

Travelers Rest United Methodist Church
19 South Main Street, Travelers Rest, S.C. 29690

Policy for Use of Church Property

- I. The Book Of Discipline of the United Methodist Church describes the specific responsibilities of Board, Committees, and Work Areas. This includes the responsibilities and duties of the Board Of Trustees (see 1992 Book Of Discipline par. 2533). The paragraphs clearly outline the responsibilities the Board of Trustees has for property. The paragraph is critical in outlining these responsibilities:
 - A. "The Board of Trustees shall have the supervision, oversight, and care of all real property owned by the local church and all of the property and equipment acquired directly by the local church or by any society, board, class, commission, or similar organization connected therewith; *provided* that the Board of Trustees shall not violate the rights of any local church organization elsewhere granted in the *Discipline*; *provided* further that the Board of Trustees shall not prevent or interfere with the pastor in the use of any of the said property for religious services, or other property meetings or purposes recognized by the law, usage, and customs of the United Methodist Church, or permit the use of said property for religious or other meetings without the consent of a member of the board of trustee's or the pastor if none are available.
 - B. Further, South Carolina State law will not allow use of NON-TAXABLE property of religious and educational institutions to be used for private profit, therefore, in keeping with what is believed to be the law of the Church and the State of South Carolina the following guidelines for use of church property are offered:
 1. No church property or equipment will be used for private enterprise and/or profit.
 2. The church property nor any of its equipment will be available to any organization unaffiliated with the United Methodist Church for fund raising facilities.
 3. Equipment, furnishings, etc. will not be removed from the premises for use by any individual, groups, organizations, or institutions, unless approved by Trustees.
 4. Office equipment will be used only by those authorized and trained to use such equipment. This equipment is not for personal use, unless approved by Trustees, with two weeks notice.
 - a. The office itself: Although the office is opened Sunday morning, only the copy machine should be used. The office manager's desk should not be used at anytime because this is a confidential workspace.
 - b. The office computer that contains all church confidential records and financial information is only to be used by:
 - (1) The office manger, currently Jan Paxton
 - (2) The treasurer, currently Jimmy Gaddy
 - (3) The finance committee chairperson, currently Tommy Seigler
 - (4) The finance committee chairperson's designee with computer knowledge
 - c. The pastor's computer will be available for all office staff.
 5. Availability of facilities will be determined by the calendar IN THE CHURCH HALLWAY. Approved reservations for use of facilities will be recorded on the calendar. The Building Use form should be filled out and turned in to the Chairperson of the Board of trustees for approval by the Board, if church usage is not by a member of the church or the activity is not sponsored by the church.

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6. Regularly scheduled meetings of church groups have priority in use of facilities and equipment. Adequate notice (at least 10 days) must be given by approved special activities when in conflict with regularly scheduled meetings.
7. Facilities are available to civic clubs and community service groups for occasional meetings. Fees for **utilities** will be at the standard rate. Such use will under no condition preempt regularly scheduled activities.
 - a. If you are NOT hosting a church affiliated function, all coffee supplies and paper goods are to be provided by the user. **DO NOT USE CHURCH SUPPLIES.**
 - b. Kitchen sink, drainboard, stove, and counter tops are to be cleaned thoroughly after use. Kitchen floor is to be swept and mopped.
 - c. All TRUMC kitchen supplies used, including dishes, silverware, pots, pans, coffee pots, are to be washed, cleaned, and dried, and returned to their designated area.
 - d. Social Hall floor is to be swept or mopped and all trash from kitchen and fellowship hall must be bagged and taken to the outside trash. Replacement trash bags are supplied.
 - e. Church hostess is to be notified by phone of usage intent so as to be able to wash all towels, wash cloths, tablecloths, etc.
 - f. Please report the use of disposable items or supplies to the church hostess for order and stock replacement.
 - g. Tables and chairs are to be cleaned with a damp cloth. Place chairs under the tables. All unused chairs are to be returned to the back hall. Do Not Stack Chairs Against The Chair Rail.
 - h. Refrigerated items are to be used or removed from the church. Do not leave unused food in the refrigerator.
8. This policy may be amended or suspended by action of the Travelers Rest UMC Board of Trustees and/or the Administrative Board for any single activity or event, except where state and church law determines otherwise.
9. The primary task of Travelers Rest United Methodist Church is that of mission, and facilitating ministry in the community and the world. The church should be open to all persons as an expression of the love of Christ for the world.
10. Objects obstructing traffic flow shall not be placed in any aisle exit foyer, passageway or corridor. Only on approved occasions will desks, tables or chairs be temporarily placed in these areas. Such use is possible when not less than thirty-six (36) inches in clear width is maintained to provide ready access to doors that exit the area or building.
11. No furniture, cupboards, or cabinets for furniture shall be placed at anytime (for the purpose of storage) in corridors, passageways, foyers, or aisles.
12. Non church sponsored activities that could present the image that the church is taking a stand or backing an organization will not be permitted.
13. Understand that insurance is not provided if a function is non-church sponsored, therefore proof of liability insurance to cover the event must be shown prior to use of the facility. Every non-church sponsored event **must** be approved by the board of trustees or administrative council.
14. Bulletin boards will be used for messages, program promotion information and church schedules. Placement of additional bulletin boards will be done with the approval of the Board of Trustees.

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II. *Use and Care of Travelers Rest United Methodist Church Facilities And Equipment*

- A. Follow established instructions for turning heat and air conditioning on and off.
- B. Lock all outside doors after use.
- C. Put out rubbish and garbage into dumpster in parking lot.
- D. Do not put left over food in refrigerator. Dispose of unused food properly.
- E. Be sure oven is turned off.
- F. Wash and put away dishes.
- G. Leave the kitchen area as you would your own home.
- H. Turn off all lights in the room(s) you are using.
- I. Be sure toilets are flushed and all lights are off in restrooms.
- J. If using classrooms arrange tables, chairs, and materials as found.
- K. Do not allow people to sit or stand on tables.
- L. Each group is responsible for any damage that it causes and they will be billed for total cost of repairs.
- M. NO SMOKING IS PERMITTED IN CHURCH BUILDINGS AT ANYTIME.
- N. NO ALCOHOLIC BEVERAGES WILL BE PERMITTED IN CHURCH BUILDINGS AT ANYTIME.
- O. Materials attached temporarily to walls must be removed without blemish or holes. All materials brought to the meeting must be removed at the conclusion of meeting.
- P. Furniture, fixtures and equipment shall not be moved from its existing place within the Church unless approved by Board of Trustees and returned to its proper place after use.
- Q. Confine your group to the area of the building being used. Children must be supervised at all times. Children should not be allowed in other parts of the church without supervision. Remember, the sanctuary is a place of reverence in which no running, yelling, or throwing balls should be allowed.
- R. You must clean up after each use. If facility is found to not have been cleaned up, a fee of 25.00 will be charged, and further use by that organization will not be permitted.

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Building Closing Checklist

NOTE: The chairperson of each group is designated as "the person in charge" and is responsible for opening and closing the building. If food is used, follow the guidelines on page one that are applicable.

1. Turn off Heat/Air.
2. Put all trash in proper receptacle.
3. Return furniture to its place and turn off lights in room.
4. Check the ladies rooms and the men's rooms to assure that toilets or water is not running and the lights and exhaust fans are off.
5. Turn off hall lights.
6. Check all outside doors to assure closure.
7. Turn off any outside lights that are on.
8. Lock door and pull it to assure it is fastened.

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BUILDING USE FORM

DATE OF USE: _____
Meeting Time/ Days _____

ROOMS TO BE
USED: _____

ORGANIZATION USING FACILITY: _____

PURPOSE OF MEETING: _____

NAME/ADDRESS/TELEPHONE OF PERSON IN CHARGE OF MEETING: _____

DATE SUBMITTED TO BOARD OF TRUSTEES: _____

DATE APPROVED BY BOARD OF TRUSTEES: _____

(SIGNATURE OF PERSON MAKING THE REQUEST,
IF THE PERSON MAKING THE REQUEST IS NOT A MEMBER GIVE THE
MEMBER'S NAME WHO WILL SPONSER THE MEETING IN THE BLANK
BELOW.)

(SIGNATURE OF APPROVING TRUSTEE)

Key given _____ date
Key returned _____ date

*This sheet is to be updated annually at anniversary date of first approval of Trustees.