

## Use of Church Facilities

1. Requests by Heritage UMC groups for use of the building are scheduled and calendared by the staff of the church, particularly the church secretary.
2. Use by non-church groups **MUST BE APPROVED** by the Senior Pastor or the Trustees. Applications for use are to be completed by the responsible party of the group requesting building use.
3. The senior pastor may approve any uses and may pass the request along to the Trustees whenever he deems necessary.
4. Use of the SANCTUARY may only be approved by the Senior Pastor in keeping with the Discipline of the UMC. This is true for church and non-church uses. (Paragraph 2532.1)
  - a. The organization must inform the church whether either the organ or piano is to be used and who is playing the instrument.
  - b. The Minister of Music is to be contacted by the guest organist/pianist no later than two weeks prior to the event.
  - c. If either instrument is to be tuned, outside of the regularly scheduled maintenance, the organization will have to pay for that tuning: \$200.00 minimum for organ (Greg Hand), \$100.00 minimum for piano (T.J. Matthews).
  - d. It is understood that neither instrument is to be moved; the piano cannot be removed from the platform area.
5. All weddings performed at Heritage UMC are done at the sole discretion of the Senior Pastor. See wedding policy for other details, Appendix B.
6. Any donations received related to building use will be placed in the general fund of the church.
7. A loaner key is available from the church secretary for sign-out by the responsible party when necessary.

8. Building use (primarily the sanctuary) on Saturdays will require a fee from the custodial contract for cleanup after the event. This is for non-church events only.
9. Any questions regarding this policy will be referred to the Trustees of Heritage UMC.
10. Building users are to make sure the building is secure, light off, doors locked, and thermostat appropriately set upon departure.
11. No children may be left unattended to play in the gym, fellowship hall, playground, etc.
12. Building users are to use only the rooms/areas requested.
13. No food is to be left in the refrigerators, cabinets, or on counter tops.
14. All are asked to put away anything they have set up or taken out.
15. Building users with reoccurring meetings/gatherings are to inform the church office if they will not be meeting. This would also apply to holidays.