

## **Guidelines Regarding the Use of the Kitchen & Fellowship Hall North Raleigh United Methodist Church**

**General Use of Facilities:** Usage of the Fellowship Hall and Kitchen should be only for events and/or activities that further the mission and vision of NRUMC. The following guidelines address the use of the Fellowship Hall and Kitchen of North Raleigh United Methodist Church (“NRUMC” or the “Church”) by (i) members of the congregation of NRUMC and (ii) non-member ministry and service groups that are sponsored by a member of the Church.

**Use of Fellowship Hall & Kitchen for Church-related Activities:** General use of the Fellowship Hall and Kitchen by church members for church-related activities (e.g., preparing beverages and assembling food prior to Sunday morning worship services, storing pre-prepared food for upcoming meetings, use of ice machines for youth groups, etc.) do not need approval from the Church unless these activities will last several hours. Such usage may include using counter space, sinks, refrigerators and ice machine(s). Members using the Fellowship Hall and Kitchen will need to do the following:

- Check with the Church office in advance to confirm that no other activities have been scheduled.
- Clean up the Fellowship Hall and Kitchen so that it is in the same condition as prior to their activity.

### **Use of Facilities for an Event:**

**Summary:** The process of using the Fellowship Hall and/or Kitchen is as follows:

1. Submission of Ministry Planning Sheet to the NRUMC Church Office (including payment of applicable fees (e.g. the Event Deposit) based on proposed usage)
2. Approval of proposed use by Senior Pastor and the Property Manager (at which point the event is placed on the Church’s master calendar)
3. Designation of a Liaison between the Church and the individual/group using the Fellowship Hall/Kitchen
4. Coordination of any set-up requirements with the Property Manager
5. Performance of necessary clean up after the event (including completion of Fellowship Hall/Kitchen Checkout-List)

This process is further detailed below.

**Ministry Planning Sheet:** Use of the Fellowship Hall and Kitchen for an event, whether by a church member or non-member individual or group that is sponsored by a church member, must be scheduled with the Church office by submitting a NRUMC **Ministry Planning Sheet** to the NRUMC Office Manager. A copy of this sheet can be obtained in the Church office. A contact person and phone number from the person/group making the request is required. In addition, for non-member groups, the church member sponsoring the activity must also be listed. Priority in scheduling of events shall be as set forth in the NRUMC Facility Use Policy.

**Requests for Use/Event Liaison** - All requests to use the Fellowship Hall and Kitchen for any activities other than worship or the conduct of Church business will be evaluated by the Senior Pastor and the Property Manager or their designees, taking into account (a) the purpose of the requested use and its compatibility with the mission of NRUMC, (b) the impact on the scheduling of Church activities and (c) the impact of the proposed use on NRUMC facilities. Upon approval of the use request, the event will be placed on the Church’s master calendar and a contact person from the Church (the “Liaison”) will be designated as a liaison between the group/individual holding the event and the Church. The Liaison will work with the group/individual using the Fellowship Hall and/or Kitchen and, absent the granting of an exception based on the size or impact of the event, will remain on the premises during and after the event to oversee the use of the facilities/equipment, the clean up, and to assure compliance with applicable NRUMC policies.

**Fees.** The following fees will apply with respect to use of the Fellowship Hall and/or Kitchen for all non-Church related events:

Fellowship Hall.....	\$200
Kitchen.....	\$200
Custodial Fee.....	\$150
Sound System Operator .....	\$175
Event Deposit .....	\$150 ( <i>both holding the room and damage deposit</i> )

**Event Deposit:** Individual or groups using the Fellowship Hall or Kitchen for non-church related events must provide a \$150.00 Event Deposit. The Event Deposit should be provided upon submission of the Ministry Planning Sheet. In any event, the requested facilities will not be reserved until submission of the Event Deposit. The Event Deposit is separate from the usage fees listed above. For one-time events, the Event Deposit will be held until the facilities used are inspected by the Property Manager or his/her designee. If the Property Manager or his/her designee determines that no damage was done, the Event Deposit will be returned. If there is damage to the facilities/equipment or an undue mess left behind, the deposit will be applied to the applicable fees for repairs any damage and/or cleaning the facilities/equipment.

**Insurance:** Any non-member using the Fellowship Hall and/or Kitchen or any church member using the Fellowship Hall and/or Kitchen for activities other than worship or the conduct of Church business will provide the Church Office Manager with information about the user’s liability insurance coverage by completing a Certification of Insurance Coverage Form that can be obtained from the Church office. This form should be submitted with the Ministry Planning Sheet.

**Liability/Accidents.** The use of the Fellowship Hall and/or Kitchen (including all the equipment in these areas) will be at the risk of the user. NRUMC does not assume liability or responsibility for any injury to a user of the Fellowship Hall and/or Kitchen. NRUMC does not make any express or implied warranty on the condition of the premises, equipment, machinery, fixtures, or furniture. Anyone wishing to use the

Fellowship Hall and/or Kitchen will be asked to sign a waiver stating that the Church will be held harmless in the event of an accident or injury. All injuries should be reported to the Church office immediately.

**Set-Up and Clean-Up.** Any group utilizing the Fellowship Hall and/or Kitchen will be responsible for making arrangements with the Property Manager one (1) month prior to the event in connection with any request to set-up tables and/or chairs.

After the event, the group using the facilities/equipment shall be responsible for cleaning up the Fellowship Hall and/or Kitchen under the supervision of the Liaison. No food or beverages should be left after the function on kitchen counters or in the refrigerator/freezer without prior approval from the Property Manager or the Liaison. All dishes, utensils, etc. must be washed, dried and stored in their proper place. Appliances and stoves must be left clean and ready for the next group. The kitchen floor must be swept and any spills mopped up.

At the discretion of the Property Manager, based on the size and character of the event, the individual/group using the Fellowship Hall and/or Kitchen will be required to pay for custodial staff to clean the facilities after the event. In which case, the Custodial Fee set forth above will be submitted with the Ministry Planning Sheet.

All pots, pans, utensils, dishes, glasses, etc., in the kitchen are to remain in the kitchen. None are to leave the building. For missing or broken items, a replacement fee based on the replacement costs of the missing/broken item will be charged and will be deducted from the Event Deposit.

No person under the age of 16 will be allowed to work in the kitchen connected to the Fellowship Hall. Those persons 16 years of age must be closely supervised by trained kitchen staff. Further, the institutional sanitizer and any other items of kitchen equipment may be operated only under the supervision of trained personnel (i.e. Liaison). In addition, the Church may require certain usage and/or safety training with regard to the use of the Fellowship Hall and/or Kitchen. In which case, groups using these facilities must successfully complete such training.

**Checkout-List:** At the end of an event, the user must complete a Fellowship Hall/Kitchen Checkout-List, to be verified by the Liaison at the end of the event. Users of the Fellowship Hall and/or Kitchen must abide by the guidelines in this document including the Kitchen Check-List.

**Prohibited Activities:** No person using the facilities of NRUMC may engage in any conduct that is not supportive of or in keeping with the mission and vision of NRUMC. Prohibited activities include the following:

1. Activities that are unlawful or harmful to persons or property
2. Smoking (smoking is not permitted in or around the church buildings, including the restrooms)
3. Use of alcoholic beverages or illegal substances
4. Use of offensive language or conduct

5. Noise and activities by one group that interfere with other groups (each group should act in consideration of all others)
6. Partisan political groups
7. Use by a group organized to make a profit (except as a part of a Church activity)

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