

BETHANY UNITED METHODIST CHURCH  
Rochester, Minnesota

**BUILDING USE POLICY**

*Adopted November 20, 2002 by the Administrative Board*

**Preamble**

The mission of Bethany United Methodist Church (Bethany UMC) is to *go and bring people to faith and freedom in Jesus Christ*. Its building and property shall be used primarily to facilitate that mission. It also is the interest of Bethany that its building and facilities shall have wide usage by its members. Usually members or contributing friends shall not be charged for use of the sanctuary or fellowship hall. Also, use of the building and its facilities is open to other churches and to non-church related organizations. In order to define the conditions for use of the church and to avoid conflicts, a set of rules is essential.

**Policy**

A. Meetings

All meetings shall be scheduled on the church calendar through the pastor or chairperson of the Administrative Board.

1. The facilities of the church may be used as available by any ministry or organization of the congregation or The United Methodist Church.
2. Church facilities may be used by outside church and community groups with the permission of the Pastor and Administrative Board Chairperson initially. Usage shall be reported to the Administrative Board and continuous or subsequent usage must be approved by the board. Such groups may be charged a nominal fee unless otherwise negotiated with the Administrative Board (see H below).
3. Other groups, such as business and professional groups approved by the Administrative Board may be charged a preferred fee (see H below).
4. Use of the church facilities for outside organizations' sales parties will not be approved.

B. Smoking/Alcohol

1. There shall be no smoking in the building.
2. There shall be no alcoholic beverages or controlled substances on the premises.

C. Use of Kitchen Facilities.

1. Groups from Bethany UMC may use the kitchen in connection with their ministries provided it is available and they have communicated its use with the United Methodist Women (UMW).
2. Use of the kitchen facilities by outside groups shall additionally be cleared with the UMW.

D. Weddings, Anniversaries, and Other Kinds of Receptions

Please refer to our [Wedding Fees and Payments](#) as well as our [Wedding Policies](#) documents.

E. Funerals

Funerals conducted at Bethany UMC shall require consultation with and permission from the pastor regardless of who officiates. There is no facility charge for funerals. Any food arrangements shall be made through the UMW.

F. Church Musical Instruments and Sound System

1. The Worship Director, the Pastor, Board of Trustees and authorized persons (i.e., organists, sound technicians, and pianists) have jurisdiction over the musical instruments and sound system.
2. Use of instruments and sound system must be authorized (See F-1).

G. Equipment

1. Tables, chairs, and other equipment shall not be removed from the church building, except as authorized by the pastor, worship director, the UMW President or Chairman of Trustees. They may be used for church functions or personal use by church members and contributing friends. All items must be inventoried, signed for, --out and in --, in the church office. All items must be returned within 24 hours or as otherwise authorized. Additionally, eating utensils and kitchen equipment shall not be taken from the church except for Bethany UMC-sponsored functions.
2. Damaged equipment will be replaced or repaired to the satisfaction of the Trustees by the party doing the borrowing.

H. Fees (A-2, A-3 and D-7 above)

<i>Facility</i>	<i>Nominal Fee</i>	<i>Preferred Fee</i>
1. Sanctuary	\$50.00	\$100.00
2. Fellowship Hall with coffeepot (Furnish own coffee/supplies)	\$50.00	\$100.00
3. Church classroom	\$20.00	\$30.00
4. Kitchen	\$30.00*	\$50.00*

\*Additional UMW costs may apply

I. Keys

1. It is in the interest of Bethany UMC's mission to provide easy and safe access to its facilities for all its users. Building security requires locking of all doors when the building will be vacant for more than an hour. In general the building shall be unlocked 7 a.m. to 12:30 p.m. on Sundays and 8:00 a.m. to 3 p.m. Tuesday through Friday.
2. Keys will be issued to church officers and leaders and also to outside organizational leaders whose work requires use of the building at times when it is locked.
3. Each key issued shall be duly recorded and signed out with the agreement that the key will not be duplicated. The church secretary shall keep record and the key shall be returned when the person's work no longer requires use of the building when it is locked.