

Adopted by Administrative Board, Jan. 30, 2011

**POLICY CONCERNING USAGE OF PLEASANT HILL UNITED METHODIST
CHURCH FACILITIES**

The following directives concerning the use of the church sanctuary and Family Life Center are effective upon approval of the Administrative Board. A distinction will be made between members and non-members regarding the use of church facilities.

- 1. The church member will contact the church office as soon as possible in advance of any activity involving the use of church facilities.**
- 2. Non-members desiring to use the church facilities for weddings/receptions shall contact the church office at least 30 days in advance. Approval by the Pleasant Hill minister shall be required for use of any church facility.**
- 3. For non-members, a fee of \$750 shall be required to use the sanctuary and \$750 for the use of Family Life Center for a wedding and/or reception (total of \$1500). In addition a \$100 deposit will be used to pay for cleaning after the event. (If the user of the building cleans themselves, the \$100 will be returned to them). A member of PHUMC will be charged a fee of \$100 to be used to pay the cost of cleaning. All fees are to be paid in full at the time the reservation is made. No dates will be held without payment in full.**
 - 3-A Non-members desiring to use the facilities for events other than weddings or receptions will be charged a fee of \$75 per hour. The user of the facility is totally responsible for set up and take down of chairs, tables, etc. Also, non-members must submit a refundable \$50 deposit which will be returned if the building is cleaned properly. See check list.**
 - 3-B Ministry events such as funerals, baptisms, etc. are excluded from any required deposits and payments.**
 - 3-C Events which are of emergency nature, such as use by the Emergency Management Agency during severe weather, are excluded from any required deposits and payments.**
- 4. The minister must approve any music to be used in either building seven days prior to the scheduled event.**
- 5. It is understood that any damage to the church facilities or furniture is the responsibility of the reserving party. Any furniture moved must be put back in its proper place immediately following the conclusion of the event.**
- 6. Candles used in the candelabras must be drip-less and plastic must be placed underneath candelabras on the floor. Burning candles must not be left unattended. No flowers, ornament, etc shall be placed on the pulpit or the Lord's Table. No rice shall be used on the premises. All greenery,**

flowers, candles, etc. **MUST** be removed from the building immediately after the completion of the event.

7. The kitchen will be locked at all times when not in use. Anyone using the kitchen **MUST** follow the rules posted in the kitchen. The use of the kitchen requires an additional \$50. The burners and deep fryer are **NOT** to be used unless someone from the church, with experience using gas equipment, is available. Clean-up is required. See check list.
8. Members using the facilities for any activity are responsible for turning off lights, securing the exterior doors and setting alarm system.
9. Adults and supervised children are welcome to use the Family Life Center during normal operating hours.
10. The walking track is open for use each Monday – Thursday, 8:00 am – 1:00 pm. The walking track is for walking. Play equipment such as skates, bikes, etc. are not allowed on the track. **NO RUNNING** is allowed on the walking track.
11. There will be no tobacco products, drugs, alcoholic beverages, foul language or any other inappropriate behavior allowed on church property. Any person suspected of violating this policy will be asked to leave the premises.
12. The church facilities **MAY NOT** be used for personal gain.

The Trustees, and/or the minister, reserve the right to review and refuse any request concerning the use of the church facilities.

Pleasant Hill United Methodist Church is not responsible for accidents, or for any items which are lost, stolen, damaged or vandalized, during the use of church facilities.

I have read, understand and do agree to abide by all the policies listed above.

Signature of reserving party _____

Signature of wedding director, if applicable _____

Signature of church official _____

Keys needed?

Given: _____

Returned: _____

***If member or non-member plans to use the sound system for any reason, they will need to hire a person from Pleasant Hill trained to use the equipment.**