

Plank Chapel United Methodist Church (PCUMC) Facilities Use Policy

Plank Chapel has adopted the following "Facility Use Policy" to support the church's mission while providing responsible stewardship of our valuable assets.

General Policy:

The purpose of Plank Chapel is to support Christian worship, education, fellowship, and community outreach by making Christ central to life for the people of North Carolina and around the world. All use of church facilities shall be consistent with the goals and priorities of Plank Chapel. The following uses are specifically prohibited:

1. Activities in conflict with the Social Principles of the United Methodist Church (such as promoting something unhealthy, gambling or pernicious games of chance, alcohol consumption, anything promoting racism, etc.),
2. Partisan politics and political organizations,
3. Commercial activities or activities for personal gain, and
4. Fundraising with the exception of PCUMC, groups sponsored by PCUMC, and United Methodist groups.

Anyone using PCUMC facilities will indemnify the church for any personal injury that results from their private use of the building.

Priority of Use Shall Be As Follows:

1. Official church functions and organizations:
 - Church services (e.g., worship services, Sunday school, adult, youth and children's education, mission events)
 - Scheduled official church activities (e.g., church committee meetings, United Methodist Men and Women, Senior Circle, choir practice, aerobics, small group meetings related to ministries, etc.)
 - Connectional ministries within the United Methodist Church
2. Use by church members
 - Weddings, funerals, memorial services and receptions following these services.
 - Anniversary receptions
 - Family/group reunions and bridal/baby showers
3. Service organizations or other non-profit groups outside the church

Outside groups that are non-profit and agree to abide by this Facility Use Policy and the Safe Sanctuaries Policy will be considered on a case-by-case basis. Any such group will have at least one adult sponsor who is a Plank Chapel member who will be responsible for the group.

Fees:

There are no fees at this time but PCUMC may develop a fee schedule to offset costs.

Reservations:

Requests to use Plank Chapel facilities must be made to the Pastor or Trustee Committee. Allow sufficient time to convene the Trustee Committee for unusual or unprecedented requests. Approved requests will be listed on the schedule in the Fellowship Hall.

Guidance and General Restrictions:

All church groups and outside groups that sponsor events involving children or youth must read and comply with the Plank Chapel Safe Sanctuaries Policy (available from the Pastor).

Each group's sponsor assumes liability for injuries to persons attending the event and for damages or loss of user's property. Groups that are not part of the direct ministry of Plank Chapel must have adequate insurance for their personal injuries and liabilities.

Smoking, alcoholic beverages, illegal substances, and weapons are prohibited in the buildings and on the grounds of the church.

The use of candles or other flames, apart from regular use in worship services, shall require special permission of Trustees or Pastor.

Any group using church facilities is responsible for restoring facilities to their original condition immediately following the event, including: cleaning, furniture placement, and trash removal.

Except for folding tables and chairs, furniture and equipment may not be moved. Property may not be removed from church buildings without advance approval.

Use only the specific rooms you have reserved. In general, the Sanctuary is not available unless coordinated directly with the Pastor. The sanctuary is to be used for religious, not secular, activities.

Programs that use the church sound or video systems must have an operator approved by the Trustees.

Decorations may not be secured using nails, tacks, staples, pins, or anything which can damage the woodwork or walls.

Any event group desiring to use Plank Chapel's name on printed material or public service announcements must obtain prior approval from the Trustees.