



Kennesaw United Methodist Church Facilities Use Guide and Procedures

PURPOSE:

The purpose of this document is to describe the policies and procedures for requesting space at Kennesaw United Methodist Church.

INTRODUCTION:

Building use falls within the jurisdiction of the Board of Trustees, who is responsible for managing all church property, equipment, and investments as a way to honor God and facilitate the ministry of Kennesaw United Methodist Church. The goal of the Board of Trustees is to maintain the Church properties in first class condition, and at all times present an attractive, clean environment throughout the Church campus. In this way we will help promote the Church's mission to be a growing community of disciples of Jesus Christ, where everyone is cared for and everyone cares for another.

The Trustees have approved these guidelines and procedures.

DEFINITION OF FACILITY USERS:

Use of church facilities and property is limited to non-commercial, not-for-profit making, non-political organizations whose purposes are deemed to be consistent with the mission of the Church.

Church buildings and grounds shall not be used for any political fundraisers, speeches, or rallies. Nor shall buildings be used for parties by members to make monies for personal gain.

The Church has the right to preempt, ask a group to move locations, and/or cancel for special circumstances. Every effort will be made to accommodate all needs.

All activities must be over, and the facility vacated by 10PM.

Space will be assigned in a way that best serves the goal of meeting the needs of our members. No group "owns" space. Groups may be asked to relocated if necessary to meet these goals. All space is multi-purpose.

Items left on campus are the responsibility of the owner. KUMC assumes no responsibility for these items.

Early set-up for events will be approved on a case-by-case basis.

Leave the facilities as you found them. Please pick up after your event.

Kennesaw United Methodist Church Ministries and Committees:

Committees, boards, groups and ministries of KUMC. These groups are totally supported financially by Kennesaw United Methodist Church. Examples include Sunday school classes, Men's Club, Circles, and ministry groups.

- These groups have first priority on space.
- These groups are not charged fees for use of the facilities.
- Reservation for use must be scheduled through the church office (Executive Administrative Assistant) by completion of a **Calendar and Facility Usage Request Form**.
- If activity is a fundraiser, completion of a **Fundraising Form** and submitted at the same time as **Calendar and Facility Usage Request Form** to the church office and approved by the **Finance Committee**.

Kennesaw United Methodist Church Partners in Ministry

1. Non-profit groups **who are chartered** by Kennesaw United Methodist Church, but are not totally supported financially by Kennesaw United Methodist Church.

Examples include: Cub Scout Pack 220, Boy Scout Troop 510 - pack 220, Mother's Morning Out, Noah's Neighborhood, and Kennesaw Methodist Children's Academy.

- These groups have 2nd priority on space.
- These groups are not charged fees for use of the facility unless extra services are needed: however, these groups are expected to reimburse Kennesaw United Methodist Church for any damages.
- Reservations for use must be scheduled through the church office (*Executive Administrative Assistant*) by completion of a Facility Usage Request Form.
- If activity is a fundraiser, completion of a **Fundraising Form** and submitted at the same time as **Calendar and Facility Usage Request Form** to the church office and **approved by the Finance Committee**.

2. Non-profit groups **who are not chartered** by Kennesaw United Methodist Church, are not financially supported by Kennesaw United Methodist Church, but are recognized partners.

Examples include: Girl Scouts and Boy Scouts troops that are not chartered by Kennesaw United Methodist Church.

- Use of the facility will be determined by the **Board of Trustees** on a case-by-case basis.
- If use is approved by the **Board of Trustees**, reservations for use must be scheduled through the church office (*Executive Administrative Assistant*) by completion of a **Calendar and Facility Usage Request Form**.
- If activity is a fundraiser, completion of a **Fundraising Form** and submitted at the same time as **Calendar and Facility Usage Request Form** to the church office for approval by the **Board of Trustees** and if approved forwarded to the Finance Committee.

3. Community Groups: Community organizations who have a need for our facility.

Examples include: AA, SA, SANON, Toastmasters, outside scout groups.

- Fee structure is as detailed below.
- Reservations for use must be scheduled through the church office (*Executive Administrative Assistant*) by completion of a Calendar and Facility Usage Request Form.
- **These groups may not use the facility for fundraisers.**

4. Kennesaw United Methodist Church Members:

Examples include: Individual members of the church who desire to use the facility for personal activities, wedding anniversaries, birthday receptions, etc.

- Will be charged the fee for using the facility as detailed below at a 20% discount.
- Reservations for use must be scheduled through the church office (*Executive Administrative Assistant*) by completion of a Calendar and Facility Usage Request Form.
- **The facility may not be used for any kind of fundraiser.**

5. Non-recognized groups

The Board of Trustees reserves the right to approve or deny any facility usage request.

Original Condition - The designated responsible person must assume responsibility for returning all rooms to their original condition. All chairs and tables should be returned to their original positions or put on rolling racks for storage.

Compliance - One person from each group/organization using church facilities must be designated to assume responsibility that these Regulations are followed. The name, address, and telephone number of the person responsible must be on file in the church office before use of the facilities is permitted.

Lights - The designated responsible person must assume responsibility for turning off lights when leaving the building. Each room must be checked even if your group/organization did not use other rooms.

Kitchen Use – In order to operate any and all kitchen equipment, groups using the kitchen will be required to have a person on hand who is competent in a kitchen. Any group/organization is welcome to use the kitchen facilities provided the designated responsible person assumes responsibility that the kitchen will be left clean and orderly and that each group provides their own supplies, including coffee, cups, sugar, and cream.

Due to safety reasons, no children 12 years old and younger are allowed in the kitchen. Youth between 13 and 18 must have an adult present.

The supplies in the kitchen and pantry are reserved for church use only. Do not leave any supplies in the refrigerator/ freezer. Putting dirty dishes/ utensils in the sink does not qualify as cleaning the kitchen. Do not leave any food or supply leftovers in the kitchen. Please remember to empty garbage cans into dumpster before locking up and leaving the premises. If bags tear, please rinse out the cans.

Tables, Chairs, etc. – Tables and chairs are not to be removed from the premises for any reason. All groups using the facilities are responsible for setting up chairs and tables for their own use and returning them to their original condition after their meeting. Please note, when folding tables, be sure the stop is released before attempting to fold a table leg.

Use of tobacco and alcohol products – The use of any tobacco or alcohol product is strictly prohibited inside all buildings. The designated person must assume responsibility to see that this regulation is strictly enforced. We also ask that cigarette butts not be left on sidewalks or outside doorways. Alcohol is not permitted anywhere on KUMC property.

Reservation Period -

Groups - 6 months in advance

KMCA (preschool) and scouts (school year) - 9 months in advance

Weddings - see wedding guide

FEE SCHEDULE FOR NON-CHURCH-RELATED EVENTS

A Kennesaw United Methodist Church function or church group that is sponsored by the Kennesaw United Methodist Church **can use the facilities at no charge**. Yoga and exercise groups that are making a donation each month will continue as usual. This Fee Schedule does not include Wedding Fees. For wedding fees, please contact the church office for the wedding guide.

For all other events, the following fees will apply and are collected upon reservation:

Half day is less than 5 hours

Full day is greater than or equal to 5 hours or more

KUMC Member Responsible	HOURS <i>-earlier set-up times can be arranged-</i>	FEES	CUSTODIAL FEE	Deposit
Christian Activity Center (CAC)	9AM - 10PM Saturday 9AM - 2PM Wedding Receptions must end by 8PM on Saturdays	\$35/hour Kitchen incl. Coffee and ice only	\$125 full-day \$75 half-day * Events reoccurring weekly \$125/4 wks.	\$100 refundable
Kitchen	9AM - 10PM	\$25/hr full use \$10/hr coffee and ice use	\$75 \$0 if booked with CAC	\$50 refundable

Room 137	9AM - 10PM	\$35/day meeting only, no tables \$25/hr banquet	\$75 banquet/setup required	
Regular Classroom	9AM - 10PM	\$30/day	None	
Ball Field	9AM - 10PM	\$100/day \$50/half day	None	
Sound/Video System	9AM - 10PM	\$50/day CAC sound system	None	*Must be coordinated with the Minister of Music

NOTE: All groups who currently have agreements with rates that differ from those above shall be "grandfathered" in and retain their agreed-upon rates until the end of the current calendar reservation. The revised rates become effective July 1, 2018.