

DAHLONEGA UNITED METHODIST CHURCH

Facility and Property Use Guidelines



P.O. Box 455
107 South Park Street
Dahlonega, GA 30533

Office Hours:
Monday to Thursday - 8:30 AM to 4:00 PM
Friday – 8:30 AM to Noon
(706) 864-2521
(706) 867-6840 (Fax)
Email: events@dahlonegaumc.org
www.dahlonegaumc.org

DAHLONEGA UNITED METHODIST CHURCH FACILITY AND PROPERTY USE GUIDELINES

GENERAL GUIDELINES

DUMC welcomes the use of its facilities by the following groups and persons, whose purpose is not in conflict with the mission and principles of DUMC. Church facilities may only be used for non-profit activities and non-political activities.

- A. Priority for Scheduling
 - 1. **DUMC Ministry, district, conference, and ecumenical events.** This includes worship services, church school activities, fellowship activities, adult, youth, and children's ministry activities, administrative meetings (e.g., boards, committees), and Church sponsored activities such as United Methodist Women and United Methodist Men.
 - 2. **Christian celebrations** (e.g., weddings and funerals).
 - 3. **DUMC member private events** such as reunions, anniversary and birthday celebrations, and showers.
 - 4. **Charitable and community service group** meetings and events when use does not conflict with routine Church activities.
 - 5. **Private events for non-members and members. The church is closed on all federal holidays for private events for non-members and members. In addition, the church is closed on Friday and Saturday after Thanksgiving, Ash Wednesday, Good Friday and the Saturday before Easter, Christmas Eve & Christmas.**
- B. With the exception of staff offices, individuals or groups do not have exclusive and indefinite use of any space or equipment owned by the Church.

SAFE SANCTUARY POLICY

All activities on Church property must be in compliance with the Dahlongega United Methodist Safe Sanctuary Policy.

SECURITY POLICY

Charitable and community service groups and private events for non-members are required to have security on the premise during the entire event.

CHURCH REPRESENTATIVE

All events require a Church Representative to be on premise from the time of arrival to the time of departure with the exception of the pavilion. The Church Representative is responsible for opening and closing church and overseeing the facility use policy and guidelines during any event.

PERSONAL CONDUCT

The following shall apply to everyone using the Church facilities.

- A. Smoking is not permitted on the campus.
- B. No alcoholic beverages are permitted.
- C. Gambling is not allowed (including bingo or raffle tickets).
- D. Profane or offensive language, music, or other materials are not allowed.
- E. Possession or use of illicit drugs is not allowed.
- F. Weapons are not allowed.
- G. No animals are allowed in Church buildings except service animals.

RESPONSIBILITIES

Every event or activity must have a designated person as the **Responsible Party** who

- A. Is at least 21 years of age.
- B. Completes all paperwork and communicates with the Church office as the Responsible Party.
- C. Is present prior to the scheduled start of the event and remains on the premises until all participants have left the facility.
- D. Ensures that all participants and attendees adhere to this policy and guidelines.
- E. Is certain that a sufficient number of supervisory persons are available to maintain compliance with this policy and guidelines.
- F. Does not allow minors to enter the building until the Responsible Party is available.
- G. Confirms all is in order with the Church Closing Representative before departing at the conclusion of the event.

DAHLONEGA UNITED METHODIST CHURCH FACILITY AND PROPERTY USE GUIDELINES

CARE OF CHURCH FACILITIES AND EQUIPMENT

A. Decorations

1. Temporary decorations shall be hung in such a manner as not to mar or damage walls, woodwork or structure.
2. All decorations shall be completely removed immediately following any event unless otherwise agreed at the time of approval of the event.
3. It is strongly recommended that use of tape for decorating be restricted to glass surfaces only and all tape be removed when items are taken down.
4. No candles may be used without prior approval.

B. Damages

Users must report any and all damages to the buildings, equipment, or grounds. The report must be made to the Church Office during the post event evaluation. Users must assume full liability for damages to Church property, equipment, or grounds.

C. Check List for Use of Facilities

1. Sanctuary furniture may not be moved except with supervision of Church staff.
2. No food or drink is allowed in the sanctuary.
3. In all other areas return chairs and tables to original location.
4. Check floors for food/trash and pickup or sweep if needed.
5. Remove any items brought into this area and return to original location.
6. Remove all trash from the facility in bags and place in the dumpster located beside the Wesley House. Replace with clean bags in trash cans.
7. Turn off all lights (including hallways, kitchen, and restrooms).
8. Make sure all exterior doors are locked.
9. Building shall be vacated by 10 p.m.

D. Kitchen Guidelines

1. The kitchen and pantry will be locked when not in use.
2. Groups or individuals wishing to use the kitchen shall make requests by submitting a *Facility and Property Use Application* available in the Church office.
3. Groups are expected to bring and use their own paper supplies and food. Wraps and cleaning supplies that are stored openly may be used in moderation.
4. The following information will be posted in the kitchen:
 - Phone contacts for questions and emergencies
 - Equipment use and cleaning instructions
 - Checklist for restoring room to proper order
5. Items stored in the refrigerator or kitchen must be marked "Reserved for" with owner's name & date.
6. All food stored in the kitchen must be in solid, sealed, plastic containers (no plastic bags).
7. Kitchen fees apply when catering food.

E. Kitchen Cleanup Checklist

1. Ovens and burners turned off and cleaned
2. Two compartment sink emptied and cleaned
3. All cooking utensils cleaned and returned to proper storage area
4. Coffee and tea makers emptied and cleaned
5. Dishwasher turned off, drained, and filter removed and cleaned
6. All countertops cleaned
7. Floors swept
8. Remove all trash from the facility in bags and place in the dumpster located beside the Wesley House. Replace with clean bags in trash cans.
9. No leftovers in refrigerator
10. Any used towels or tablecloths should be taken, laundered, and returned to the kitchen the next day.
11. Turn out all lights.

DAHLONEGA UNITED METHODIST CHURCH FACILITY AND PROPERTY USE GUIDELINES

FACILITIES, PROPERTY, EQUIPMENT, AND SERVICES

A. The following facilities are available for use:

1. Sanctuary
2. Fellowship Hall
3. Kitchen
4. Classrooms
5. Choir Room
6. Pavilion

B. Church Vehicles

DUMC vehicles may only be used by ministries that fall under the umbrella of the DUMC federal identification number. (DUMC vehicles are not available for DUMC member private events nor for charitable and community service group events.)

Please refer to the DUMC vehicle use policy.

C. Audio/Visual (“A/V”) Services, A/V Equipment, and Internet Service

1. A/V services are provided by a DUMC A/V Technician.
2. DUMC A/V equipment (including sound and lighting systems, projection equipment, and computer equipment) is not available for use without the operating services of a DUMC A/V Technician and will need to be scheduled two weeks in advance.
3. Fees will be evaluated by event. Please complete your requirements located in the *Facility and Property Use Application*.
4. To ensure your event runs smoothly you will receive a phone call from DUMC Audio/Video Technician to review your audio/video needs and to submit a quote. Please note that you will pay the DUMC Audio/Video Technician directly, not the church.

APPLICATION PROCESS AND OTHER CONSIDERATIONS

A. DUMC Ministry Regularly Scheduled Events

DUMC ministry leaders seeking to schedule regularly scheduled activities such as administrative meetings (e.g., boards, committees), and Church sponsored activities such as United Methodist Women and United Methodist Men must complete the *Facility and Property Use Application* and submit for approval at the beginning of each calendar year and when the information changes.

B. DUMC Ministry Special Events

DUMC ministry leaders seeking to schedule special events (DUMC, district, conference, and ecumenical) that are held *in addition to* the regularly scheduled, or *have a non-standard format*, must complete the *Facility and Property Use Application* and submit for approval.

C. Celebrations

1. **Weddings** require approval from the DUMC Senior Pastor following the DUMC *Wedding Policy and Guidelines* and contract.
2. **Funeral and Memorial Services** – Please refer to the *Funeral and Memorial Services Information*.

D. DUMC Member Private Events

DUMC Members seeking to schedule private events must complete the *Facility and Property Use Application* and submit for approval.

E. Charitable and Community Service Group Events

Charitable and Community Service Groups seeking to schedule meetings and events should schedule at least 30 days in advance and must complete the *Facility and Property Use Application* and submit for approval. Please note:

A current insurance Certificate of Liability naming Dahlongega United Methodist Church as an “Additional Insured” must be submitted at least seven (7) days prior to the event. The designated Person in Charge assumes all risks associated with the use of these facilities and its equipment and also assumes the risks for all participants and attendees associated with the event. The participants' liability insurance shall

DAHLONEGA UNITED METHODIST CHURCH FACILITY AND PROPERTY USE GUIDELINES

release and discharge DUMC from all claims for any personal injury suffered by any participant while using the facility or its equipment. DUMC does not make any express or implied warranty of the premises, the equipment, the machinery, fixtures, or furniture.

Other considerations:

- Events shall end by 10:00 p.m. unless a later time has been approved in advance.
- Facilities may not be reserved by DUMC members for use by non-members.
- Cancelation made 30 days or less prior to the event will result in an 80% refund.
- Cancelation made more than 30 prior to the event will result in a 100% refund.

Fee Schedule

DUMC Member Private Events

- All fees for DUMC Member Private Events must be paid in advance.
- Fees below do not include a Church Representative nor Audio/Visual needs.
- All events require a Church Representative to be on premise from the time of arrival to the time of departure with the exception of the pavilion.

Area	Daily Fee
Sanctuary	\$175 for up to 4 hours plus \$25 for each additional hour
Fellowship Hall	\$100 for up to 4 hours plus \$25 for each additional hour
Kitchen	\$ 50 for up to 4 hours plus \$25 for each additional hour
Classroom or Choir Room	\$ 25 for up to 4 hours \$ 25 for up to 8 hours
Pavilion	\$ 50 for up to 4 hours

Charitable and Community Service Group Events & Private Non-Member Events

- All fees for Charitable and Community Service Group Events and Private Non-member Events must be paid after approval and before scheduling.
- The fees below include security and church representative. They do not include Audio/Visual needs.
- 10% discount is offered to active duty and retired military members.

Area	Daily Fee
Sanctuary	\$800 for up to 3 hours plus \$330 for each additional hour
Fellowship Hall	\$600 for up to 3 hours plus \$330 for each additional hour
Kitchen	\$100 for up to 3 hours plus \$75 for each additional hour
Classroom or Choir Room	\$75 for up to 3 hours \$125 for up to 8 hours
Pavilion	\$ 50 for up to 4 hours

Additional Fees for All Events

Church Representative	For all events.
\$15.00 Per hour	
Additional Services	
Pianist or Organist	\$100 per event

DAHLONEGA UNITED METHODIST CHURCH
FACILITY AND PROPERTY USE GUIDELINES

Audio/Video Technician Needs (See application for details)

**For all Charitable and Community Service Group Events & Private Non-Member Events
and Private Member Events**

To ensure your event runs smoothly you will receive a phone call from DUMC Audio/Video Technician to review your audio/video needs and to submit a quote. Please note that you will pay the DUMC Audio/Video Technician directly, not the Church. (See Facility and Property Use Application).