

Building Use Policy

Central United Methodist Church desires to serve its members and the community in a manner consistent with Christian principles and the Social Principles of the United Methodist Church. It is willing to make its facilities available in accordance with the following guidelines:

A. The building should be left in the condition originally found. Should damage occur to the facility, the individual or group responsible should notify the church secretary, 540-886-3441/office@centralumcstaunton.org, and will be expected to pay for the damage.

B. A \$30 deposit for a building key is required. The deposit will be refunded when the key is returned.

C. Smoking- including E-Cigarettes is not permitted in the building:

D. Not permitted in the church building or on church property.

1. **Gambling** (including bingo, raffles, lotteries, etc.)

2. Use of **alcoholic beverages or illegal substances**

E. Use and Cleaning of the Kitchen:

1. Wash and store dishes, glasses, utensils, coffee makers, punch bowls, serving dishes, cookware and food preparation equipment.

2. Leave counters, sinks, stove and dishwasher clean.

3. All linens used shall be washed and returned within 3 days.

4. Clean vases and remove candle wax from candle holders.

5. Place trash in proper receptacles in kitchen for the custodian to remove, including recycling.

6. Remove all unused food.

7. Sweep the floor.

8. Turn off all appliances and lights.

F. Classroom (s) use:

1. Individual rooms may be used for small groups.

2. Individuals or groups are not to use supplies and equipment without permission by church office, pastor or trustees.

3. Rooms shall be left clean and in good order.

G. Fellowship Hall use:

The fellowship hall may be used for social or recreational activities.

1. No rough housing or ball playing of any kind is allowed.

2. Follow Fire Code regulations (posted on the wall beside the double doors).

H. An individual or representative of the group using the Class Room (s), Fellowship Hall and Eagon Hall is responsible to:

1. Make certain participants of the event use proper conduct.

2. Provide at least 2 or more adult supervisors for children and youth at all times in accordance with the United Methodist Safe Sanctuary Policy.

3. Return furniture to its original position. When custodial work is necessary a 5 day notice is required.

4. Sweep the floor and place trash in the proper receptacles, including recycling.

5. Turn off all lights, fans and appliances.

