

CHURCH BUILDING USE POLICIES

Sycamore United Methodist Church

1. Room use by outside group must be cleared by the Trustees, or on approval of the Pastor.
2. Use of the church building for profit is not permitted.
3. The Church programs shall have first preference over building utilization. Attempts will be made to schedule around previously scheduled events; however, church program reserves the right to alter room usage and/or dates.
4. There shall be a minimum charge to church members for the use of the facilities for weddings (see member wedding cost sheet), and a donation is requested to cover janitorial and utility costs, for anniversaries, funerals, and group graduation parties.
(No children's birthday parties). Except for funerals, a responsible party must sign a contract with the church office manager. Members and staff are not permitted to schedule use for other organizations to which they are a member, as a means for that organization to gain access.
5. When non-members or groups wish to use church facilities, all fees are to be paid in advance and a contract signed with the church office manager. Only those facilities specified in the contract are to be used.
6. Permission to use the church facilities does not imply on the part of the church a position of acceptance or rejection of any user organization's policies or practices.
7. All publicity mentioning the name of the United Methodist Church of Sycamore must take into account item four above and be cleared by the pastor.
8. No smoking is permitted in the church.
9. Absolutely no alcoholic beverages are permitted on the premises.
10. User is responsible for breakage, theft or damage which occurs during or because of their occupancy.
11. User agrees to hold harmless and indemnify owner against all claims or losses arising out of renter's use of the premises.
12. User will be required to pay for any necessary custodial work to be done as a result of occupancy.
13. The throwing of rice or birdseed or anything that would endanger persons on property anywhere on the church grounds is not permitted. (This includes within the church building.)
14. Any request to use the church pipe organ must be covered by the church's organ use policy.

15. The church reserves the right to limit access and use of A/V equipment to only those knowledgeable operators.
16. When a group of the Church is serving a meal for an outside organization as a fundraising project, the user fee will be waived in lieu of the fees charged by the Church group. However, custodial and utility cost will still apply.
17. Each group using a room is responsible for cleaning the room when they leave. If a room is not cleaned, the group will be charged an additional custodial fee.

Revised 9/05

Reviewed 10/6/08