

**MOUNT TABOR UNITED METHODIST CHURCH  
POLICY FOR USE OF BUILDINGS AND FACILITIES**

3543 Robinhood Road, Winston-Salem, NC 27106

Phone: 336-765-5561    Fax: 336-768-4300    E-mail: office@mttaborumc.org

### **Governing Principles**

1. Mindful of the Christian commitment to serve, this policy is in compliance with and supplements the Discipline of the United Methodist Church.
2. The Church, through its Senior Pastor or Trustees reserves the right to make final determination as to whether a group may use Church building, grounds, facilities and equipment.
3. Use of the building, grounds, facilities and equipment results in expense to the Church. This policy details fees that will be used to defray this expense.

### **Who may use the Church building, grounds, facilities and equipment in order of priority:**

1. Mt. Tabor Church groups using the facility as part of the ministry of the Church. This would include groups, work areas, and committees sponsored by the Church Council.
2. Other United Methodist groups outside Mt. Tabor's immediate congregation, if availability permits.
3. Outside social, civic, service, educational and charitable groups or individuals and church members. These groups and individuals will be asked to help defray cost including custodial services.

### **POLICIES AND PROVISIONS**

1. All requests for facility use must be made through the Church office. The office is open 9 a.m. to 5 p.m. Monday through Friday.
2. All requests should be made on the attached application. This application can be downloaded from our website and emailed to the Church office at office@mttaborumc.org. It should be noted that events may be listed/advertised on the church's marquee sign at the street. Any requests for additional signage are at the specific discretion of the Board of Trustees. A confirming email will be sent if your request to use the facilities is honored.
3. Each request must name the adult person responsible. That person must be with the group at all times when the facility is in use.
4. The date and facilities to be used are entered on the building use calendar including the use of kitchens. When a kitchen is to be used, the Kitchen Committee should be notified.
5. If audio/visual equipment is needed arrangements must be made in advance through the Church office.
6. No smoking is allowed in the church building.
7. No alcoholic beverages are permitted in the building or on the premises.
8. No furnishings or equipment shall be borrowed or removed from the building or grounds.

9. Damage to the building or facilities and broken or missing equipment will be the responsibility of the group using the facilities.
10. Groups using the facility are responsible for turning off the lights.
11. The heating and cooling controls are preset. Please do not adjust the thermostat.
12. Unlocking and locking the doors are the responsibility of the group using the Church. The keys can be picked up and must be returned to the Church office.
13. All furnishings and equipment should be returned to their proper place before leaving the building. This includes chairs, tables, kitchen equipment and audio/visual aids. This may require custodial services.
14. When outside groups leave at the conclusion of activity, they are requested to remove food and personal items.
15. Due to the cost of coffee and paper products (including plates, cups and table coverings), the group using the facility should pay for the cost of materials used, if not providing.
16. The sanctuary is to be used for the worship of God. It will not normally be used for any purpose other than religious ceremonies and other meetings for the purpose of carrying on the business of the Church. See the Wedding Policy for additional information.
17. There is no charge to church members for use of building for weddings.
18. There is no custodial fee for kitchen use. However, when kitchen facilities are used, the person responsible for the group must signify by placing their initials in the appropriate place on the cleanup form that the group has reviewed the check list and performed all clean-up procedures required to return the kitchen to the condition in which it was found. This requirement applies to any group using the kitchen, whether it is a Mt. Tabor sponsored group or otherwise.
19. NO political groups may use the church facilities or grounds for any purpose.
20. Liability insurance is required of all outside groups using the church facilities for an event. WRITTEN verification (hardcopy) of liability insurance must be on file in the church office PRIOR to the date of the event.
21. Mt. Tabor UMC is held harmless in the event of any accident, damage and/or injury incurred to users and their property not due to negligence on the part of MTUMC.

## **FEES**

Fees for the use of facilities by outside groups are on a half-day basis. For an entire day event, the amount of the donation should be doubled. If the Family Life Center is to be used for less than half a day, the fee may be prorated at the discretion of the Trustees.

Family Life Center	\$100
Fellowship Hall	\$ 50
Main Kitchen	\$ 50
Youth Commons and Kitchen	\$ 50
Children's Commons and Kitchen	\$ 50
Parlor	\$ 50
Classroom	\$ 25

Custodial Services Fee           **\$50 REQUIRED**

**MT. TABOR UNITED METHODIST CHURCH**

**APPLICATION FOR USE OF BUILDINGS AND GROUNDS**

Phone: 336-765-5561 Fax: 336-768-4300 Email: office@mttaborumc.org

Please return completed form to Mt. Tabor United Methodist Church at 3543 Robinhood Road, Winston-Salem, NC 27106 or email the form to: office@mttaborumc.org

Group Name \_\_\_\_\_ Application Date \_\_\_\_\_

Person Responsible \_\_\_\_\_ Phone Number (h) \_\_\_\_\_ (w/c) \_\_\_\_\_

Email address (if applicable) \_\_\_\_\_

Mt. Tabor Church Group (Y/N) \_\_\_\_\_ Other Methodist Group (Y/N) \_\_\_\_\_ Non-Methodist Group (Y/N) \_\_\_\_\_

Please circle appropriate group: SOCIAL CIVIC SERVICE EDUCATIONAL CHARITABLE

Are any of your group members of Mt.Tabor United Methodist Church? If so, please list their names.

\_\_\_\_\_

Please briefly describe your activity \_\_\_\_\_

\_\_\_\_\_

Expected attendance \_\_\_\_\_ Date Requested \_\_\_\_\_ Time Needed \_\_\_\_\_

**Facilities Requested (Make Checks Payable to Mt. Tabor United Methodist Church)**

_____ Family Life Center	\$100	_____ Children's Commons and Kitchen	\$ 50
_____ Fellowship Hall	\$ 50	_____ Parlor	\$ 50
_____ Main Kitchen Use	\$ 50	_____ Classrooms	\$ 25
_____ Youth Commons and Kitchen	\$ 50		

**\*\*\*Note: Church facilities are available to members for weddings at no charge. However, fees for custodial services do apply. Fees for outside groups are based on half-day use; double for full-day use.**

**Custodial Services**

\_\_\_\_\_ Custodial Fee **\$ 50 REQUIRED (Make check payable to Mt. Tabor UMC)**

**Please Note:** Use of church property (buildings and grounds) for political purposes is strictly prohibited. Mt. Tabor UMC is held harmless in the event of any accident, damage and/or injury incurred to users and their property not due to negligence on the part of MTUMC.

I HAVE READ THE POLICIES AND PROVISIONS FOR THE USE OF THE CHURCH BUILDINGS AND FACILITIES AND AGREE TO ABIDE BY THEM.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**For office use only:**

Approved: \_\_\_\_\_ Date of approval: \_\_\_\_\_

Basis for approval: \_\_\_\_\_