

USE OF BUILDING AND FACILITIES FOR MEMBERS AND ATTENDING NON-MEMBERS

East Union Mennonite Church Guidelines effective as of January 1, 2011

Our church building serves as a center for the worship, fellowship, and ministry of the congregation. It will be used primarily by the congregation and its members. It may also be used for special occasions by non-members.

The regulations set forth are to serve as a guide for the use of the church building and its facilities. **Any variances from this will need the approval of the Church Council, Trustees, Pastor or Office Administrator.**

I. Requirements for all persons using East Union Building and Facilities:

- 1. SCHEDULING EVENTS** shall be made with the secretary and registered on a calendar placed on the bulletin board in the foyer. Committees and various small groups may reserve rooms and times by writing scheduled time on calendar date. Use of Kitchen and Fellowship Hall should be registered with secretary to avoid conflict.

- 2. EAST UNION** reserves the right to ask parties to negotiate scheduling in case of a funeral. Weddings and other large community events are exempt from change.

- 3. EACH GROUP** using the church facilities or equipment shall leave it in the same order as prior to its use.
 - This includes gathering and disposing trash to outside dumpster.
 - If something is damaged, it shall be repaired or replaced by the person or group using it.
 - It is the users responsibility to keep children out of the sanctuary and from running throughout the building.
 - Unless specified, the use of the building is restricted to the area that has been reserved for the occasion.
 - Make sure stools are flushed and not running in restrooms. All doors are to be closed and lights turned off when you leave.
 - Tablecloths must be washed and returned to where you found them.
 - There will be an inspection by the janitor responsible for cleaning after the event and any deficiencies will be reported to you at that time. It is expected that your representative will be present for that inspection.

4. SECRETARIAL RESPONSIBILITIES

- The Secretary will notify the sound system operators if the P.A. system needs to be used.
- A \$50.00 fee for the services of a sound person will be charged.

5. THE KITCHEN AND EQUIPMENT is the responsibility of the Service Committee.

- Guidelines shall be posted in the kitchen.
- All appliances must be left clean and ready to use. Everything must be put back in its proper place.
- Permission must be obtained from the Service Committee, for any and all equipment to be loaned out. The Secretary will know who that person is.
- Any items borrowed from kitchen shall be returned in the same condition. If broken or parts missing, the person/parties borrowing the items shall be responsible for replacing said items.
- A sign-up sheet shall be accessible in the kitchen.
- The punch bowl, silver coffee and tea service is never to leave the church or be loaned out.
- Any questions shall be directed to the Church Secretary and/or Service Committee.
- Using the kitchen for baking cakes, etc. ahead of a special event, weddings, etc. or for personal use is not allowed.
- All eating is reserved to the Fellowship Hall except for Sunday morning fellowship time. All other areas including classrooms are not to be used except with prior permission.
- All groups using the facility are responsible for setting their own chairs and tables. Please clean and return tables and chairs to their proper place. Follow diagram posted in table storage area.

6. TABLES OR CHAIRS loaned out to church members or church related functions shall have the approval of the Trustees. A trustee or custodian shall be contacted or be present when items are removed and returned, to check for any damage. A sign-out sheet will be provided by the trustees.

7. THE SECRETARY'S OFFICE, COPY ROOM AND PASTOR'S OFFICE shall not be immediately accessible prior to or during the event.

8. THE PIANO AND CLAVINOVA shall not be moved without permission from the pastor or secretary or janitors.

9. SMOKING AND THE USE OF ALCOHOL OR DRUGS are strictly forbidden in the East Union building and on the grounds.

10. ALL CANDLES must have plastic or another shield beneath them to catch dripping wax. Red mats have been made for this purpose and can be found in hall closet on upper level, next to steps leading to the kitchen. Self-contained candles or votive cups are the only exception.

II. Special events:

1. WEDDINGS, ANNIVERSARIES, FUNERALS, AND FUNERAL VISITATION:

- Funerals and funeral visitations are functions of the church and no facility charge is made for these services. Other charges may apply.
- All weddings and anniversaries will require a refundable deposit of \$200.
- Decoration for weddings may begin no more than two days prior to the event.
- All levels of the facility and rooms used or disturbed are to be restored to their original appearance by 9:00 p.m. the day of the wedding unless prior negotiation is made with the janitorial staff at least one week prior to use.
- All equipment, tables, chairs, etc. shall be put back to original position unless the janitor directs otherwise.
- No weddings will be scheduled during Bible School or any other Church or Conference event lasting multiple days and/or involving significant building use.
- Priority of Reservation: In the case of a wedding/reception or anniversary celebration, an active member may reserve the facility for their respective child or parent and have no extra restrictions as long as the non participating child or parent has had regular or active attendance at East Union at some time.
- In the case of an active member reserving the facility for a child or parent that has had no regular association with East Union, the usual six month prior event reservation guidelines will apply.
- Any exceptions need to be cleared through the Church Council.

2. CHURCH ORGANIZATIONS (such as Sunday School classes, Youth groups, committee meetings, church sponsored showers, etc.) shall not be charged for the use of the building and its contents.

- These groups should notify the secretary and register on the calendar posted on the bulletin board in the foyer.
- Each group using the church facilities or equipment shall leave it in the same order as prior to its use.
- This includes taking care of your own trash.

3. **OTHER USES** of the church building, which are church related, involving both members and non-members (such as conferences, committee meetings, etc.), are appropriate. Depending on the use of the facilities, a contribution to meet the expenses of the building up-keep, electricity and heat is in order.

4. **FAMILY GATHERINGS, REHEARSAL SUPPERS, ETC...** of church members will be permitted. There shall be flexibility and forbearance in scheduling with church related activities.
 - The sanctuary and classrooms shall be closed and off limits when using the fellowship hall for such gatherings, and children shall not be allowed to play in these areas.
 - All equipment, tables, chairs, etc should be put back to original position. unless the janitor directs otherwise.
 - Clean up after an event should include not only the fellowship hall and kitchen, but also the entryway, the steps connecting the two levels and rest rooms.
 - This includes gathering and disposing trash to outside dumpster.
 - Make sure stools are flushed and not running in restrooms. All doors are to be closed and lights turned off when you leave.
 - A donation would be accepted, but is not mandatory.
 - If something is damaged, it shall be repaired or replaced by the person or group using it.

5. **NO COMMERCIAL** type meetings will be allowed unless approved by Church Council.

6. **ALL CANDLES** must have plastic or another shield beneath them to catch dripping wax. Red mats have been made for this purpose and can be found in hall closet on upper level, next to steps leading to the kitchen. Self-contained candles or votive cups are the only exception.

7. **EXTRA CLEAN UP CHARGES** will be assessed: \$25.00 per hour per janitor.

8. **IT IS UNDERSTOOD** that members and attending non-members have read this policy and will abide by this policy.