

**First United Methodist Church of Sevierville
Building Use Request**

Event Requesting Facility:

Contact's Name:

Contact's E-Mail:

Contact's Phone:

Date(s) Needed:
(Please supply ALL dates using the mm/dd/yyyy format)

Planned activity:
(Example: Committee meeting, wedding, Bible study group, etc.)

Person responsible:
(This person must be present for the duration of the activity.)

Will a staff member be present? Yes No

If yes, who?

Rooms requested:

Number of expected attendees:
(This may affect your room assignment)

Equipment needed:

Time needed for event: Preparation Time: to

Event Time: to

Clean-up Time: to

Office Use:

Received date: _____

Accepted/Rejected date: _____

Approved by: _____

First Methodist United Methodist Church of Sevierville Building Usage Policy

I. GENERAL POLICIES

- A. Any events scheduled must not conflict with the regularly scheduled First Methodist United Methodist Church of Sevierville (FUMC Sevierville) activities.
- B. All activities must be scheduled to have a staff member, custodian, or staff designee present. (A staff designee must be someone who has authorization to lock and unlock the facilities.)
- C. Priorities for use of space and facilities are in this order: 1) Regularly scheduled services and meetings of the congregation; 2) FUMC Sevierville sponsored ministries; 3) Groups supported by our Missions Ministries; 4) Special occasions by our member families; 5) Community groups, area congregations, other non-profit organizations, and area schools.
- D. For-profit activities will not be accommodated.

II. USER REQUIREMENTS

- A. Reservations must be made by contacting the Church Secretary.
- B. Reservations will not be complete until the "Building Use Request Form" has been approved and returned to the person requesting use of the facility. Fees, if applicable, shall be paid at this time.
- C. Outside organizations using the facility must present to FUMC Sevierville a copy of their Certificate of Insurance.
- D. The users must restrain members of its group from using and going to other parts of the facility that have not been scheduled for use.
- E. Outside groups using the facility must supply all materials for their gatherings. Office machines, office supplies, and consumable kitchen supplies are not available for their use.
- F. Children and youth may not use the building and grounds unless they have adult supervision. If space is required for their attended care, this space must be reserved when the main space is reserved. Any group bringing children must provide adequate child-care for their safety. We are not responsible for unattended children.
- G. The reserved areas will be arranged with tables and chairs as requested at the time of the reservation.
- H. Nothing may be affixed to walls or furniture in the assigned areas, or along hallways leading to the assigned space.
- I. The following are prohibited on all church property: smoking, smokeless tobacco, alcoholic beverages, roller blades, scooters, skateboards, ATVs, and pets/animals (except those being used in a church program and those considered "service pets").
- J. If you break something, you will be responsible for the cost of repair or replacement. If you discover something in need of attention or repair, please notify the church office.
- K. Equipment (tables, chairs and other equipment) are not permitted to be used away from the church property.
- L. All activities must be scheduled so that the event and clean-up, by users, is completed by Saturdays at 5:00pm.

III. ACTIVITIES PERMITTED

- A. Church functions (no fee)
- B. Church-related functions (no fee)
- C. Bridal/Baby showers: No fee for members, \$15 per hour for non-members.
- D. Family Gatherings: The fee is \$75 plus \$15 per hour of usage. The fees include the time for set-up, the actual event/activity, and janitorial fees.

IV. MISCELLANEOUS RULES AND EXPECTED CONDUCT

- A. Any activity that could be construed as gambling is prohibited in or on church property.
- B. All rooms are to be left in the order in which they were found.
- C. Each group using the facilities is responsible for providing its own supplies and materials.
- D. Access or use of areas of the facility not included in the Building Use Request Form is prohibited.
- E. Any audio-visual equipment needed by an inside church ministry must be reserved at the time of the reservation and someone must be present who is trained in the operation of the equipment. Outside organizations will need to provide their own equipment.
- F. Materials displayed and activities conducted during the building use must be in keeping with high Christian ideals and are subject to review and approval by FUMC Sevierville. Authorization for use of the facilities may be terminated immediately by FUMC Sevierville if materials and/or activities are deemed inappropriate.