

**COKES CHAPEL UNITED METHODIST CHURCH
POLICES FOR USE OF CHURCH FACILITIES**

Cokes Chapel United Methodist Church (CCUMC) has several facilities located on the Church property. The following areas make up CCUMC:

- **Sanctuary** – Oldest building on Church property and located next to the cemetery
- **Fellowship Hall** – located across the main sanctuary and co-located with the Church offices
- **Worship Center** – Large meeting hall co-located with the Cokes Child Care Center
- **Parsonage** – Residence located next to Church office building and Fellowship Hall
- **Youth Building** – back of Church property behind Child Care building aka the Sunday Schoolhouse
- **Cemetery** – located to the West of the Church Sanctuary including the Slave Cemetery

The following are the Polices of the Church Properties: (For weddings and use of cemetery, refer to separate Church policies) Please use a current Building USE REQUEST FORM to request space and submit it to the Trustees and Pastor for approval.

1. The Church property may be used for social functions such as private and Church parties, reunions, meetings and Church fund-raisers. NO fund-raiser activities by private persons or entities.
2. Only non-profit groups may use the facilities at CCUMC. CCUMC reserves the right to deny any request for use of the facilities.
3. A building use request form must be filled out and submitted to the Church office in order to reserve one of the Church facilities. Upon approval by the Trustees and the Pastor (Discipline) the reservation will be placed on the Church calendar on the proper date, which is located in the Church office. Ministers and Trustee Chairman must be notified.
4. All groups meeting at Cokes Chapel are to practice energy conservation, including closing doors, turning off lights when not in use, making sure all lights are turned off when leaving, adjusting thermostats after each event and ensuring no children under the age of 12 are allowed access to the kitchen areas.
5. An active, adult, Church member must always be a sponsor for a function held in a Church facility and be responsible for the activity. Active members are those that attend worship at least quarterly and have some methodical system of contribution, or; have previously been active in the life of the congregation but are prevented from activity by infirmity; or, who are temporarily away in academic study, military service or other such valid reason.
6. If a non-member or inactive member wishes to use the building, they must make reservations with the Pastor and the Board of Trustee, and an active Church member must sponsor the non-member. A fee will be required of inactive and non-members, or non-church, chartered groups.
7. All private functions must furnish their own disposable supplies. For example, paper plates, cups and napkins. Church kitchenware may be used.
8. Janitorial service is available for a fee, please indicate need on the USE Request Form. You must leave

the buildings clean. "IF YOU MAKE THE TRASH, YOU TAKE THE TRASH." Remove all garbage from premises. Vacuum carpet if necessary. Wash tables. Cups and silverware must be washed, dried, and stored. Replace furniture if moved. When using craft supplies such as paint, glue, markers, etc., cover tables and chairs. This rule applies to all, Church and private use. The host or hostess, if not the sponsor, is responsible to the sponsor. The sponsor is responsible to the Church. All room furnishings should be returned to the original placement in each room utilized.

9. Any destruction of property must be corrected. Please refer to liability statement.
10. No smoking, vaping, alcohol, drugs, or gambling is allowed in any of the Church buildings and grounds.
11. The piano, organ, sound equipment, guitars etc., are to be used by approved persons only.
12. The person or persons who reserve the building is/are ultimately responsible for the activity and the condition of the building and observing the Safe Sanctuary Policy.
13. No tables, chairs or other equipment may be borrowed or removed from the Church premises.
14. If anything is lost, broken, or misplaced, the sponsor is responsible for replacement.
15. The Chancel/Sanctuary furnishings (pulpit, lectern, altar, cross, candlesticks, Communion table, baptismal font, etc.) shall not be moved without prior approval of the pastor or a member of the trustees. Hymnals and Bibles are to remain in place. Dripless candles only.

POLICY FOR THE CHURCH PLAYGROUNDS

Requires two responsible adults for supervision. All playground equipment must be returned and locked in storage room by the adult responsible for the activity. Gates are to remain closed when playground is in use. The Childcare Playground is state certified for younger children and is off limits unless the Childcare has given permission for use.

POLICY FOR THE CHURCH PARKING LOTS

No skates or skateboards allowed. Parking lots are reserved for Cokes Chapel United Methodist Church activities. Non-member vehicles left overnight without permission will be towed away at the owner's expense.

STATEMENT OF LIABILITY

The person or persons using Cokes Chapel United Methodist Church property for weddings or any other function, is required by the Board of Trustees of Cokes Chapel United Methodist Church to read the Church Policies and Procedures for the facilities and sign a statement accepting liability for any personal injuries and property damage while on Cokes Chapel United Methodist Church property.

By submitting the current Building Use Request form, the Wedding Reservation packet, or Cemetery Burial request deposit or fees, you acknowledge liability.

**COKES CHAPEL UNITED METHODIST CHURCH
BUILDING USE FEES**

All Cokes Chapel buildings are to be reserved through the church office and approved by the Pastor and or a member of the trustees. **All Fees and Deposits are to be paid in full four weeks before the event.** Checks should be made payable to Cokes Chapel United Methodist Church and given to the Church office to credit to the general fund. Separate checks should be written -one for immediate deposit and one for deposit fees. The Church secretary will forward the checks to the treasurer for handling.

The Church member Sponsor, or Trustee, assigned to the building being reserved, will be responsible for checking the building after use to make sure it is in good order. Once the post event check has been made and the building is in good order, the deposit will be returned to the person responsible for renting the building. If the building is not found in good condition the deposit is kept and deposited to Cokes Chapel account.

No reservation is "Confirmed" until deposit is received, and the Church Office has confirmed the date to the User. Cleaning service available on request for a fee.

FEES: Sanctuary/Fellowship Hall/Community Hall – USE Form or Wedding Application and Fee due four weeks before the event.

Attending Members: No charges for use of the facilities, cleaning to be done by the user. Donations are welcome. \$100 will be charged if cleaning is requested or needed after the use of the facility Charges for damage or excessive cleaning may apply.

In-Active or Non-Members:

| | |
|-------------------------|---|
| Worship Center - | \$500, plus \$100 kitchen use (warming only for catered dinners) |
| Sanctuary - | \$500 |
| Fellowship Hall | \$100 including kitchen |
| Deposit | \$100 refundable deposit for cleaning, if the user intends to clean the facility (please include a separate check for the refundable deposit) |

Cleaning Service Fee if cleaning is requested or required due to misuse or damage - \$100 per hour non-refundable (if requesting ahead of time, please include with your use fee)

Sound Equipment - \$60.00 non-refundable fee will be charged for use of the Sound System. A qualified church member must operate the equipment and this charge does not include the operator's fee.

Deposits will be returned if no damage occurs and there are no infractions of our rules. All trash and garbage must be removed from the Church property and buildings must be thoroughly cleaned and returned to the original set-up unless the user has requested cleaning service.

There may be additional charges for Damage, or excessive need for cleaning, above the \$100 deposit. The trustees will determine the appropriate rate.

The below building use form is included with the policy for reference purposes only and shows the currently approved version. Separate forms available to users on request from the church office or trustees:

Request for Use of Building Form

Organization _____

- Profit Non-profit Member/In House Activity

Mission/Purpose of Organization/Group

Primary Contact _____

Mailing Address _____

Phone # _____ cell/other _____ Email _____

Secondary Contact _____

Mailing Address _____

Phone # _____ cell/other _____ Email _____

Please describe the Space that your organization is seeking to use at Cokes Chapel.

***The WC Kitchen, After School Room (ASR), Cafeteria have time restrictions. Stage use is restricted by Music Team.**

- Sanctuary Room off Chapel (Eubanks) Fellowship Hall Fellowship Kitchen Pavilion
 Worship Center(WC) ASR* WC Kitchen* Cafeteria* Stage* _____
 Youth House Nursery Other _____ *requires additional approvals

Below list each date, day, time of use, and number of people that will be using the space(s)

List special needs, (i.e. access to Kitchen, nursery, etc.) (Attach diagram of special furniture arrangement if needed)

| Date | Day | Time | # of People |
|------|-----|------|-------------|
| | | | |
| | | | |

Restrictions, Cleanup, and Reset:

The space will be left clean and reset the way it was found, unless other arrangements are indicated below. The WC Stage, Platform/Altar will be untouched, unless specifically reserved and approved by Music Team and Pastor. No other spaces will be used that are not on this list.

Will your group clean the space after use and return it to how it was found? Yes No

Or, do you need our cleaning crew to clean and reset the space for your group? Yes No

Refundable Deposit \$100 Check# _____

Non-refundable Cleaning/reset fee is \$100 for each event: Check# _____

Submit this completed form and Certificate of Liability Insurance or Waiver of Liability to office@cokeeschapel.org

Note: This information will need to be updated **annually**, from date of approval. Should there be a Cokes Chapel UMC event which conflicts with your request, you will be notified.

| For Office Use Only | Date |
|-----------------------------|--|
| Initials | _____ |
| Date received | _____ |
| Pastor approval | _____ |
| Trustee approval | _____ |
| Copy of Liability Insurance | _____ |
| Advised of approval | _____ |
| Music Team if stage needed | _____ |
| Cleaning Fee collected | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Usage Fee collected | <input type="checkbox"/> Yes <input type="checkbox"/> No |