

Joshua Methodist Church

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FACILITIES USAGE

I. GENERAL:

Joshua Methodist Church welcomes the use of our facilities. We want to share the church facilities with the community as well as with our members. All who use the facilities, member, or non-member, must always keep in mind that these facilities are a part of a House of GOD. Remember this in all that you say and do.

II. PURPOSE:

The purpose of this document is to define the policies, procedures, and fees for using church facilities. Facilities are defined as all those properties held in trust by the Board of Trustees of Joshua Methodist Church, including but not limited to buildings, grounds, and vehicles. This document is implemented to support and uphold that trust.

III. SCOPE:

This document applies to the use of the facilities by members and non-members for church events and for non-church special events (i.e., weddings, funerals, meetings, receptions, parties, seminars, etc.).

IV. ABOUT THIS DOCUMENT:

- a. This document has been prepared by the Board of Trustees of Joshua Methodist Church and approved by the church Administrative Council.
- b. The Board of Trustees will review this document at least once per year, make updates as necessary and request approval of changes by the Administrative Council. Church members interested in making suggestions for changes to this document may do so in writing to the Board of Trustees.
- c. A copy of this document is provided to all church officials, including all church committees and teams. Any person requesting use of church facilities will be given a copy of this document. Additional copies are available in the church office or online at www.joshuamethodist.church.

V. SCHEDULING THE FACILITIES:

Any event that is not placed on the church calendar by the pastor must be scheduled with the church secretary by filling out a "Building Usage Form". You must be at least 18 years of age to schedule church facilities. The church secretary will assist you in completing the form. When scheduling an event, a copy of this document will be provided to you. Before the church secretary schedules any non-church event, the person making the request must sign an "Agreement of Responsibility", acknowledging that they have read, understand, and will adhere to all applicable rules; they acknowledge that the church is not responsible for personal injury, damage or loss to any personal property that may occur during the use of the facilities; and furthermore, they acknowledge and accept

responsibility for costs relating to repair or replacement of facilities that were damaged during the scheduled event. Attached to this document are copies of the "Building Usage Form" (Attachment A) and of the "Agreement of Responsibility" form for non-church events to be signed before the event is scheduled (Attachment B).

Joshua Methodist Church reserves the right to:

- a. Refuse to accommodate any group whose position we feel deviates from our Christian tradition, or our doctrinal church beliefs.
- b. Re-schedule or cancel any non-church related event if a scheduling conflict arises with the event and a church related activity.

VI. GENERAL RULES:

- a. Any scheduled event using church facilities and involving children under the age of 12 must adhere to the "Ministry Safe Program" of the church. Those procedures are included as Attachment C to this document.
- b. The church sanctuary and chapel will primarily be used for church related activities (worship, sacraments, church rites, etc.). Non-church related activities are limited to weddings and funerals, unless approved by the Pastor and trustee chairman.
- c. The church buildings will not be used for any profit-making endeavor, so no goods or services may be bought or sold. This policy permits fundraising for church purposes only.
- d. Alcoholic beverages or illegal drugs are never to be possessed or consumed/used on any church property.
- e. No tobacco products or vaping can be used within church buildings or vehicles.
- f. Profanity is not permitted and will not be tolerated.
- g. No animals, except for certified assistance animals, or animals used for church-related activities are permitted.
- h. Immediately before the use of a church facility, the user should make a cursory examination of facility and make note of anything found that might be considered unacceptable (i.e., not clean, not available at scheduled time, table and chairs not set up, etc.). Please make the church office aware of any of these conditions as soon as possible.
 - i. Trash must be placed in appropriate trash receptacles and facilities left in their original or better condition. Lights, appliances, etc., should all be turned off.
 - j. If facilities are damaged during a non-church event, the sponsoring person(s) or group must pay for repair costs.
 - k. If a nursery is required for a church related activity, the user must ensure that it is scheduled through the church secretary. Note that Ministry Safe rules are applicable. Nursery facilities will not be available for non-church-related activities.

VII. SPECIFIC RULES FOR USE OF THE KITCHEN, GYMNASIUM/GREGORY HALL, CHURCH VEHICLES AND CHURCH GROUNDS:

Please note that the following *Specific Rules* are in addition to the *General Rules*.

a. KITCHEN RULES

1. Remember, you are in God's House.
2. Use of the kitchen facility requires scheduling in accordance with the procedures stated in Section IV, above. Please note any special requirements on the "Building Usage Form."
3. All of the kitchen equipment and appliances are available for your use.
4. Our kitchen has three sinks, please use the appropriate one.
 - Sink in the center island - for food preparation
 - Hand washing sink (near the freezer) - for washing hands only
 - Stainless steel sinks - for hand washing of dishes, pots, and pans.
5. Operating instructions for all major appliances are located in the bottom left drawer of the kitchen island - across from the refrigerator.
6. After your event, cleanup is necessary
 - Wash and dry all items used, then return them to their proper place (drawers and cabinets are marked)
 - Wipe down counters, stove and ovens if used
 - Sweep and mop floor, if needed
 - Take trash bags to the dumpster outside the building
 - If church dishcloths and dish towels were used, please take them home, wash and dry them, and return them to the church at your earliest convenience.
 - Lights, appliances, etc., should all be turned off.
7. Remember to take everything that you brought with you. Please do not leave any food, containers, condiments, etc.

b. GYM/GREGORY HALL

The Gym/Gregory Hall is a multi-purpose facility to be used for sporting activities, meetings, dinners, or other church events. This facility is also a part of God's house, and it must be treated accordingly.

1. This facility must be scheduled in accordance with the Scheduling Procedures defined in Section IV, above.
2. Sporting events do not negate the need to maintain high Christian ethics. Be courteous and respectful of all that are participating.
3. Adult supervision/oversight is required for all activities and events.

4. In-line skates, roller skates, skateboards, and scooters may not be used in this facility.
5. Persons and/or groups using this facility are required to keep it clean. After activities are concluded, balls and all other equipment used must be returned to their place of storage.
6. Large dry floor mops are available in the electrical equipment room, please use them to thoroughly clean after you are through with your activity.
7. Report any damage or equipment failures to the church office as soon as possible.

c. RULES FOR USE OF CHURCH VEHICLE and TRAILERS

1. The use of church vehicles is limited to the transportation needs of church-related functions and should be scheduled through the church office as early as possible. The use of church vehicles for private use is prohibited.
2. Only personnel designated as "authorized drivers" will be permitted to drive church owned vehicles.
3. Vehicles must be checked out from the church office where keys will be provided to the authorized driver. The driver will be given a copy of the "Church Vehicle Safety Rules". The first page of the rules document is a "Drivers Safety Checklist". This checklist must be completed, signed, dated, and returned to the church office before beginning the trip.
4. Additional copies of the "Church Safety Rules" are provided in the vehicles. The reverse side of the document provides "Drivers Tips While on The Road" and information on what to do "In Case of An Accident". You must adhere to these policies.
5. Vehicles must be returned to the church parking lot with the gas tank full and free from any litter or debris.
6. The vehicle keys must be returned to the church office and any problems with the vehicle reported in writing as soon as possible. Please provide as much information about the problem as possible.
7. Trailers must be checked out from the church office where keys will be provided. The "Trailer Safety Checklist" must be completed, signed, dated, and returned to the church office before beginning the trip. Trailers must be returned to the church parking lot cleaned and free from any litter or debris. Please report any problems with the trailer in writing as soon as possible.

d. RULES FOR USE OF CHURCH GROUNDS

1. The church grounds are also a part of God's house and must be treated accordingly.
2. The Church grounds may be used for both church and non-church related activities.

3. Scheduling shall be accomplished in accordance with section V of this document. The type of activity must be specified as completely as possible. Any activity that could possibly put the church at risk of liability must be disclosed and approved before usage.

4. No open fires will be permitted on church grounds. Outdoor barbecuing is permitted as long as the scope and method do not exceed that of a typical backyard barbecue.

5. Adult supervision (18 or older) is required for children at all times.

6. Building access (i.e., use of restrooms) for non-church-related activities will normally not be available. For church related activities, the sponsor of the activity must make arrangements in advance to ensure availability.

7. Any group using the grounds must leave the grounds in the same or better condition than they found them.

VIII. ATTACHMENTS

- a. Attachment A - Building Usage Form
- b. Attachment B - Agreement of Responsibility
- c. Attachment C - Safe Sanctuaries Basic Procedures
- d. Attachment D - Fees for Facility Use

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ATTACHMENT A BUILDING USAGE FORM

Note: We can only hold a reservation for 1 week without a signature.

Event Date: _____

Event: _____ Group: _____

Time of Event: _____ Room: _____

Unlock Time: _____ Lock Up Time: _____

Frequency (Check Appropriate): One Time Weekly Monthly Yearly

Deposit: _____ Use Fee: _____ Deposit Returned: _____

Contact: _____ Phone: _____

Set Up Needs: _____

Equipment Needs:

Requested Room Layout

(Groups are responsible for their own clean-up. Rooms are expected to be left in their original condition.)

Comments:

Responsible Party Signature: _____ Printed Name _____

Phone: _____ Date: _____

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ATTACHMENT B
AGREEMENT OF RESPONSIBILITY

RELATIVE TO THE USE OF CHURCH FACILITIES
BELONGING TO JOSHUA METHODIST CHURCH

I have received, read, and fully understand the Joshua Methodist Church Property Use Policies. My group and I will abide completely with the rules listed in this document. My group and I further agree that the Joshua Methodist Church is not responsible for personal injury, damage or loss of any personal property that may occur during the use of the church facilities. In the event of damage to church property, the responsible party using the facility accepts the responsibility for payment of repair or replacement costs of the damaged church property.

Event: _____ Date of Event: _____

Responsible Party Signature: _____ Date: _____

Printed Name _____

Approved By: _____ Date: _____

Filed by: _____ Date: _____

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ATTACHMENT C

MINISTRY SAFE BASIC PROCEDURES

1. Two non-related adults must be present at all times during any church sponsored program, event or ministry involving children or youth, including Boy Scouts and Girl Scouts. If a worker is late, a parent will be asked to stay until the second worker arrives.
2. A worker with children and youth must have been a member of the church for at least 6 months.
3. A hall monitor will be used during Sunday school classes.
4. Classroom doors must remain open unless the door contains a glass window or panel.
5. Sign-in/sign-out sheets will be used in nursery through 4th grade.
6. A parent or guardian must sign a permission slip for 5th and 6th grade to attend class unescorted.
7. No workers will be allowed under the age of 18; youth may be aides for the 2 adult supervisors.
8. Adults, youth and aides must be at least 5 years older than the group they are supervising.
9. All nursery workers must be 18 or older.
10. If paid or volunteer supervision is not provided or available, parents must provide adult supervision for their youth and children while on church property.
11. Children through the 4th grade must have an adult escort when leaving the sanctuary.
12. Advanced notice will be given to parents for field trips. A signed permission slip and medical release form must be on file.
13. New members will be presented with information about the Ministry Safe policy.
14. Every person working with children and youth will be required to attend training, fill out an application, and pass a screening process and background check.
15. Identifying name tags will be worn by approved workers.
16. Corporal punishment is not tolerated or condoned at Joshua Methodist Church.

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ATTACHMENT D FEES FOR FACILITY USE

Joshua Methodist Church
114 Paula Drive, Joshua, TX 76058

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FEE SCHEDULE – Subject to change as needed

Deposits	Member	Non-Member
Sanctuary	\$125.00	\$200.00
Kitchen	\$100.00	\$200.00
Gym	\$100.00	\$250.00
Professional Services:		
Ministerial Honorarium	\$200.00	\$300.00
Pianist	\$100.00	\$150.00
Sound Technician	\$100.00	\$150.00
Property Steward*	\$15/hr	\$15/hr
Custodial	\$15/hr	\$25/hr
Facility/Custodial/Utilities Usage Fees:		
Individual Classrooms/room	\$25.00	\$75.00
Chedester Hall	\$75.00	\$200.00
Gym	\$100.00	\$250.00
Kitchen	\$125.00	\$250.00
Friendship Hall	\$75.00	\$150.00
Sanctuary	\$100.00	\$300.00
Grounds (East Side)	\$100.00	\$400.00

Facility use fees are for four-hour periods. Professional services may be for less time and are approximate, with the user responsible for negotiation and payment of these fees.

*Events outside normal (Mon-Thur 9:30AM-4PM) working hours may require the presence of a property steward for opening, closing, and assuring maintenance of facility.

Special consideration regarding fees may be granted for special situations. Anyone requesting special consideration should present their case in writing to the pastor or trustee chairman, giving them adequate time to act before your event. If member fees are used, the sponsoring church member must be the person scheduling the event, act as the point of contact and must attend the event. For the purpose of establishing fees, a child or parent of an active member is considered a member.

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