

# **BUILDING USE POLICY**

**Perritte United Methodist Church**

**1025 Durst Street/Mailing Address: 422 E. Main St. #255**

**Nacogdoches, TX 75961**

**936-564-8427 fax: 936-564-8513**

**[perritteumc@sbcglobal.net](mailto:perritteumc@sbcglobal.net)**

**[www.perritteumc.org](http://www.perritteumc.org)**

## **MISSION STATEMENT**

To Make Disciples of Jesus Christ for the Transformation of the World.

## **BUILDING USE ATTITUDE**

In accordance with the stated philosophy of Perritte Memorial United Methodist Church, the basic attitude toward the use of the physical facilities of the Church shall be one of openness. "We believe that we must, however, reserve the right to refuse the use of the physical facilities for activities considered inappropriate or inconsistent with the mission of the Church, since the Church must also exist in the world of fiscal reality, it must also reserve the right to charge fees for those services which are considered personal in nature and not a part of the general ongoing activities of this Church."

## **BUILDING STEWARSHIP**

Perritte Memorial seeks to be good stewards of its' facilities through upkeep and care of the buildings and coordination of their use. For this reason, it is appropriate to ask that everyone using the Church facilities be responsible, in part, for using the buildings. In some cases, nominal fees may be attached to its usage. Proper care and respect for Worship areas will be observed, by coordinating all Sanctuary usage with the Church office. The pastor will have final authority on all matters concerning flowers and decorations in Weddings an Funerals particularly. (A special Wedding Policy is available on request). No furniture is allowed to be moved in the Sanctuary and no food or drink is allowed in the Sanctuary. No smoking or alcoholic beverages are allowed in any Church facility. Church sound equipment may be used only by authorized personnel or by persons approved by the Church. Kitchen facilities may be used only under the supervision of authorized personnel. No equipment or utensils may be removed from the kitchen or the property. Tables, chairs or office supplies are not to be removed from the property. A member of the Church staff must be present when Church facilities are open and in use. Non-Church related groups may not begin setting up for activities until at least 30 minutes after any Church activity has ended.

## **BUILDING RESERVATIONS**

The scheduling of all rooms and buildings of the Church will be coordinated by the Church office. Only the Church secretary may write on the Church calendar for room reservations. The one exception being, during Council on Ministries meetings when

events are coordinated on the Calendar. Request for room and buildings use may be made by phone, in writing or by visiting the Church office during regular office hours.

At the time of the request, fees may be required. To insure room availability, fees must be paid in full.

### **TYPES OF REQUESTS**

Perritte Memorial ministries will have priority for Church classes, groups, individuals of Church related activities to be placed on the Church calendar up to two years in advance. All other secular or nonmember groups shall not be allowed to reserve buildings more than 90 days in advance with exception of weddings (See wedding Policy). The Trustees shall have the prerogative to waive this stipulation.

1. Church Family – There shall be no fees required to use any or all Church facilities with the exception of family reunions for which fees will be assessed.
2. Church Sponsored Groups – There shall be no fees required to use any of all Church facilities.
3. Church Related Groups – There may be a modest fee required to use any or all Church facilities. The Trustees shall have the right to waive any fee or deposit.
4. Nonmember Individual/Group – There will be fees required to use any or all of Church facilities.
5. All Family Reunions – There will be fees assessed in the amount of \$100 for Building Use + \$35 for the Janitor.
6. Weddings Family or Non-family – See Perritte Memorial United Methodist Church Wedding Policy. Some fees may be required.

### **FEE SCHEDULE**

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|--|-------|
| 1. Sanctuary-----  | \$200 |
| 2. All Additional Downstairs Rooms in Main Building----- | \$100 |
| 3. Classrooms in Memorial Hall-----                      | \$ 50 |
| 4. Memorial Hall and Kitchen (See Kitchen Use-----       | \$100 |
| 5. Janitorial Fees Per Building-----                     | \$ 35 |

The use of multiple buildings and rooms will be a negotiated price.

### **USE OF CHURCH FACILITIES**

All individuals or groups, members or nonmembers are expected to leave the Church facilities in at least as good shape as it was found. We would hope that a thorough clean-up would accompany the use of the Church facilities. In addition, the wise use of heating and cooling is expected. Excessive cooling or heating is not desirable and should be avoided if at all possible.

### **KITCHEN USE**

1. There will be a Kitchen Committee host present at all functions that use the kitchen in Memorial Hall, and they shall be responsible to launder all kitchen towels and return them to their proper place.
2. The kitchen must be left clean and everything returned to the proper place.
3. Anyone who operates kitchen equipment must have received instructions on its use.

Adopted May 16, 1993; Revised July 16, 1995

