

Hillsboro First United Methodist Church Building Use Policies

The following policy and guidelines are proposed by the Policy Committee to make the church building more available to our members and the community when the facilities are not being used for regularly scheduled church activities.

Listed below are guidelines to prevent inappropriate use and abuse of the property, conflicts of dates, inconvenience and misunderstandings:

1. Approval for the use of the building shall be granted by the pastor. In his/her absence, approval shall be given by the chairperson of the Church Council. The Council will have final approval on all questionable matters.
2. The building and equipment is available for use by individuals, families, or groups for functions considered appropriate in a church building such as weddings, showers, teas, receptions, dinners and other functions. **NO EQUIPMENT SHALL BE TAKEN FROM THE CHURCH PROPERTY, EXCEPT FOR CHURCH-RELATED FUNCTIONS.**
3. Approval for use of church equipment (including tables and chairs) outside the church building shall be subject to the approval of the chairperson of the Trustees.
4. Requests to use the building and/or church equipment shall be made as far in advance as possible and logged on a calendar in the church office. Conflicts will be resolved according to approving authority in paragraph #1.
5. There will be **no charge** for use of the building. However, **a donation to help defray the cost** of church utilities is encouraged.
6. When a function is over the building and grounds are to be cleaned and equipment is to be restored to its usual place. All garbage is to be removed immediately. A \$100 cleaning charge **will** be assessed for hiring additional janitorial service afterward, if needed.
7. It shall be the responsibility of the user to check all restrooms for cleanliness and see that they are left neat; to close all outside doors and windows; to turn off all lights; to turn off all water faucets; to see that all toilets are flushed and not left running; to reset all thermostats.
8. There will be **NO TOBACCO PRODUCTS OR ALCOHOLIC BEVERAGES USED** in the church building.
9. I understand that Hillsboro UMC is not responsible for any accident that occurs while being used by my group. I accept total responsibility for any accident or injury.

Signed

Date

Reviewed 2013