**United Methodist Church of Cadillac**

**Cadillac, MI**

**Policies Covering the Use of Church Facilities,**

**Services, Grounds, and Equipment**

1. Policies on Building Use:
2. The intent and purpose of these policies is to establish procedures that are consistent with the vision and mission of the United Methodist Church of Cadillac (the “Church”).
3. The facilities and services of the Church are available for use by members, constituents, and outside groups if such use is compatible with the mission of the Church and does not interfere in any way with the normal operations of the Church. Qualification for usage will be determined by the Church Leadership Board (the “CLB”) and/or the Office Manager or Pastor. Facilities and services of the Church are available for a usage fee to approved outside groups. Agreement to use facilities or services by outside groups shall include completion of a Building/Room Usage Agreement; payment, if due; and completion of a Building Use Application. Outside groups entering into said Building/Room Usage Agreement shall be allowed to charge for services they provide within the building if approved by the CLB (*e.g.,* private music lessons).
4. Any and all building usage shall be arranged through the Church Office. Groups requesting building usage shall designate only one contact person with whom the Office Manager will speak with regard to the groups’ needs. Once building usage is approved, it will be entered on the Church’s master calendar with the time, date, and space to be used. For meetings other than regularly scheduled Church meetings, a Building Use Application must be completed, signed, and deposited in the Church Office. Because Church use is heavy at times, room designations will be made at the discretion of the Office Manager. At certain times, groups may be asked to use other rooms or denied use of the building. Entrance key fobs to the building may be obtained from the Office Manager and must be promptly returned to the Office Manager after usage.
5. A separate Wedding Policy Package is available in the Church Office. Determination of “active” member status or non-member fees is at the discretion of the Pastor.
6. The kitchen facilities are the responsibility of the CLB. The Congregational Care Team ( the “CCT”) shall maintain oversight of the day-to-day operations and use of the kitchen.
7. Funeral luncheons are the responsibility of and at the discretion of the CCT. Any donations for said luncheons will be deposited into the Church’s Funeral Luncheon Designated Fund. Any costs incurred will be withdrawn from the same Designated Fund. The CCT will recruit and maintain a list of volunteers to work in the kitchen for special events hosted by the Church (such as funerals) and for setup and tear down.
8. If any group wishes to prepare meals in the kitchen, said group is responsible for obtaining any necessary certification from the local Health Department and paying any fees associated with such certification. Potlucks or catered meals within the Church family do not require Health Department certification/approval.
9. If outside groups use the kitchen, a member of the CCT shall be present during said usage. A donation will be requested for said oversight person.
10. Responsibility for set-up and take-down for any event is the responsibility of the CCT.
11. During special events, the Coffee Bar will be closed. Groups utilizing the building will be responsible for supplying their own non-alcoholic drinks.
12. Gambling of any kind, including 50-50’s (the practice of betting on an uncertain outcome, to play a game of chance for stakes, or betting in the hope of winning money, goods or services) is NOT permitted on Church property. Fundraisers are permitted on Church property provided said fundraisers are approved by the Office Manager and/or Pastor.
13. The use of alcohol and illegal drugs is prohibited anywhere on Church property. Smoking cigarettes only is allowed only in designated areas outside the building. Cigarette butts must be disposed of in the designated receptacle.
14. Any group using the Church building shall turn off all lights, shut all windows, and close and lock all doors upon leaving.
15. Church Equipment Lending and Use Rules:
16. Only specific tables and chairs that are located in the outdoor storage shed are eligible for borrowing by Church members or constituents for personal use only. Under the direction of the Property Maintenance Team, said property can be taken out only after obtaining the specific approval of the Office Manager, and/or Pastor, where it will be recorded, along with lending and return dates. No tables and chairs are to be loaned out to a business or other organization via a Church member or constituent. The Church Office must be notified when the tables/chairs are returned. Tables/chairs must be returned by the agreed date, and if not returned by specified date, a $20 per day late fee will be accrued by the borrower and future borrowing privileges may be forfeited.
17. No other equipment of the Church (*e.g.,* coffee pots, roasters, any kitchen equipment) is permitted to leave the Church property for any reason.
18. By direction of the CLB, requested use of all Church instruments (*e.g.,* organ, Clavinova, drum set, handbells, pianos) shall be determined prior to usage by the Office Manager and/or Pastor. Any special tuning needed of the piano or organ, requested by the user, shall be performed by the Church's current piano tuner or organ technician and paid for by the user making such request. Such special requests need to be made directly to the Office Manager. All arrangements for organists and pianists for weddings and funerals must be made through the Office Manager and/or Pastor who will then make the needed contact. *All instruments must remain on Church property.*
19. The use of office equipment: Only paid staff and designated people may use the copy machine in the Equipment/Workroom.
20. Computers: Due to confidential information, as well as the potential for inappropriate use, ALL CHURCH COMPUTERS ARE OFF LIMITS TO ANYONE BUT THE PAID OFFICE STAFF (OR THOSE AUTHORIZED BY THE OFFICE STAFF) AND THE CHURCH FINANCIAL SECRETARY.
21. All audio-visual equipment is to be used *only by Church-approved personnel.* If audio-visual equipment (*e.g.,* sound board, projection equipment, computer, camera) is needed for an event, the contact person of the group under usage agreement must submit a written request to the Church Office.
22. Building Use Fees
23. Church members and constituents may hold anniversaries, reunions, and receptions in the Church building without paying a fee. It is expected that the room(s) being used will be left in the condition in which it was found. Donations for use of the room(s) are welcomed.
24. Non-members may use the Church building for anniversaries, reunions, receptions, or commercial enterprises. (For fee scale, see Building Usage Agreement. Fees may be waived at the discretion of the Pastor or Office Manager.)
25. Charitable or non-profit organizations or groups are not charged a building use fee. However, donations are welcomed.
26. Snow Removal - When it is necessary to have an extra parking lot plowing and/or salting for non-Church groups using the building, there may be a charge incurred at the current rate.
27. Youth Hostels - United Methodist Church groups and Boy Scouts only. A Building/Room Usage Agreement must be signed in advance by an adult in charge. Adequate adult supervision must be provided. Persons working with youth or children under 18 must adhere to our Protection, Safety, & Security Policy. There may be a need for updated background checks by the Michigan State Police. Those using the Church building are expected to clean up after themselves and return the rooms used to their original order.
28. Additional Areas Covering Church Policy
29. Active Shooter Policy/Procedure will be amended and appended at a later date.
30. Anyone working in the attic in the front portion of the Church should wear a mask and gloves as personal protection per the Department of Natural Resources. Excrement from wild animals has the potential for harming humans, even after many years. You must check with the Church Office before entering the attic where you will receive a mask and gloves to wear.
31. Use of Church grounds will be subject to the policies set forth in this document. Groups and organizations wishing to use Church grounds must contact the Church Office to schedule such use. Individual use of Church grounds is allowed without notification. Damage to Church grounds must be reported to the Church Office and a pro-rated cost to repair any damage may be incurred.
32. These Policies will be re-visited on a bi-annual basis, or sooner if needed, by the CLB.
33. Waiver and Special Usage

The Church is not responsible for injury to any person or property on or about the Church property in connection with any non-Church function. Any waiver of these rules or special usage of Church facilities or service in the event of unusual circumstances may be made through the Pastor or with the approval of specifically designated members of the CLB.

**Approved by the Church Leadership Board on April 9, 2024.**