



John Wesley United Methodist Church

1689 Old St. Augustine Road, Tallahassee, FL 32301

Church Office: 850-877-1738 Fax: 850-877-4484

Email: jwumc@johnwesleyumc.com

www.johnwesleyumc.com

Building Use Request Instructions

John Wesley United Methodist Church (JWUMC) requires groups using their facilities to fill out a Building Use Request Form. This form begins the process of requesting the facilities you would like to use on JWUMC campus. This form is an Adobe fill-in form. All you need to complete the form is Adobe Reader on your computer. If you do not have Adobe Reader you may obtain a free copy by following [this link](#).

After filling out the form, you will need to save it and email it back as an attachment to jwumc@johnwesleyumc.com. Once your request has been received and viewed, you will get a confirmation back from the church office. This may take up to two business days.

The receipt of your request will prompt for a check of the facilities availability. If the facilities are available, a temporary hold will be placed on the church calendar for the facilities. This temporary hold is only for alert purposes to others who may be in need of using the facilities at the same time. It does not mean your spot has been reserved. However, every effort is made to accommodate your request and that is why we like to place temporary holds on the facilities once requests are received.

Trustees meet on a monthly basis and all requests that are received at least two days before their meeting will be placed on the agenda. The [online church calendar](#) will have the next Trustees meeting listed or you may check with the church office during office hours.

Once approval has been received from the Trustees you will receive an email or phone call to let you know, the temporary hold will be removed and your spot will be reserved. If you have a change in plans and need to cancel your reservation, please contact the church office **at least two business days** before the event is scheduled to let us know.

Section III titled *Concerning the use of church property and furnishings* of the John Wesley United Methodist Church Policies and Procedures Manual must be followed by all individuals using the facilities. A copy of the section is included as part of this request form for your review. Submission of the building request form for use of the facilities will be considered an acknowledgement by the user of receiving the policy.

Thank you for choosing John Wesley United Methodist Church as a venue for holding your event. We look forward to working with you and fulfilling your need for accommodations.

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Building Use Request

If you would like to request use of facilities on John Wesley United Methodist Church's campus, please fill out the following form and click submit. Someone will contact you within the next 2 to 3 business days to let you know the status of your request.

Activity Description:

Activity Date: (List beginning date for recurring event.)

Activity Time: (ex. 11:30 am) **Duration:** State full duration of time you will be on grounds including set up and clean up time.

This activity is:
a one-time or yearly event.

A recurring event – Describe recurrence, including exceptions:

Recurrence end date:

What facility of John Wesley UMC are you requesting?

Sponsoring Organization:

Contact Person:

Phone Number: *If you would like, list multiple numbers for contact.*

Email Address:

The Organization is an entity of John Wesley UMC.

The Organization is a District or other United Methodist entity.

The Organization is not an entity of John Wesley UMC or a United Methodist entity.

Fill out this area if the sponsoring organization is not an entity of JWUMC or a United Methodist entity:

Certificate of Liability Insurance: An adequate Certificate of Liability insurance is required for all church building use by outside groups. Enter information below about your carrier and have your carrier fax a certificate of liability insurance directly to us at (850)877-4484. See attachments for John Wesley United Methodist Q & A on Certificate of Liability Insurance.

Insurance Agency:

Agency's Phone Number:

Child Protection Policy: All events held on JWUMC premises must comply with our Child and Youth Protection Policy. See attachments for a copy of the policy.

This event involves persons under the age of 18 and complies with the church's Child and Youth Protection Policy.

Note: All criminal background checks must be submitted to the church office before the use of facilities. If you would like for background checks to be performed, please contact the church office.

This event does not involve persons under the age of 18.

Note: You must provide a signed affidavit stating this fact.

Additional Comments (Use the space below for any additional comments you would like to make):

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III. Concerning the use of church property and furnishings

- A. **Oversight:** General oversight of the use of the buildings, furnishings, and other property of John Wesley United Methodist Church shall be exercised by the Board of Trustees as provided in the Book of Discipline.
- B. **Regulations for all building users**
1. It is the duty of the user to inform all participants of these policies.
 2. **Security Deposit:** A security deposit may be required of any user and will be refunded following the use of the facility. This deposit will be held and applied against any damage to buildings or grounds that may occur during an event.
 3. **Utilities:** Additional charges shall be assessed if extraordinary amounts of energy are needed to cool or heat the buildings prior to use. Two hours is considered to be an ordinary advance heating and cooling time.
 4. **Organ Use:** In order to maintain the quality of our equipment all guest organists and pianists must have the consent of the church organist or music director.
 5. **Sound System:** Use of the church sound system for pre-recorded music is to be approved by the pastor. Advance instruction will be made available.
 6. **Discretionary Authority:** The Trustees or the pastor, acting in their official capacity, shall have the authority to waive or modify any or all of the above fees when they deem it to be in the best interests of the community or of the congregation of the John Wesley United Methodist Church. In waiving or modifying the fees, the Trustees will consider that the purposes of the users are consistent with Christian morals and ethics and that the users financial status is such that payment of the standard fee would be an undue hardship.
 7. **Publicity:** The pastor will have final authority on what constitutes appropriate publicity materials that a non-member user may wish to distribute.
 8. **Photography:** Flash photography in worship is distracting, and its use is discouraged in the sanctuary. Video tape cameras are allowed if fixed in location and using available light.
 9. **Intoxicants:** Alcoholic beverages are not permitted on church premises.
 10. **Smoking:** Smoking is prohibited in all church buildings.
 11. **Food & Drink:** Food and drink, except for bottled water, are not allowed in the sanctuary.
 12. **Personal Items:** The church will not be responsible for loss or damage to clothing, valuables or other items of a personal nature.
 13. **Liability for Damages:** The individual or individuals using the church facility will be responsible for any damages that might occur during its use.
 14. **Furnishings:** No furnishings may be removed from the facility for use out of doors or at another location without the express permission of the Trustees or the pastor.
 15. **Storage:** Designated storage areas will be provided for each user should it be deemed necessary and appropriate by the proper authority.
- C. **Use of the kitchen**
1. Use of the church kitchen must be indicated on the building use form described below or scheduled in advance with church staff. A fee may be assessed. Keys will be signed out on an as-needed basis.
 2. No items are to be removed from the kitchen for use away from the church.
 3. Church supplies are to be used for church-wide functions only. Regular supplies include coffee, tea, lemonade mix, sugar/sweetener, creamer, salt, pepper, napkins, paper towels, and disposable gloves for food handling.
 4. All users shall abide by the following:
 - a) Wash and put away all dishes, utensils, etc., used, including any taken from the kitchen for use in other areas of the church. No items are to be taken away from the church to be washed.
 - b) Put recyclable cans and plastic drink containers in the recycle bin; carry garbage to the dumpster (located down the hill); and place bags in garage cans.
 - c) Leave counters and sinks clean and free of debris.
 - d) Sweep floor and mop up spills as necessary.

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- e) Clean appliances used, i.e., stove, oven, grill, microwave, freezer, refrigerator, and dishwasher.
- f) Check to see that stove, oven, bun warmer, and dishwasher are turned off.
- g) Do not leave leftover food or condiments in refrigerator. (Food stored in the refrigerator or freezer for a coming event must be labeled with the group/individual name and date of function).
- h) Place dirty linen (towels, dishcloths, table clothes) in the laundry basket on the lower shelf under the microwave.
- i) Leave the pantry in an organized and clean condition.
- j) When finished, turn off lights and close kitchen doors. The pantry must be left in an organized and clean condition.

D. Use of facilities by church-related groups

1. Work Groups, Administrative Committees, and sub-groups or ministries which they create, and groups defined under I.G. "Participation in coalitions and other groups" may use the church's facilities by completing a building use form and submitting it to the church office. In consultation with the church staff the Trustees shall develop the form for this purpose and keep it current.
2. All uses of the church buildings, furnishings, and property must be approved by the pastor.
3. Having checked for calendar conflicts church staff will enter the approved use on the church calendar and provide information about it to others as appropriate.
4. Approved affiliated groups and organizations may use the church's facilities using the same form and procedure described herein. A member of the church should be the listed contact person and responsible party.
5. Use of our facilities by organizations related to United Methodist connection, including the North West District, may be approved by the pastor. The form and procedure described herein shall be used.

E. Use of facilities by individuals and families within the church

1. Individual members and their families may use the church's facilities where no calendar conflict exists by completing the building use form described above and submitting it to the church office. Having checked for calendar conflicts church staff will enter the proposed use on the church calendar and provide information about it to others as appropriate.
2. Individual members and their families may not borrow and take off-site any of the church's furnishings or property without the express consent of the Trustees. Any permitted borrowing will be recorded in the church office.

F. Use of facilities by groups and organizations external to the church

1. Organizations who seek to use our space whose function and purpose do not conflict with our Vision and Goals Statement or with the provisions of the *Discipline* may be permitted occasional use of our facilities by submitting a building use form to the church office. In consultation with the church staff the Trustees shall develop the form for this purpose and keep it current.
2. Office staff shall check for calendar conflicts and, finding none, shall forward the request to the Board of Trustees. Use by such groups must be approved by the Board of Trustees and by the pastor. On approval church staff shall enter the proposed use on the church calendar and provide information about it to others as appropriate.
3. Trustees may permit such use of the church's facilities *gratis* or may negotiate a fee for the use.
4. External organizations using our facilities shall provide a Certificate of Insurance covering the event or activity. Trustees may waive this requirement as they deem appropriate.
5. External organizations whose activities involve persons under 18 years of age must certify compliance with our Child and Youth Protection Policy.

G. Leasing of space to external groups

1. External organizations may seek to lease space from us for extended periods. The church may seek such arrangements with external groups.
2. Only non-profit or teaching individuals or organizations whose function and purpose do not conflict with our Vision and Goals Statement or with the provisions of the *Discipline* may lease our facilities

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3. The Board of Trustees in consultation with church staff shall develop a standard lease agreement and a fee schedule based on the estimated cost to use our space.

H. Weddings

1. The pastor shall recommend to the Board of Trustees and the Church Council appropriate wedding policies for church members and for non-members. These policies shall be reviewed at least every three years. In conjunction with the pastor the Church Council shall undertake to create a marriage ministry for the benefit of the community.
2. The *Book of Discipline* gives the pastor sole discretion about performing marriages in the church (§340(c)1). The *Discipline* as places certain limits on weddings and similar blessing or covenant services.
3. Protocol dictates that weddings in the local United Methodist church are to be performed by the appointed pastor. Exceptions must be approved by the pastor, and other participating clergy are to be invited by the pastor.
4. The pastor may require pre-marital counseling or others sessions prior to any wedding.
5. The couple should contact the pastor through the church office prior to setting their wedding date.
6. The church staff shall prepare and develop a Wedding Information Form and keep it current.
7. The date, time and place for the wedding, rehearsals, reception and anticipated space requirements will be placed on a provisional church calendar after the first consultation with the pastor. Church facilities will not be permanently scheduled until a Wedding Information Form is returned along with the appropriate fees. Temporary reservations are subject to cancellation. Checks for fees are to be made payable to John Wesley United Methodist Church. Fees may be returned upon cancellation of the event if such cancellation is received 30 days prior to the reservation. The pastor of John Wesley United Methodist Church has full discretion in any decision regarding the return of fees.
8. Wedding fees for members and their children:
 - a) Sanctuary and/or Fellowship Hall: No Charge
 - b) Custodial: Sanctuary \$35.00; Fellowship Hall \$40.00
9. Wedding fees for non-members:
 - a) Sanctuary \$150.00
 - b) Fellowship Hall \$150.00
 - c) Custodial: Sanctuary \$35.00; Fellowship Hall \$ 40.00
10. Wedding parties and their participants and guests shall adhere to the general building use policies set forth above. It shall be the responsibility of the wedding party to inform participants and guests of these policies.
11. Use of the kitchen for weddings:
 - a) Use of the kitchen must be cleared in advance with the church office, it is not assumed to be part of the Fellowship Hall rental.
 - b) Use of the kitchen for wedding food preparation may require additional custodial fees @\$15/hr, to be determined by the Pastor or Wedding Director.
 - c) No items are to be removed from the Kitchen.
12. Security Deposit: A security deposit of\$ 100.00 will be required and will be refunded following the wedding. This deposit will be held and applied against any damage to buildings or grounds that may occur during any wedding related events.
13. Utilities: Additional charges may be assessed if extraordinary amounts of time are needed to cool or heat the buildings prior to use. Two hours is considered to be an ordinary advance heating and cooling time.
14. Organist and other musicians: The church organist may be available to play for the wedding. If interested in obtaining the church organist's services the couple should make contact with the organist (and other musicians) as soon as the date is set. Fees for musicians are to be negotiated by the wedding party and are paid separately.
15. Music appropriate to the occasion will be selected. The pastor has final authority to approve music for weddings.

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16. Set-up/decorating will be done at times set by and compatible with the church schedule. All non-church owned decorations must be removed promptly after the ceremony. The John Wesley United Methodist Church will not be responsible for decorations or other wedding paraphernalia left in the church after the ceremony.
17. Any rearrangement of furniture requires the pre-approval of the pastor.
18. The use of physically damaging items is prohibited. Florist's tape, and not fastening devices such as tacks, nails, pins, screws, adhesive, or duct tape, is to be used. Lit wax candles are not permitted in carpeted areas unless in fixed position with carpet protective coverings. Candles should always be lighted and snuffed with appropriate equipment. Water containers with flowers are not allowed on the rails. Flowers or potted plants are to be placed in carpet protecting containers or have sheeting underneath. And please, throw no flowers or petals within the confines of the church buildings.
19. Photography: Flash photography during the ceremony is not permitted. A church wedding is a worship service. Photographs should be taken after the ceremony. Video tape cameras are allowed during the ceremony if fixed in location and using available light.
20. Rice: The throwing of rice is not permitted inside or outside the facilities. Bird or grass seed is suggested as an alternative to be used outside.
21. The wedding party shall bring the marriage license to the pastor at the wedding rehearsal. A marriage cannot be performed without a license in hand.
22. Marriage requires the consent of the partners. Persons who are impaired by drugs or alcohol cannot legally give consent. The pastor has sole discretion to postpone a scheduled wedding and/or its rehearsal if parties appear to be impaired.

I. **Funerals**

1. The pastor shall recommend to the Board of Trustees and the Church Council appropriate policies for funerals. These policies shall be reviewed at least every three years. In conjunction with the pastor the Church Council shall undertake to create a ministry of funerals for the benefit of the community.
2. Members and constituents of John Wesley United Methodist Church shall be encouraged to plan funerals using the church sanctuary
3. At his/her sole discretion the pastor may schedule and conduct a funeral for any person using the church's facilities. There shall be no fee assessed for such use.
4. Funerals in our sanctuary where there is a coffin present shall be performed after the coffin is closed for the final time.
5. Participants on funerals shall adhere to the general building use policies set forth above.