

HAMILTON UNITED METHODIST CHURCH
3105 HAMILTON CHURCH ROAD, ANTIOCH, TN 37013
Hamilton United Methodist Church Facilities Use Policies and Procedures

Hamilton United Methodist Church (HUMC) exists to serve God and participate in fulfilling God's mission in the world to make Disciples of Jesus Christ and is therefore primarily a place of mission and worship. We are pleased to be able to make our facility available to those in our church and the community of Antioch. Priority in building use will be for HUMC activities, United Methodist events, member activities, and non-member activities in order.

Anyone desiring to use our facilities will need to complete a facilities usage application which is available in our church office or on our website. There are separate policies and applications for use of facility for a wedding.

Each application will be reviewed by trustees and an answer will be given within one week of receiving application.

The church is not available for rental space on *Sundays* to Non-Member groups due to Church activities.

All building use will require a church member to be present during the event if it is a member activity or a paid building supervisor, selected by HUMC, to be present in the case of a non-member activity.

A deposit payment of \$250 plus half of assessed facilities usage rate is required in order to lock in the date of your event. Final payment is due in the office one month prior to event or as soon as possible if scheduling event sooner than one month away. The \$250 deposit will be returned if everything is in proper order when the building and grounds are checked by the paid building supervisor after the event or if the application is not approved. The Deposit will be returned if the event is canceled more than 5 days before the scheduled date of the event.

In the event that HUMC has to cancel a scheduled activity due to acts of God (such as, but not limited to, weather, fires, explosions, earthquakes, drought, tidal waves and floods) and/or government requirements all deposits will be returned.

Fees for building usage are shown below based on size of group and amount of time the building is needed.

Fee Schedule for Members*

- Church Related Activity
 - *Small Room** – No Donation Expected*
 - *Fellowship Hall – Suggested Donation of \$150*
- Non-Church Related Activity
 - *Small Room** - \$50*
 - *Fellowship Hall - \$150*

Fee Schedule for Non-Members

- All Non-Member activities require a Building Supervisor – \$20.00 per hour
 - *Small Room** - \$100*
 - *Fellowship Hall - \$100 per hour + \$250 Refundable Deposit.*
 - *\$150 for Kitchen use.*
- Final payment will be due in the office no later than one month prior to event, but may be delivered sooner.
- **Weddings** – Please see our separate Wedding Policies and Procedures and Application to request our facility for a wedding.

*According to Safe Sanctuary Policy

**limit of 25 people or less

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Restrictions:

Hamilton reserves the right to prohibit any activity or group that's message or intent is against the mission and vision of the UMC.

The use of alcohol, tobacco, or any illegal drugs on the premises is strictly forbidden.

Hamilton United Methodist Church requires any non-church member who wishes to use the Church facilities to have a building supervisor present. The Building Supervisor will be responsible for seeing that all rules and regulations of HUMC are obeyed.

The Board of Trustees and Building Supervisor reserve the right to prohibit or terminate any activity or use that, in its discretion, it determines to be harmful, dangerous, or detrimental to the interests of HUMC.

RULES GOVERNING USE OF CHURCH FACILITIES

1. **FELLOWSHIP HALL:** The Fellowship Hall is limited to a maximum of 150 people total. Once your activities have been completed, please make sure all tables and chairs have been folded and put away. Also, the entire floor should be swept. If there are any sticky places on the floor, they should be mopped. All cleaning supplies, including mops and brooms, can be found in the janitor's supply closet. All trash should be bagged and moved to the outside trash bin.
2. **SANCTUARY:** The sanctuary can seat up to 300 people. No food or drink is allowed in the sanctuary.
3. **KITCHEN:** The use of the Kitchen must be approved. Microwave and oven may be used to reheat food. An additional kitchen fee will be applied for any cooking or preparation in the kitchen. The kitchen must be cleaned thoroughly; with all pans and utensils both washed and put away. The floor is to be swept and mopped, and all trash should be removed to the outside trash bin. Please check the kitchen bulletin board for further instructions.
4. **CHILDREN'S WING:** The Children's wing may be reserved for smaller groups who do not need the Fellowship Hall. Parents' Day Out classrooms are off-limits.
5. **SMALL (MEETING) ROOM:** Small meeting rooms may be reserved to groups of 25 people or less.
6. **CARE & CLEAN-UP:** The rooms and equipment used shall be left in the same or better condition than prior to the event. Floors will be at least dry mopped. Spills will be picked up. Trash is to be put in plastic bags (supplied by the user) and placed in the dumpster. If additional trash pickup is required after an event, the extra fees will be paid by the user. All unused food must be removed from the building.
7. **SUPERVISION:** All groups must have adequate adult supervision for minors as outlined in HUMC's Safe Sanctuary Policy, which states a minimum ratio of 1 adult per 8 children and a minimum of 2 adults at any gathering. HUMC reserves the right to oversee any event.
8. **CLOSING TIME:** Evening events will end by 10:00 PM, and the building will be empty by 11:00PM. *Unless otherwise approved by trustees.*
9. **SECURING BUILDING:** Before leaving, all lights are to be turned off, and all windows and doors must be locked.
10. **BEVERAGES:** The serving or use of alcoholic beverages will not be permitted on church property.
11. **CONTROLLED SUBSTANCES** are prohibited anywhere on church property.
12. **SMOKING** is prohibited inside any part of the church building.
13. **PLAYGROUND:** Entry into the playground is not permitted.
14. **DAMAGES & OTHER:** Failure to comply with any of these regulations will be considered sufficient reason to rescind the privilege of future use and to retain the deposit.
15. **DECORATIONS:** shall reach no higher than 10 ft. in height so as not to interfere with the ventilation and fire protection system.
16. **CANDLES:** Open flames are limited to birthday candles only.