

Ely United Methodist Church

305 Camp Street, Ely, Minnesota 55731 Church: 218.365.3355 Parsonage: 218.365.3716

Building Use Policy

The pastor in concert with the trustees of the Ely United Methodist Church (EUMC) are charged with the responsibility for the care, upkeep and the conditions for the use of its property at 305 Camp Street, Ely, Minnesota. It is their desire that its buildings and facilities be utilized as fully as possible for ministry and assistance to the community, while at the same time protecting the facility and keeping it from becoming a financial burden on the church members because of increased costs. Therefore, this policy has been developed as a plan for the use and care of our facility. The implementation of the use policy is not designed to lessen building use, but rather to facilitate the use of the building, while attempting to at least break even on the added operating expense.

Categories and use priority of eligible users of the church's facilities:

1. Church Organizations: Those organizations and classes which are part of the ongoing operation of the church. These groups have first priority.
2. Church Sponsored Organizations: Those groups or individuals which operate under the sponsorship of the EUMC and whose leadership is at least partly responsible to the EUMC, or groups affiliated with the Minnesota Methodist District, or Conference. These groups have second priority.
3. Individuals: Persons who wish to use the facility for weddings, funerals, or other gatherings will be considered as third priority, and may make application for use of the facility to be approved by the pastor and trustees.
4. Non-Church Organizations: Civic or service organizations or individuals which are considered by the pastor and trustees to be of service to the community. Their priority is fourth.

General:

Although the church property and its facilities are primarily designed for functions of the church and its members, occasional use by other non-church religious, charitable, cultural, educational or character building organizations will be considered upon written application and submission of any appropriate fees to the church office. The pastor upon review, and/or consultation with the trustees as appropriate, will notify the applicant of their decision.

Schedule:

The schedule of events by locations and date will be maintained by the church office. Except for funerals, weddings and wedding receptions, non-church sponsored organizations may be preempted for a church function up until thirty days prior to the event, at which time the reservation may be considered firm. In the case of such preemptions an alternate date, time or space will be offered at the time of notification, and if acceptable, will be placed on the schedule. This policy does not apply to funerals, weddings and/or wedding receptions which will not be preempted.

Care of Property:

Only the area(s) approved may be used. All organizations, either church or non-church sponsored, shall assume the responsibility for proper use and care of the property and/or its facilities. Groups shall designate an individual as a contact person responsible for assuring that items on the security/cleaning checklists are strictly adhered to. When required security deposits will be collected with application for use and other fees. Deposits will be returned after the conclusion of the event and an inspection reveals that all areas are in order as found by a church representative. These checklists will be provided as needed before use of the facility. NOTE: The applicant may satisfy the deposit with a check that will remain uncashed until final disposition has been accomplished.

Building Use Policy - Approved by the Administrative Council, December 19, 2012

Liability for Personal Injuries and Losses:

The church maintains a reasonable liability insurance policy. Personal injuries or losses are covered, provided the church is proven to be negligent. Other groups or organizations may be required to show proof of liability insurance at time of application for use or sign an appropriate waiver of responsibility as required by the church's insurance company.

Regulations and Charges:

All organizations, groups, and individuals (member and non-member) will complete a written application for the use of the church and/or its facilities. Checks for any required usage fees, cleaning fees, and/or security deposits should be made separately and should be submitted with the written application to the church office. No use of the church will be made until all required fees (if any) are paid prior to the event.

Use of Fellowship Hall/Kitchen:

Use of the Fellowship Hall/Kitchen for functions (other than weddings/receptions) will be scheduled as far in advance as possible through the church office. Each group will be responsible for the general clean-up of all facilities used. A church representative will inspect the facility as soon as possible after conclusion of the event to assure compliance with the aforementioned policy.

Use of Church Equipment:

Use of church equipment away from the facility should be done sparingly; however, the application for use of facility should be completed and signed prior to anything leaving the church. Process it through the pastor/trustees for approval. See *Application for Use of Facility* form.

Policy for Funerals:

In order to be most helpful in the time of sorrow, we believe it necessary to have some policies regarding funerals held in the church. Initial consultation with the pastor is highly recommended. The pastor can advise should there be a conflict in scheduling. The pastor and the bereaved will discuss the kind of service desired.

The following may be helpful:

1. You may ask friends to contribute to the church in lieu of flowers. Memorial gifts will be acknowledged by the church and names of donors given to the family.
2. The church seems to be the appropriate place for the funeral service of one to whom the church has been important.
3. The two musical instruments in the sanctuary are very expensive. We understand that on occasion a member of the family of the deceased may be asked to play for the funeral in such instances. Any musician not approved by the church must consult with and be approved by the pastor or church organist.

Guidelines for Weddings:

It is the policy of the EUMC to encourage Christian marriages by making its sanctuary and other facilities available for wedding ceremonies, provided suitable arrangements are made through the church office with the minister.

We believe that marriage is instituted by God for the welfare and happiness of people. Therefore, it is fitting and right that God's house is the place for the wedding of God's people. Along with your wish to be married in the church, the wedding ceremony should be performed in an attitude of reverence and worship.

The pastor should be consulted before announcing the date of the wedding, so that counseling appointments can be determined. If you desire to have a minister from another church participate in your ceremony, it is proper and required that you consult first with the minister of the EUMC.

Policies for Weddings:

1. Any video or pictures taken in the sanctuary during the ceremony are at the discretion of the pastor. It is advised the person be present at the rehearsal.
2. Rice may not be thrown inside or outside the church. Bird seed is recommended outside.
3. Alcoholic beverages are not permitted in any of the church facilities.
4. Smoking is not permitted in any of the church facilities.
5. Temperature controls will be set and adjusted ONLY by a church representative.

Decorations:

1. Furniture in the sanctuary may not be removed.
2. Arrangements must be made for someone to be present at the church to receive deliveries of flowers, wedding cakes, etc.
3. Nails, tacks, wire, or tape may not be used on walls, woodwork, or furnishings.
4. The EUMC has two candle holders. Any special candles and/or unity candle holders must be provided by the wedding party. Only drip-less and smokeless candles will be provided by the wedding party, these will be used in consultation with the pastor.
5. All decorations in the sanctuary are to be simple and kept to a minimum.
6. All equipment from the florist must be removed from the church on the day of the wedding unless permission to remove later is granted by the pastor.
7. Any flower vases or other containers used on the altar or elsewhere must have inner receptacles that do not leak.
8. Christian symbols, banners, flags, pictures, and other decorations will NOT be removed from the Sanctuary or Fellowship Hall.

Music:

The church office will provide the name and phone number of the Church Organist who may assist in selection of music. If another organist is desired, approval must be obtained from the pastor or Church Organist. The organist sets the fee for the music provided.

Directors (Mistress of Ceremonies):

The bride and groom must consult with the minister regarding wedding plans and the order of the wedding service. The rehearsal will be carried out under the direction of the minister. The bride will be responsible for securing the person to direct the details of the wedding and the reception if desired.

Reception:

Arrangements for placing tables and chairs in the fellowship hall for the reception are to be made with church personnel in advance. The kitchen must be left in an orderly manner and any broken items replaced.