

Russell Springs United Methodist Church

Building Guidelines

(270) 866-5180

The following guidelines, pertaining to the RSUMC Building usage, were adopted by the Board of Trustees, November 9, 1994; revised January 31, 2007.

WHO CAN USE THE BUILDING:

- A. Members of our church/church groups (Weddings, Reunions, Funerals, etc.)
- B. Ministry Groups: UMW, Youth, Singles, Emmaus Groups, etc.
- C. Community Groups (not for profit): Habitat for Humanity, AARP, Hospice, etc.
- D. Non-member Groups: Weddings, Reunions, Funerals, etc.
- E. No member/non-member may use the building or any part thereof for their own personal gain—HOWEVER—our own local church groups may have fund raisers. Non-ministry food fund raisers are not permitted.

Ministry Groups take priority over Community Groups and Non-member Groups.

In order to maintain a commitment to ministry, groups can only make reservations according to the time frame listed below. Ministry Groups may book at any time.

- Member weddings, reunions, and anniversary receptions – 6 months prior
- Member events (such as birthday parties) – 1 month prior
- Community Groups – 3 months prior
- Non-member events – 1 month prior

MINISTRY GROUPS:

- A. There is no charge for the use of the building for Ministry Groups.
- B. All ministries must fill out a building use application each January & July.
- C. When ministries have “special events” that require parts of the building that they do not use on a regular basis, they must fill out an additional building use application.

MEMBERS OF OUR CHURCH & COMMUNITY GROUPS:

- A. There is no charge for the use of the building for Members of our Church or Community Groups, however, if any group would want to make a donation to the General Fund, to offset the expense incurred, it will be gladly accepted.
- B. All groups must fill out a building use application and return it to the church office.
- C. Cost for audio/video technician (if needed) is \$20 / hour to be paid to technician.

NON-MEMBERS GROUPS:

- A. Fee for building rental is \$25 / hour with a minimum charge of \$50. Monies will be deposited in the General Fund. \$300 deposit due with building use application. Deposit will be returned if conditions are met. Cost for audio/video technician (if needed) is \$20 / hour to be paid to technician.

- B. All groups must fill out a building use application and return it to the church office.
- C. The church must receive a one weeks notice of cancellation in order for the deposit to be refunded.

ALL GROUPS:

The following conditions must be agreed to by all groups prior to using any part of the building:

- A. All groups (member/non-member) are responsible for **CLEAN UP (SWEEPING THE FLOORS, WIPING DOWN TABLES AND COUNTERS, SPOT CLEANING THE CARPET AS NEEDED), TURNING LIGHTS OFF, REMOVING THEIR OWN TRASH FROM PREMISES, , LEAVING ROOM SET-UP (TABLES, CHAIRS, ETC.) AS FOUND.** A bucket with cleaning supplies is provided in the ROCK kitchen cleaning closet for this purpose. Use it to return the facilities to the condition in which you found them.
- B. Any group may be charged a clean up fee of \$10 per hour for the custodian to clean if conditions are not satisfactorily met.
- C. With the exception of wedding receptions and church-wide events, all food must be served inside the kitchen.
- D. All groups are responsible for any damage to building (broken windows, dishes, etc.)
- E. No smoking inside any part of the building and no alcoholic beverages and/or drugs are permitted on the church premises.
- F. The church is not responsible for accidents or lost articles.
- G. The date & time of reservation must be placed with the church secretary, (270) 866-5180, who will record the reservations.