

**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, online application form and attached 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 Business Manager. 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 Business Manager 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. Church Staff shall act upon requests not requiring approval of the Board. For requests requiring Board approval, Staff shall forward the application to the Chairperson 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 are 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 Business Manager. 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 Business Manager. The Board expects that promotion activities may be specifically limited by the Staff during the high holy seasons