification of whether or not the event can be held at the church. As stated above, our approved policies do not allow use of our facilities by for-profit organizations, and no exceptions may be made to this policy.

Your signature and date on the facility use form acknowledges that you have read and agree to abide by these facility use policies while on campus. Please note if any of your requested dates have been marked out as that means this particular date is not available.

GENERAL POLICIES

1. Rooms are assigned based on the number of attendees expected and the most appropriate room in which the activity can be held. *Requests for specific rooms may or may not be granted based on availability and at the discretion of the church staff.*
2. Priority of Use: Church sponsored uses of the facilities have priority in scheduling. This includes, but not limited to, worship services (including weddings and funerals), Sunday school use and any other church-wide related function. It is within the responsibility and right of the Event Coordinator or Facility Manager (under the direction of the Executive Director of Operations) to offer, or request a group to specify an alternate date in the event of a conflict with a church sponsored priority event. Your event may be cancelled if an alternate date cannot be scheduled.
3. Children and Youth under the age of 18 may not be in any section of the church campus without adult supervision. This is a requirement of our Risk Management Policy and is for the safety of all our children. A group may have their rights to use the campus terminated if found in violation of this policy.

4. This is a tobacco free campus. Tobacco use is prohibited outside on the church grounds as well as within all church buildings and vehicles. Please remind your group of this on a regular basis. Church staff will ask people who are smoking on the campus to safely dispose of their cigarette.
5. No alcohol, liquor or illegal substances are allowed on church property or in church vehicles. Any violation will result in immediate termination of the event.
6. No food or drink is allowed in the Sanctuary.
7. Each group is responsible for setup and teardown for their event. **Please complete the items on the room checklist that can be found in every room of the church.** Your signature indicates the items listed were completed by your group. A group who does not comply with this request may be charged \$75.00 for continued use of their area.
8. Use only the area(s) assigned to you. Many events occur simultaneously on campus and are carefully scheduled to avoid conflicts. You may not switch rooms without prior authorization from the Event Coordinator or Facility Manager.
9. The church is not liable for any personal belongings within the buildings or left in your vehicle. Please do not leave any valuables in your vehicle while parked in the church parking lot.
10. Facilities may not be used for the purposes of gambling or gaming, including any type of raffle.

WEEKEND SCHEDULING

The church has cut back on the hours of operations on Saturdays. In most cases, only church supported ministries may schedule a reoccurring event on Saturdays, even then it must be sponsored by an identified mission critical ministry. If you are holding an approved Saturday event, the church will be unlocked one hour prior to the event and then locked up one hour after the end of the event.

EMERGENCY AND SAFETY INFORMATION

1. There are two AED (Automatic External Defibrillators) located in the church and clearly marked. One is in the Dining Room and the other is in the Welcome Center section outside of the Sanctuary. Please call 911 immediately and inform the operator of your location in the facility. Ask one or two volunteers to go outside and direct the emergency personnel.
2. In the case of fire, please do not use the elevator, use the stairwell. Please pull the fire alarm in the hallway on your way out of the building and do not re-enter until the Fire Department has given the "all clear".
3. On Monday, Tuesday, Thursday, Friday and Sunday evenings, there is normally a facility staff member on duty. He/she may be reached by calling the maintenance cell phone at (704) 776-5926. Please leave a voice mail message if they don't answer as sometimes they cannot hear the phone due to equipment noise. If you have an immediate need, please don't hesitate to call them.

**We want to be the best host that we can be to all groups who utilize our campus.
Thank you in advance for your cooperation!**