

## LEXINGTON UNITED METHODIST CHURCH

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### Regulations for Use of Church Facility

In accordance with our vision and our mission, it is recognized that the facility is primarily to provide opportunities for educational and recreational activities as a ministry for the Lexington United Methodist Church in the name of Jesus Christ, for members of the church family as well as for the community

The following regulations have been set by the Trustees of the Lexington United Methodist Church. It is not the intent of the church to profit from the use of the property, but in the face of utility costs, insurance costs, wear and tear on property, replacement of property, etc., **we deem it necessary to make a charge for usage and custodial work to recover some of the expenses incurred.** The Trustees have set what they consider to be nominal fees for the use of the property being as considerate and fair as possible to all who would want to use the property.

Any non-UMC organization such as not-for-profit clubs, civic groups, scouts, etc. may request use of the church property through the church office. The pastor or secretary will schedule after referring to the priority list of this document and collect fees as appropriate.

Fees collected from use of the facility will be used for building maintenance and church programming.

### DEFINITIONS

Member: Any person who has upheld the vows of membership in the Lexington United Methodist Church.

United Methodist Church Group or Organization: Any church group that is recognized by the Administrative Board as an integral part of the church organization, as defined by the Book of Discipline.

**Responsible Person(s)**: The person who at the time an activity is scheduled is specifically named and approved as being in charge of the activity. The Responsible Person who would like to borrow church equipment must first check with the church office, leave a time and date of return and return church property in good condition. A church member should also be available at non-church special events to provide assistance and/or information.

#### Priority Use of the Facility:

1. Funeral Dinner: In the event of a funeral dinner all other scheduled events will need to be adjusted Groups will be asked to respect these special occasions.
2. On-going church activities.
3. One-time church activities.
4. Private functions of church members.
5. Community functions, which may include non-profit fund-raising activities.
6. Private functions put on by non-church members.

A calendar will be kept in the church office. **Activities must be scheduled through the secretary or the Pastor.** NO ONE ELSE IS ALLOWED TO SCHEDULE EVENTS ON THIS CALENDAR.

It is recognized that Situations may arise when events are scheduled on a first-come basis. In these situations, attempts will be made to utilize other areas in the church facility in order to make the best accommodations for all involved.

## **BUILDING USE**

General rules will be prominently posted in the Marcks Family Life Center and are to be followed by ALL persons using the facility.

The responsible person is to see that the following tasks are accomplished as applicable:

1. The activity is scheduled and cleared through the church office. If a key is needed, it will be checked out on the day of the activity OR at a time arranged with the church office, and returned ASAP.
2. Appropriate fees are paid in advance (as applicable).
3. Damaged or broken items are reported and a fair restitution is made.
4. Lights are turned off, thermostats are properly set, and doors are locked. (The FLC thermostat is in a locked box and cannot be changed.)
5. Food preparation areas are cleaned.
6. Church equipment is left in good, clean, serviceable condition.
7. Furniture and furnishings in the space being used is returned to its initial configuration unless other instructions have been provided.
8. In situations in which a deposit is applicable, after the responsible person has turned in the checklist, a determination will be made regarding refund of the deposit by the Pastor or church secretary.

## **GENERAL RULES FOR USE OF CHURCH FACILITY**

1. Participants are expected to recognize the Christian atmosphere of the United Methodist Church and conduct themselves accordingly.
2. No activity thought to be contrary to the policies of the United Methodist Church will be permitted.
3. Every group is expected to have at least one individual designated as the responsible person. That person will be responsible for tasks outlined in the Facility Use Agreement. An LUMC member will be available at large non-church special events to provide assistance and/or information.
4. Those using the building should be aware that other groups may be in the building also, and should conduct their activities in a way as to minimize conflict with others.
5. The activity must be confined to the general area to which it is assigned. Children will not be allowed to roam through the building. Participants will use restrooms and building entrances adjacent to the FLC.
6. No drinking or drugs are permitted on premises. Smoking is allowed outdoors only.
7. No swearing or fighting will be tolerated in this Christian atmosphere.
8. Nothing is to be put on the walls without prior approval.
9. We do not allow Styrofoam to be used in the building. Paper products are allowed, however using non-disposable plates, cups, etc. are preferred.

## SANCTUARY USAGE:

Only qualified persons are allowed to operate sound equipment, projection equipment, the organ and/or piano as approved by the pastor and/or the wedding coordinator.

### Weddings:

A Wedding Coordinator will be assigned to work closely with the wedding party. A meeting will be held with the coordinator to outline responsibilities, and to familiarize the wedding party with the facility. Some brief rules are listed here; detailed information is available from the coordinator.

1. NO rice is allowed inside or outdoors.
2. Birdseed, etc. thrown outdoors only and will be cleaned up by the responsible party.
3. Only silk flower pedals may be thrown down in the sanctuary.
4. Nothing may be attached to pews or any other fixture that will scratch or otherwise harm the fixture.
5. NO alcohol is allowed in the facility or on the church grounds (including parking lot).

## KITCHEN USE

Kitchen equipment (i.e. roasters, coffee makers, small appliances, etc.) is to be checked out through the church office. **TABLES & CHAIRS ARE NOT** to leave the church building unless being used for CHURCH ACTIVITIES. Kitchen supplies (i.e. coffee, creamer, trash bags, paper products, etc) belong to the CHURCH, please do not use. You are expected to furnish your own supplies. DO NOT leave leftover food in church kitchen or refrigerator. No Styrofoam is to be used in the building.

## FEES

Lexington United Methodist Church groups are not subject to fees, but are expected to follow guidelines for care of the facility during use and upon leaving.

Lexington UMC members will not be charged for the use of the facility. Donations to the church are encouraged. Members are to leave the area clean and as they found it.

LUMC MEMBER MAY USE FLC or Hicklin Hall for family activities includes graduation/wedding reception, family reunion, baby/wedding shower, etc. at no charge.

**NON-CHURCH** affiliated groups of which you are a member will be charged a rental and custodial fee.

## CLASSROOM

\$50/day for 1 or more classroom (*\$25 of this is Custodial Fee*)  
Persons are expected to leave the room in the condition found.

## HICKLIN HALL

\$50 Non-Profit function (*\$25 of this is Custodial Fee*)  
\$100 Profit/Business function (*\$50 of this is Custodial Fee*)  
Additional \$50 if Kitchen is used. (*\$25 of this is Custodial Fee*)  
Persons are expected to leave the Hall in the condition found.

## MARCKS FAMILY LIFE CENTER (FLC)

\$200 for up to 3 hours; \$25 per additional hour (not including set-up time)  
(*\$50 of this is Custodial Fee*)  
An Additional charge of \$50 if Kitchen is used. (*\$25 of this is Custodial Fee*)  
Persons are expected to leave the FLC in the condition found.

FUNERAL SERVICES: Sanctuary/Restrooms & FLC as needed – Custodian will be compensated \$75.  
Persons are expected to leave the facility in the condition found.

## WEDDING FEES:

\$500 (\$250 Building use; \$100 Custodial Fee; \$100 Wedding Coordinator; \$50 Sound Person)  
(additional \$50 if audio/visual person needed)  
Includes Sanctuary, restrooms, and 3 additional rooms as designated.

## REHEARSAL DINNER

\$100 Hicklin Hall with Kitchen (up to 50 people) \$50 custodial fee  
\$200 Marcks FLC with Kitchen (over 50 people) \$100 custodial fee

## WEDDING RECEPTION

\$250 (\$150 Building Use; \$100 Custodial Fee)  
Includes FLC, kitchen and adjoining restrooms