

**Providence United Methodist Church
Board of Trustees**

**2810 Providence Road
Charlotte, NC 28211
704-366-2823**

Facilities Use Policy

Introduction

This policy and the attached rules, application form and fee schedule shall govern the temporary and occasional use of Providence United Methodist Church (“Church”) facilities both by ministries within the Church and outside organizations. The policy does not address facilities use for Sunday School classroom assignments, Room in the Inn or other uses that the Board of Trustees (“Board”) may determine. The general intention of this policy and the Board is to afford priority in facilities use to religious services of the Church and to schedule other uses subject to that priority.

Eligible Users; Approval Authority

The Board anticipates requests under this policy by groups or ministries directly connected with the Church, outside non-profit organizations and for-profit businesses. All use requests by Church groups or ministries shall be acted upon by Staff at the direction of the Church’s Executive Director. Staff shall also act upon requests by non-profit organizations, except for any use involving fund-raising or paid admission the proceeds of which will not be received by the Church or ministries it sponsors. In such cases, Board approval of the request is required. Board action also is required for any request to use Church facilities by a for-profit organization. The Board will approve facilities use requests by non-profit organizations for revenue-generating events and by for-profit organizations only in exceptional circumstances and only if the use requested is deemed consistent with the Vision Statement of the Church. Any facilities use requests not expressly envisioned by this policy may nevertheless be permitted upon case-by-case determination by the Board.

Scheduling Priority

The facilities of Providence United Methodist Church are provided to enable and empower the purpose and vision of our church.

Priority will always be given to worship services and "Whole Church Family" events. The Executive Director or Senior Pastor or her/his designee assigns facility space according to priority listing below:

- A. Worship services, including special and seasonal services such as Advent and Lent.

- B. Events and activities led by pastors, such as funerals and memorial services.
- C. Rehearsal for worship services.
- D. Christian Education and classes.
- E. Church ministries and mission groups.
- F. Weddings
- G. Non-affiliated PUMC groups and organizations

Application and Procedure

All facilities use requests governed by this policy shall be submitted to the Church Office on the application form made part of the attached rules. Church Staff shall act upon requests not requiring approval of the Board. For requests requiring Board approval, Staff shall forward the application to the Chairman for action by the Board at its next regularly scheduled meeting. Upon the approval of any facilities use request, the relevant activity shall be noted upon the Church's calendar of activities. Rental fees may be charged for use of certain areas of the Church campus.

Church Hosts

Outside groups using Church facilities pursuant to an approved request may be assigned a church host. The host will serve as a liaison between the group and Church staff and assist the group with Church rules and guidelines.

Area-Specific Guidelines

Atrium

The Atrium is a beautiful and inviting setting to congregate prior to entering and after leaving Sunday School and/or the Worship Service, as intended by the Building Committee and Architect. Uses of the Atrium detrimental to or in conflict with this purpose is discouraged.

For the purpose of preserving and enhancing the atmosphere and fellowship of worship, sales of fund-raising merchandise, solicitation of contributions and other promotion activities (hereinafter collectively called "promotion activities") on Sundays by Church ministries are permitted in the Atrium by prior approval of the Director of Communications or the Executive Director. Church groups desiring to conduct promotion activities in the Atrium on Sundays shall make application as provided above, noting their needs for tables or other equipment to be set up by custodial staff. To the extent demand for space on any Sunday is greater than can be reasonably accommodated, the Staff may limit the number of booths allowed, giving priority by order of application, unless there are unique circumstances as determined by the Executive Director. The Board expects that promotion activities may be specifically limited by the Staff during the high holy seasons

of Lent/Easter and Advent/Christmas, although the Executive Director shall retain broad discretion in acting upon such requests.

Wolfe Fellowship Hall

Wolfe Fellowship Hall must be available for Providence on Wednesdays much of the year, from 5:30 to 8:00 PM, with occasional need for early set up and post-activity clean-up.

Unsupervised use of Wolfe Fellowship Hall for playing basketball or other sports is not allowed. An adult of at least 21 years of age must supervise recreational activity, including basketball, in Wolfe Fellowship Hall. Any group using Wolfe Fellowship Hall shall pick up and put away in its proper place all loose balls and other related equipment. Basketball goals shall be raised during Sunday School hours to avoid disturbing classes.

Basketball players and teams must adhere to all rules of play and conduct, including no dunking, hanging on basketball rims and throwing balls or equipment. Any damage caused by recreational activities will be assessed against the individual and/or group that is responsible for the damage.

While it is understood that the Wolfe Fellowship Hall is to be used for recreational use, activities related to the ministries of Providence and worship events will have priority.

Kitchen Facilities

It is imperative that the kitchen be kept in a clean and sanitary condition at all times and be stocked appropriately for use by the various Church groups. To achieve this goal, the Church has enlisted the services of a "Kitchen Manager." Any group desiring to use the kitchen shall be required to schedule the use and coordinate through the "Kitchen Manager".

The "Kitchen Manager" shall be responsible for coordinating all catering events. The charge associated with the use of the kitchen by an outside catering group shall include the services of the "Kitchen Manager" to coordinate with the outside catering group and to inspect the condition of the Kitchen and its equipment after the event.

Church Parlor

The Church Parlor is intended to serve as a more formal setting for meetings of small (preferably fifteen persons or less) groups, and has been furnished by the United Methodist Women with this use in mind. Efforts should be taken to maintain the décor of this room and the Executive Director shall have broad discretion to limit activities in this area.

Use of the Parlor for receptions, dinners or other gatherings involving food and drink is acceptable only on an exception basis. Such uses should be instead conducted in other areas of our facility designed for such purpose, including the Atrium, Wolfe Fellowship

Hall and Wolfe Fellowship Hall Annex. Cleaning and other costs that are required in excess of normal cleaning as a result of holding such events in the Parlor will be the responsibility of the user.

Other Church Rooms and Areas

Use of the Elizabeth Lee Center (lower level), The Missions Center (lower level), and other areas not specifically mentioned herein shall be governed by these rules and policies.

Sanctuary and Chapel

The use of the Sanctuary and Chapel for uses not related to worship services shall be governed by these rules and policies under the management of the Executive Director with ultimate oversight by the Senior Pastor.

Exterior Spaces and Facilities

Use of playgrounds, parking areas and other outdoor spaces shall be managed by the Church Office under the direction of the Executive Director.

Use of Columbarium area for events not related to church services or funeral/internment ceremonies shall be managed by the Executive Director with approval by the Trustees.

Rules, Application and Fee Schedule

The attached rules, application form and fee schedule are hereby adopted.

RULES AND POLICIES FOR USE OF
PROVIDENCE UNITED METHODIST CHURCH FACILITIES

The following rules and policies have been prepared to govern the use of the facilities of Providence United Methodist Church. These rules and policies apply to all uses, whether by Church ministries, church staff, church groups or by outside groups.

1. Any organization or group of individuals desiring to use any of the facilities of Providence United Methodist Church must submit to the Church office a written application for such use on the attached form. Requests should be submitted at least three (3) weeks prior to proposed date of use and no more than 6 months prior to proposed date of use. Weddings may be scheduled not more than twelve (12) months in advance.
 - a. Facilities shall not be scheduled for special use during regularly scheduled worship services.
 - b. Any scheduled use is subject to cancellation or re-scheduling when an unforeseen conflict arises due to an event such as a funeral or special Church service.
 - c. The Executive Director shall work with the Harris YMCA through its "Partnership for Outreach Program" on a suitable schedule for use of Wolfe Fellowship Hall during the league basketball season.
2. The facilities may be used only to the extent and in the manner stated in the application and any conditions stated upon the approval of the application will be part of these Rules and Policies.
3. Use of Church facilities by outside groups shall generally be limited to non-profit organizations for events not involving fundraising or revenue generation. For-profit organizations and activities must have written approval of the Executive Director and the Board of Trustees.
4. No food or beverages may be served unless the application clearly indicates such a request. Food and beverages shall be served only in those areas approved on the application. No alcoholic beverages are permitted.
5. Common areas, such as the Atrium, cannot be dedicated to the exclusive use of any applicant during regular operating hours of the Church buildings.
6. Use of the Church facilities by an outside group shall require coordination with a member of the Church Staff or Hostess Committee.

7. Any use of kitchen facilities shall require coordination with the Kitchen Manager, and the user shall be responsible for thorough cleaning, restocking and repairing or replacing any damaged or lost equipment.
8. Fees shall be paid in accordance with the attached schedule, except for approved functions of a constituent group or ministry as approved by the Executive Director, in which cases no fees shall be charged.
9. The kitchen and Wolfe Fellowship Hall shall always be locked unless in use for a properly scheduled and reserved function.
10. Scheduling will include a time in and a time out. If another group is waiting, facilities will be relinquished immediately upon termination of the reserved time.
11. Unless otherwise provided for, the person reserving the building shall be responsible for turning off lights and advising appropriate staff of the end of the use.
12. All equipment shall be replaced in its proper place.
13. Any damage or adverse conditions should be reported to the Church office immediately. This includes the misuse of the Church elevators. Cost to repair or replace damaged Church property will be the responsibility of the individual or group using the facility.
14. Any spills on the floor are to be wiped up immediately and then reported to the Church office when the event is concluded.
15. Smoking is prohibited in any building. No use of drugs or alcohol is permitted in any building and/or on the grounds.
16. Groups who are spending the night shall not be permitted in any of the Educational Hallways unless pre-approved by the Executive Director or Senior Pastor.
17. Decorations used must be flameproof and shall not be attached to fixed portions of the facilities without specific approval.
18. The use of candles or open flames is prohibited. Ceremonial use of candles may be permitted on occasion with specific approval by the Executive Director, or his/her designee
19. Any damage incurred to the building during its use will be the responsibility of the group or organization using the facility and they shall make appropriate restitution for such damages.
20. All groups using the facilities that include minors under the age of 18 must comply with PUMC's Safe Sanctuary policy. Outside groups must either submit a copy of their own Safe Sanctuary policy to the Executive Director and have it approved, or certify compliance with PUMC's policy.
21. Any group requiring the use of the Audio/Video/Lighting equipment in Wolfe Fellowship Hall or the Sanctuary must use a person designated and trained on the operation of the A/V/L equipment and approved by the Church, unless they

are a member of Providence's staff or lay member that has been approved and trained on the use of such equipment. The user group must pay the fees associated with such use.

22. No person shall operate or attempt to operate the Audio/Video/Lighting equipment in Wolfe Fellowship Hall or Sanctuary unless they are a member of Providence's staff or lay member that has been approved and trained on the use of such equipment.

These rules and policies shall be updated from time-to-time. Any decision that is made by the Senior Pastor or Executive Director that may be in conflict with the rules stated herein shall constitute a one-time exception and shall not be deemed authorization for the same exception at a later date.

Chair, Church Council

Date Approved

PROVIDENCE UNITED METHODIST CHURCH FACILITIES RENTAL SCHEDULE

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ROOM RENTALS

1. WOLFE FELLOWSHIP HALL	Any use	\$ 400
2. WOLFE FELLOWSHIP HALL ANNEX	Any use	75
	Up to 2 hours	25
3. KITCHEN	Half Day	75
	Full Day	140
4. ATRIUM	Half Day	100
	Full Day	200
5. MUSIC REHEARSAL HALL (up to 3 hrs)		100
6. CLASSROOM	Half Day	60
	Full Day	120
7. PARLOR	Half Day	40
	Full Day	60
8. ELIZABETH LEE OR MISSION CENTER	Half Day	75
	Full Day	150
9. SANCTUARY OR CHAPEL	Determined by Executive Director on case-by-case basis	
10. OTHER ROOMS, EXTERIOR SPACES	Determined by Executive Director on case-by-case basis	
11. ADDITIONAL CHARGES		

IF RENTAL REQUIRES ADDITIONAL SERVICES OR SET-UP BEYOND NORMAL ROOM CONFIGURATION, AN ADDITIONAL FEE WILL BE CHARGED.

A. TABLES/CHAIRS	1-100 people	40
	101 – 200 people	50
	200+ people	60
B. USE OF AUDIO/VIDEO/LIGHTING EQUIPMENT (WOLFE)		
	SET UP AND FIRST HOUR	50
	EACH ADDIITONAL HOUR	30

ALL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE