

## GUIDELINES FOR USE OF CHURCH FACILITIES

*The guidelines for use of facilities at Trinity United Methodist Church, Salina, Kansas have been drawn up by the Trustees Committee to maintain the care of the building and property. Every group using the facilities, whether member or not, will be responsible for following these guidelines. Administrative Council members will be given building use guidelines and rules and are responsible for adhering to the rules when their committee is using the building for functions and meetings.*

- All groups desiring to meet must have meetings on the calendar in the church office. **Groups may not meet at their discretion.**
- No groups will be scheduled to meet during church worship times unless previously approved. No groups will meet during special worship services, i.e. Maundy Thursday, Ash Wednesday, Hanging of the Greens etc. Groups will be notified if their meeting time will conflict with a special event so that the group can make other arrangements.
- Funerals take priority over meetings; scheduled meetings **may need to be** canceled for funerals. Church members may use the facilities for anniversaries, parties, birthdays, etc., at a reduced fee per the church use schedule fee, if not conflicting with scheduled activities.
- Groups that are being provided a meeting place must abide by the standards set forth by this committee to take care of the facility. Groups not abiding by the rules will be asked to make other meeting arrangements.
- The group leader takes responsibility for communicating all guidelines to the participants and implementing all rules.
- When children are participants or are with adults who are participants, the adult in charge assumes responsibility for seeing that there is a responsible adult supervising the children wherever they may be in the building, i.e. restrooms, hallways, outside the building.
- When children are participants, an adult should arrive early to greet the children and not leave until all the children have left the property. At least two adults must be supervising when children are involved. It is recommended that there should be a ratio of 2 adults for every six children.
- Any damage to church property incurred while the group is meeting will require compensation from the group responsible. This will include any plumbing problems or damage to carpeting.
- There will be no running in the halls or excessive noise.
- There will be no playing on chair & table carts, coat racks, wheel chairs, walkers or in rooms not being used by the group.
- When the kitchen is used, all utensils **will be** washed and put away. Counters should be wiped.
- All trash **must be** put in the proper receptacles.
- There will be **NO SMOKING** allowed in the building.
- There will be **NO ALCOHOL or ILLEGAL DRUGS** consumed on the property of Trinity United Methodist Church.
- No objects are to be placed in the water fountains. This could result in damages to the system and **may result in a fee to repair the damages.**
- Any spills **must be** wiped up immediately and reported in writing to the office if spill is noticeable. This requirement is critical for the maintenance of our carpet.
- The small toilets between the classrooms are **not to be used** during the week. Please use the restrooms located in the hallways. Any damages to the plumbing will result in repairs being charged to the group responsible.
- Trinity is **NOT** responsible for any damage to personal vehicles left in the parking lot or property left in the church. All vehicles will be towed after 24 hours **UNLESS** the office is notified by the owner, a person representing the owner or prior arrangements have been made.
- The restrooms need to be checked by the adult in charge before leaving the building.
- The adult in charge is responsible for seeing that all lights have been turned off and all outside doors are locked.

