



SULLIVAN FIRST UNITED METHODIST CHURCH
107 N COURT ST.
SULLIVAN, IN 47882

Pastor: Rev. Ben Cassiday
 Email: ben.cassiday@inumc.org
 Office: (812) 268-4498 Cell: (812) 896-2696

Building Use Policy

I. RATIONAL

Pursuant to the *Discipline of the United Methodist Church*, the following is the official *Building Use Policy* of Sullivan First United Methodist Church. The purpose of this policy is to simplify the approval process for building use and scheduling of events by church organizations, committees, members, constituents and other individuals. Following are the relevant paragraphs from the *Discipline* and the *2002-2004 Leadership Guidelines of the United Methodist Church: Trustees* that are the rationale for this policy:

I. 2000 Discipline of the United Methodist Church.

¶ 243. Organization (of local church)

The basic organizational plan for the local church shall include provision for the following units: a charge conference, a church council, a committee on pastor-parish relations, a board of trustees, a committee on finance, a committee on lay leadership, and such other elected leaders, commissions, councils, committees, and task forces as the charge conference may determine. . . .

1. The church council and all other administrative and programmatic structures of the local church shall be amenable to the charge conference (see ¶ 245). The church council shall function as the executive agency of the charge conference. . . .

¶ 2532. Board of Trustees' Powers and Limitations.

1. Subject to the direction of the charge conference, the board of trustees shall have the supervision, oversight, and care of all real property owned by the local church and of all property and equipment acquired directly by the local church or by any society, board, class, commission, or similar organization connected therewith; provided that the board of trustees shall not violate the rights of any local church organization to church property elsewhere granted in the Discipline; provided further, that the board of trustees shall not prevent or interfere with the pastor in the use of any of the said property for religious services or other proper meetings, events or purposes recognized by the law, usages, and customs of The United Methodist Church, or permit the use of said property for religious or other meetings without the consent of the pastor or, in the pastor's absence, the consent of the district superintendent; and provided further, that pews in The United Methodist Church shall always be free; and provided further, that the church local conference may assign certain of these duties to a building committee as set forth in ¶ 2543 or the chairperson of the parsonage committee, if one exists. . . .
2. . . .
3. When a pastor and/or a board of trustees are asked to grant permission to an outside organization to use church facilities, permission can be granted only when such use is consistent with the Social Principles (¶¶ 160–166) and ecumenical objectives. . . .

II. 2002-2004 Guidelines for Leading Your Congregation: Trustees.

“The Board of Trustees acts an agent of the Charge Conference and is a committee of the Church Council. Your Board is accountable to the Church Council and to the Charge Conference.” The Trustees Chairperson, as a member of the Church Council, “is responsible for taking recommendations of the Trustees to the Council for approval and action.” You will work cooperatively with the Council to develop plans for providing buildings and equipment to support the church's ministry and program. The Pastor, Church Council, or Trustees Chairperson may ask the Board of Trustees “to develop a Building Use Policy that outlines procedures for scheduling the use of buildings and equipment, provide regulations regarding the use of buildings and equipment and describe appropriate donation amounts used to offset expenses involved in building use” (to name a few).

I. PRE-APPROVED EVENTS

Be it is understood that no event at *Sullivan First United Methodist Church* may violate the provisions of the *Discipline of the United Methodist Church (with special consideration given to the Social Principles contained therein)*, the approved Trustees *Building Use Regulations*, or other provisions expressed in this *Building Use Policy*. The following event categories are listed according to priority:

1. All worship, educational, program, missional, ecumenical, and evangelistic events planned and executed by the church administrative or program committees: These events must be approved and calendared by the Church Council. Events in this category should be calendared as early in the year as possible. Traditional or seasonal events should be calendared at the beginning of the local church calendar year. These events take priority over all other events with consideration of Christian charity.
2. All customary and traditional fellowship, social, family, group, or individual events or uses that are physically possible at and/or within local church facilities and grounds by church members, constituents and other recognized and approved associated individuals or groups: These events are approved and calendared according to date availability through the Church Office (*defined as the Pastor or other person authorized by the Pastor in his/her absence*) and on a first-come-first-serve basis with consideration given in the following order: (a) Full Members; (b) Constituents; (c) Recognized Associated Individuals. All events are to be reported to the Church Council. The following list is representative and not intended to be all-inclusive.

Representative List:

- Baby Showers, Wedding Showers, Birthday & Anniversary Celebrations,
Seasonal
Parties, Family Parties, Bereavment Meals, Basketball & Volleyball
Nights, etc.
3. All events desired by Outside Organizations that have a past history of events with the church and have not violated the approved Trustees *Building Use Regulations* or caused concerns with the Trustees, Church Council or others in the past: These events are approved and calendared according to date availability through the Church Office and on a first-come-first-serve basis.

II. EVENTS THAT NEED APPROVAL

The Trustees Committee must consider and approve each of the following categories. Special consideration should be given with grace and charity. Damage deposits will be issued as indicated on the Agreement and Application Form. As usual all recommendations or decisions are to be brought to the Church Council.

1. Customary and usual fellowship, social, family, group or individual events and uses by church members, constituents and recognized and approved associated individuals that have violated the reasonable and approved Trustees *Building Use Regulations* or the provisions of the *Discipline* in the past. A list of individuals that need special consideration for each desired event must be on file in the Church Office by the Trustees.
2. Customary and usual fellowship, social, family, group or individual events and uses by a person or persons with no past history with the church and no relationship with church members or constituents. Special arrangements may need to be made for opening and closing of building because of concerns about giving out keys, or other concerns.
3. Events desired by Outside Organizations that have a past history with *First United Methodist Church* that are not inconsistent with the provisions of the *Discipline* but have violated the approved Trustees *Building Use Regulations* in the past. A list of Organizations that need special consideration for each desired event must be on file in the Church Office by the Trustees.

4. Events desired by Outside Organizations that have NO past history with *First United Methodist Church* that may need special building modifications, equipment, or other needs that require special consideration because of cost, safety, or other factors.

III. BUILDING USE FEES

1. In general, building use for most customary and traditional fellowship, social, family, group or individual events or uses by church members, constituents and other recognized and approved associated individuals is free of charge. The same is true of building use for non-profit organizations or organizations with charitable purposes and goals. However, the Board of Trustees (with recommendations from the Church Council or Finance Committee) may occasionally require an appropriate minimum donation, fee, or deposit as well as possible hourly charges to help offset expenses or possible liabilities involved in building use.
2. Outside “for-profit” organizations will be required to pay an appropriate minimum donation, fee, and/or deposit as well as a possible hourly charge as determined by the Board of Trustees (with recommendations from the Church Council or Finance Committee).

Established fees by the Trustees for the use of rooms and services are as follows:

	USAGE	NON-MEMBER COST	MEMBER COST
	Sanctuary	\$150.00	\$0.00
	Annex	\$150.00	\$0.00
	Sanctuary + Annex	\$250.00	\$0.00
	Library	\$40.00	\$0.00
	Parlor Room	\$40.00	\$0.00
	Kitchen	\$50.00	\$0.00
	Host	\$40.00	\$40.00
	Janitorial Fee	\$60.00	\$60.00
	*A/V (including technician rehearsal and service if A/V is desired)	\$75.00	\$75.00
Honorariums for Weddings (considered appropriate minimums)			
	Organist / Pianist	\$100.00	\$100.00
	Pastor Fee	\$100.00	\$100.00
	Deposit (Returned upon inspection)	\$100.00	\$50.00
	Total		

*Concerning the use of A/V (audio / visual) equipment, \$50 is to be paid to the technician working the event. The remaining \$25 is to be put into a fund for the Trustees to help maintain the equipment.

IV. Special Room Considerations

Some rooms, due to special concerns, will have limited use associated with them as follows:

1. Sanctuary: no food or drink.
2. Parlor: no food or drink unless the drink is in a lidded container
3. Library: no food or drink (unless the drink is in a lidded container)
4. Kitchen: no outside group is to use the appliances in the kitchen (dishwashing machine, oven, or stovetop) unless a host for the use of the kitchen is present.
5. All rooms with projection and sound systems: Only authorized technicians by Sullivan First UMC are to operate the projection and sound systems at Sullivan First UMC.