

**Loxley United Methodist Church**  
**Building and Grounds Use Policy**  
(Approved by Administrative Council July 12, 2022)

Loxley United Methodist Church is happy to have your organization/group share God's House with us. We believe in opening our doors to those who would be blessed by using our facilities.

So that all members and outside groups who share the mission, the social principles, and the ecumenical objectives of our church can enjoy this facility, the Board of Trustees has developed these rules as outlined in the United Methodist Church Book of Discipline 2016.

All facilities belonging to the Loxley United Methodist Church (Sanctuary, Fellowship Hall, and Family Activity Center) are available for use by:

- Ministries that are sponsored by a Church Council or approved Ministry Committee.
- Non-profit organizations from outside the church who can provide their own liability insurance.
- Church members and Non-Members desiring to use the building for appropriate non-ministry events.
- "For Profit" events or groups may NOT use the Church facilities. This could jeopardize the "nonprofit" tax status of the church.
- Single events and/or reoccurring meetings, which result in the collection of fees or dues.

**All groups, events, and meetings must be approved by the Pastor, the Activities Coordinator, and the Chair of the Board of Trustees.**

LUMC scheduled church activities have **first priority** on the usage of all buildings.

Groups meeting on an ongoing basis are required to inform the Activities Coordinator of any changes in meeting times, additional rooms used, or significant changes of group attendance.

Use of the facilities must be confirmed through the Activities Coordinator/Pastor at least **2 weeks prior** to the event.

Loxley United Methodist Church reserves the right to deny use of our facilities for any reason.

Any questions regarding usage of the Loxley United Methodist Church facilities should be directed to the Pastor at 251-964-5241. For scheduling times for events to be held in any of our facilities call Mona Hollis at 251-232-6068.

## Booking Procedure / Fee Schedule

- Determine which of the available rooms and/or other facilities/services are required to support your meeting.
- Complete the "Building Use Agreement", sign and return to the church secretary at least **90 days prior** to the event.
- Church Secretary will determine the required fees per this policy and submit to the Pastor, the Activities Coordinator, and Chair of Trustees for review and approval or disapproval.
- **A Deposit of \$200 is Due Upon Approval to hold the facility and date.**
- **All Remaining fees are Due 72 hours prior to the scheduled event.**
- **50% Refund is available after Day of the event.**

## General Church Property Rules for All Groups, Events, and Meetings

1. By Law Fire and Safety Codes will be always followed:

✓ Sanctuary	maximum capacity	200
✓ Fellowship Hall	maximum capacity	50
✓ Family Activity Center	maximum capacity	300
2. Pastor's Office, Administrative Office(s), and Choir Room are NOT available for use at any time.
3. LUMC recognizes the State of Alabama's Stand Your Ground Law 2006. However, weapons and/or concealed handguns in any church facility or on church grounds should be properly authorized by the Board of Trustees.
4. Alcoholic beverages and any controlled substances in any church facility or on church grounds is strictly prohibited. Use of tobacco products are allowed outside only.
5. Any damage to church property or detected repair should be noted on walk through paperwork prior to facility usage and/or on exit walk through paperwork following facility usage. Please note that the person that signs this "Building Use Agreement" is responsible for the cost of any damages that result from your meeting or event. Any needed repairs noted that are needed on "after usage" walk through could affect your deposit return. Also, in the event your group does not comply with the rules and regulations stated herein, your group will not be granted future use of the facility.
6. The use of spray paint is prohibited inside any of the church buildings. The use or storage of any hazardous, caustic, or flammable materials shall be pre-approved by the Board of Trustees.
7. Your meetings or gathering must be confined to your scheduled rooms.
8. Each Director/Chairperson/President or Building Use Agreement signee is responsible for securing the premises anytime they use the buildings. If more than one group is meeting, one Chairperson should be designated as the responsible party. Securing the facility includes checking and locking all doors and turning off lights. If air conditioner/heat has been adjusted, please restore it to the original set temperature (Contact Don Newberry for instructions on changing temperature settings 251-923-6998.)
9. All athletic activities must be approved by the Board of Trustees before being permitted in the buildings or on the grounds.

10. All non-church sponsored activities scheduled for a Saturdays must be concluded by 9:00 p.m.; building must be secured, undecorated, and vacated by 10:00 p.m. This will allow custodian time to clean the facilities for Sunday worship services.
11. For their safety, children must be supervised at all times by at least **two adults** while on church premises, this includes the playground. Parents need to be responsible for their children's behavior. The church will not be responsible for any injury incurred due to lack of supervision. Age-appropriate signs have been posted for specific areas in the church, i.e., youth room, nursery. Children and/or siblings of group members must stay with the group unless the church nursery has been scheduled and staffed through the church prior to the event. Nursery/babysitting care, if scheduled and authorized, will be held in the church nursery room.
12. When using the Nursery or Cry Room, it is the participant's responsibility to monitor all children while the room is in use and to clean and return the room to the same condition that it was when it was entered.
13. The Church Office shall coordinate facility access. **In case of emergency contact** Irvin Mosley, Building Superintendent at 251-752-6958 or Rev. Joe McKinney at 251-377-4376. Keys have been distributed on basis of staff and volunteer needs. Arrangement can be made in the office for admittance to the buildings when needed. Any loss of keys is subject to \$10 to \$50 fine.
14. The church area used by your group must be left clean and orderly. All church furniture and other property that is moved must be returned to its designated place where it was prior to your group using the facility.
15. Scout Groups - See separate scout group facility use requirements.
16. Security – The use of uniformed, commissioned law enforcement of the State of Alabama may be required as determined by the Administrative Assistant. Arrangements of the security officer and the cost for the security officer is the responsibility of the person or organization sponsoring the event.
17. Any group using the facilities will be responsible for setting up and taking down all decorations. If, janitorial care will be needed, arrangements need to be made ahead of time through the church office and coordinated with the custodian, Irvin Mosley. See Facility Fees Section for these services. Fees for usage and any additional fees need to be paid to Loxley United Methodist Church.
18. There will be no decorations or posting of signs or announcements on the Altar Rail or any wall surface of the Sanctuary/Narthex or Family Activity Center without prior approval from the Pastor. Any posted announcements for the bulletin boards need Church Office approval before hanging. Any additions or changes to the decorations in the Sanctuary need to be presented first to the Pastor.

## Sanctuary

In general, the Sanctuary is not available for use unless coordinated directly with the Pastor. IF permission to use the Sanctuary is obtained, the following regulations apply:

- The Sanctuary of the church is a Holy place, consecrated to the worship of Almighty God. The Sanctuary must always be respected. Be considerate of the authority and the reverence of the worship area.
- No food or drink other than Sacramental Elements will be permitted in the Sanctuary or narthex area of the church. Bottled Water is permitted for Speakers and Musicians.
- None of the Sanctuary furnishings, to include the Altar, piano and organ may be moved, covered, or altered in any way from their intended purposes without permission of the Pastor.
- The Altar table is **never** to be used as an ordinary table. Nothing may be placed upon it except traditional parchments and floral arrangements. The cross and candlesticks may **not** be removed.
- The Sanctuary may **not** be used for performance of "Broadway type" musicals or plays.
- Church sponsored/related events such as Christmas or Easter pageants, children's programs, religious dance performances, and music recitals are welcomed.

## Kitchen(s)

1. Use of the kitchen is separate from the Family Activity Center usage and the kitchen is to be left as it was found: dishes cleaned & put away, floors lightly mopped, counters sanitized, stove/oven left in clean order, **all** open food should be removed from facilities and not stored in refrigerator. Garbage and trash should be bagged and carried to the Town of Loxley garbage cans located outside the Fellowship Hall. Trash can lid should be properly closed with nothing protruding from can.
2. Church kitchen supplies and products (i.e paper and food products, plastic silverware) are for church event usage only all other groups must supply their own supplies. Kitchen appliances may be used during your event, this includes the ice maker, the stoves, the refrigerator, the microwave and the warmer unit. When using the appliances, they should also be left in a clean condition.
3. Tables, chairs, and linens are the church's property. They may be borrowed by church members when not otherwise in use. A log will be kept in the office of the number of items borrowed, and the dates involved. Borrower is responsible for damages. Set up of tables and chairs for events is listed in Facility Fee Section.
4. Church property will not be loaned, borrowed, or removed from church premises, with the exception of the following items: Folding tables located in the Fellowship Hall and folding chairs located in the outside storage building may be borrowed by church members for use outside the church facilities. All tables and chairs must be returned within 24 hours. The borrowing of any of the tables or folding chairs must be coordinated through the church office one week prior to use. White plastic tables and new folding chairs from the F.A.C. may not be borrowed or removed from the church facilities.
5. Church property may not be disposed of without Trustee approval. Memorials, once designated, are property of the church and will be recorded and treated as such

## Facility Fees

1. Active Loxley United Methodist Church Members pay a janitorial fee **only**. But are required to sign a "Building Use Agreement" prior to using any facility.
2. Each facility space rented requires a janitorial fee in addition to the room rental.
3. Fellowship Hall, or classroom space \$50.00 per hour
4. Fellowship Hall and classroom space \$75.00 per hour
5. Family Activity Center \$75.00 per hour
6. The Sanctuary \$300.00 per event
  
7. Sanctuary Sound System Set Up \$100.00 per event  
F.A.C. Sound System is unavailable for use.
8. Kitchen – Cooking Service \$100.00 per event
9. Janitorial Services for Fellowship Hall or Family Activity Center \$150.00 per event
10. Janitorial Services for the Sanctuary \$250.00 per event
11. Set-up fee; tables, chairs, and Linens. \$20.00 per hour (one hour minimum)
12. LUMC Pastor, Pianist, and Organist "Love Offering is Greatly Appreciated"

PLEASE NOTE: The person that signs this "Building Use Agreement" is responsible for the cost to repair any damages that result from your meeting or event. In the event your group does not comply with the rules stated herein, your group may not be granted future use of the facility.

## Linens

When linens are used there is a cleaning fee:

Rectangle tablecloths --- \$4.00 each or \$35.00 per dozen.

Round tablecloths ----- \$4.00 each or \$35.00 per dozen.

Linen napkins ----- \$ .50 each or \$10.00 per 25 napkins.

## The Church Facility Usage Contacts:

Pastor:	Rev Joe McKinney	251.964.5241
Church Secretary:	Debi Shanks	251.978.2395
Activities Coordinator:	Mona Hollis	251.232.6068
Chair of Trustees:	B. D. Thrasher	251.747.2021

**Loxley United Methodist Church  
Building Use Agreement**

Name of Organization \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone number \_\_\_\_\_

Email Address \_\_\_\_\_

Please provide a brief description of your organization \_\_\_\_\_  
\_\_\_\_\_

The purpose for your event  
\_\_\_\_\_  
\_\_\_\_\_

Number of people expected \_\_\_\_\_

Rooms being used \_\_\_\_\_

Number of hours of event \_\_\_\_\_ Number of hours for set up or decorating \_\_\_\_\_

# of tables \_\_\_\_\_ # of chairs \_\_\_\_\_ # of linens \_\_\_\_\_

Rectangle tablecloths \_\_\_\_\_ Round tablecloths \_\_\_\_\_ Linen napkins \_\_\_\_\_

Thank you, We Pray God's Blessing upon you.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Printed name of person responsible** \_\_\_\_\_

**Contact Number** \_\_\_\_\_ **email:** \_\_\_\_\_

Received key \_\_\_\_\_ Returned Key \_\_\_\_\_

FOR TRUSTEE USE: Required fees \_\_\_\_\_ Deposit \_\_\_\_\_

Approved by: \_\_\_\_\_ Disapproved by: \_\_\_\_\_