

ANDREW PRICE MEMORIAL UNITED METHODIST CHURCH

Facility Use Policy

Andrew Price Memorial United Methodist Church is a community of Christian faith. All activities of the Church are designed to strengthen this community of faith. The purposes for which these ministries exist include worship, education, mission, outreach, administration, nurture, fellowship, and recreation/leisure. As good stewards we must try to take proper care of our facilities, uphold the law and abide by our definition of policies and purpose. It is the intent of these policies that all activities be in accord with the general principles and beliefs of the United Methodist Church.

For the purpose of this policy, the term "Member" shall mean:

- Persons listed on the regular active membership rolls and their immediate family
 - The term "immediate family" is used in its general sense and indicates the nuclear family and those living in the same household, including but not limited to, step children, foster children and those whose inclusion in the immediate family is reasonable as determined by the Senior Minister, Associate Minister, Diaconal Minister or Deacon.
- Staff members and their immediate family
- Other persons who by their regular attendance, service, and contributions to the Church are recommended by either the Senior Minister, Associate Minister, Diaconal Minister or Deacon.

I. CHURCH FACILITIES

The upkeep, repair and maintenance of church facilities are the responsibility of the Board of Trustees. The use of church facilities for programs and activities should be in accordance with the purposes of the Church and take into consideration the effect on its' ad valorem property tax exemption and liability exposure. All usage must comply with the church's Safe Sanctuary Policy.

Members

Church facilities will be made available for member use in accordance with all other policies provided an adult member is accountable for proper security and care of the facility. The member accountable shall be named on the Activity Request Form (Attachment II).

Non-Members

Church facilities will be made available for non-member use in accordance with all other policies provided an adult is accountable for proper security and care of the facility. The member accountable shall be named on the Activity Request Form (Attachment II).

General Provisions

Priority for the use of Church facilities will be given to those groups that are a part of the programmatic ministries of Andrew Price Memorial United Methodist Church.

The use of Church facilities for programs/activities spanning two (2) days or less may be granted by the Senior Minister, Associate Minister, Diaconal Minister, Deacon or the Board of Trustees Chairperson.

The use of Church facilities for programs/activities that will either be ongoing or span more than two (2) days must be approved by the Board of Trustees Chairperson or designated representative.

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Calendar dates for all program/activities shall be secured through the church office via the Activity Request form.

Church facilities may not be used by any group or individual for the purpose of operating a business for profit. Attachment I to this statement of policy will guide definition/determination of “for profit” in the event that questions arise.

II. PARKING

Due to potential increased insurance liability to Andrew Price Memorial United Methodist Church, non-church related parking will be prohibited.

III. TABLES AND CHAIRS

Members

Tables and chairs may be loaned to members for non-related church use. Permission from the Senior Minister, Associate Minister, Diaconal Minister, Deacon, Board of Trustees Chairperson or designated representative must be obtained prior to use. A sign-out/sign-in system will be used by the church office to track loaned items.

Non-Members

Tables and chairs must not be loaned to non-member groups except in unusual circumstances, and only then by permission of the Senior Minister, Associate Minister, Diaconal Minister, Deacon, Board of Trustees Chairperson or designated representative prior to use. A sign-out/sign-in system will be used by the church office to track loaned items.

IV. MISCELLANEOUS EQUIPMENT

Members

Miscellaneous equipment owned by the church may be loaned only when permission has been obtained from the Senior Minister, Associate Minister, Diaconal Minister, Deacon, Board of Trustees Chairperson or designated representative prior to use. A sign-out/sign-in system will be used by the church office to track loaned items.

Non-Members

Miscellaneous equipment owned by the church may not be loaned except in very unusual circumstances. The Senior Minister, Associate Minister, Diaconal Minister, Deacon, Board of Trustees Chairperson or designated representative must give permission for its use. A sign-out/sign-in system will be used by the church office to track loaned items.

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V. CHURCH VAN

Maintenance and care of the church van is the responsibility of the Board of Trustees.

- The keys and a church van calendar will be kept in the church office or a designated secure area.
- Drivers must be approved by the church insurance carrier. A current list of drivers will be kept in the church office.
- Drivers and group leaders using the church van shall be responsible for reasonable cleanliness of the van while traveling and shall also be responsible for cleaning out the church van upon return to the church.
- It is recommended that church groups using the church van (eg. UMM, UMW, UMYF, XYZ's) pay for incurred fuel costs (where funds are available). In the event of a church-wide ministry or training event, the church has an account with the BP station in Donelson.
- The church van will leave with a full tank of gas and be returned to the church with a full tank (if possible). Fluid levels should be checked with each fill-up. In the event that the church van cannot be returned with a full tank, the Church Secretary will be notified. The Church Secretary will notify the Board of Trustees Chairperson who will make arrangements to have the tank filled.
- It is recommended that, in so far as possible, ten (10) days (or more) notice be given for the use of the van.
- Smoking is prohibited in the church van at all times.
- The church van will be parked at church in a lighted area.

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Attachment I

For the purposes of the Facility Use Policy, an activity shall be considered as not for profit where these activities:

A. WHERE A FEE IS NOT CHARGED FOR SERVICES OR PARTICIPATION

1. these activities do not compete with like commercial services or activities
2. one or more of the purposes of the Church are furthered by the services or activities

B. WHERE A FEE IS CHARGED FOR SERVICES OR PARTICIPATION

1. these activities do not compete with like commercial services or activities
2. one or more of the purposes of the Church are furthered by the services or activities
3. the activities are incorporated by the governing bodies of the Church as a Church function or ministry

Factors used to determine if an individual or organization is charging a fee:

1. Is an individual receiving remuneration?
2. Is the organization a chartered not-for-profit corporation
3. Is a principle of such organization receiving remuneration?
4. Does the corporation have a Federal tax exempt status?
5. Is the organization a "club" which collects membership dues?

Factors used to determine if an individual or organization is in competition with a like commercial activity:

1. What are the inherent characteristics of the services or activity?
2. Is there a readily available commercial alternative?
3. Is the service or activity in question likely to result in significant economic detriment to available commercial activities?

Attachment II



Facility Activity
Request 2012-04-01.