

# Kennesaw United Methodist Church

## Facilities Use Guide and Procedures

### PURPOSE:

The purpose of this document is to describe the policies and procedures for requesting space at Kennesaw United Methodist Church.

### INTRODUCTION:

Building use falls within the jurisdiction of the Board of Trustees, who is responsible for managing all church property, equipment, and investments as a way to honor God and facilitate the ministry of Kennesaw United Methodist Church. The goal of the Board of Trustees is to maintain the Church properties in first class condition, and at all times present an attractive, clean environment throughout the Church campus. In this way we will help promote the Church's mission to be a growing community of disciples of Jesus Christ, where everyone is cared for and everyone cares for another.

The Trustees have approved these guidelines and procedures.

### DEFINITION OF FACILITY USERS:

- **Kennesaw United Methodist Church Ministries and Committees:**  
*Committees, boards, groups and ministries of KUMC. These groups are totally supported financially by Kennesaw United Methodist Church. Examples include Sunday school classes, Men's Club, Circles, and ministry groups.*
  - These groups have first priority on space.
  - These groups are not charged fees for use of the facilities.
  - Reservation for use must be scheduled through the church office (Executive Administrative Assistant) by completion of a **Calendar and Facility Usage Request Form**.
  - If activity is a fundraiser, completion of a **Fundraising Form** and submitted at the same time as **Calendar and Facility Usage Request Form** to the church office and approved by the **Finance Committee**.
  
- **Kennesaw United Methodist Church Partners in Ministry**
  1. **Non-profit groups who are chartered by Kennesaw United Methodist Church, but are not totally supported financially by Kennesaw United Methodist Church.**  
*Examples include: Cub Scout Pack 220, Boy Scout Troop 220, Mother's Morning Out, Noah's Neighborhood, and Kennesaw Methodist Children's Academy.*
    - These groups have 2<sup>nd</sup> priority on space.
    - These groups are not charged fees for use of the facility unless extra services are needed: however, these groups are expected to, when possible, reimburse Kennesaw United Methodist Church for their expenses.
    - Reservations for use must be scheduled through the church office (*Executive Administrative Assistant*) by completion of a Facility Usage Request Form.
    - If activity is a fundraiser, completion of a **Fundraising Form** and submitted at the same time as **Calendar and Facility Usage Request Form** to the church office and **approved by the Finance Committee**.
  2. Non-profit groups who are not chartered by Kennesaw United Methodist Church, are not financially supported by Kennesaw United Methodist Church, but are recognized partners.  
*Examples include: Girl Scouts and Boy Scouts troops not chartered by Kennesaw United Methodist Church.*
    - Use of the facility will be determined by the **Board of Trustees** on a case-by-case basis.
    - If use is approved by the **Board of Trustees**, reservations for use must be scheduled through the church office (*Executive Administrative Assistant*) by completion of a **Calendar and Facility Usage Request Form**.
    - If activity is a fundraiser, completion of a **Fundraising Form** and submitted at the same time as **Calendar and Facility Usage Request Form** to the church office for approval by the **Board of Trustees** and if approved forwarded to the **Finance Committee**.

- **Community Groups: Community organizations who have a need for our facility.**

Examples include: AA, Toastmasters, Yoga and Exercise classes.

- The groups may be charged fees, to determine by the **Board of Trustees** on a case-by-case basis.
- Reservations for use must be scheduled through the church office (*Executive Administrative Assistant*) by completion of a Calendar and Facility Usage Request Form.
- If these groups charge participants, they must share **50%** of their fees with Kennesaw United Methodist Church.
- **These groups may not use the facility for fundraisers.**

- Kennesaw United Methodist Church Members: Individual members of the church who desire to use the facility for personal activities,

Examples: wedding anniversaries, birthday receptions, etc.

- Will be charged a fee for using the facility.
- Reservations for use must be scheduled through the church office (*Executive Administrative Assistant*) by completion of a Calendar and Facility Usage Request Form.
- **The facility may not be used for any kind of fundraiser.**
- CAC must be used for non-church-related events where food and beverages are to be served.

- Use of church facilities and property is limited to non-commercial, not-for-profit making, non-political organizations whose purposes are deemed to be consistent with the mission of the Church.
- Church buildings and grounds shall not be used for any political fundraisers, speeches, or rallies. Nor shall buildings be used for parties by members to make monies for personal gain.
- The Church has the right to preempt, ask a group to move locations, and/or cancel for special circumstances. Every effort will be made to accommodate all needs.
- All activities must be over, and the facility vacated by 10PM.
- Space will be assigned in a way that best serves the goal of meeting the needs of our members. No group "owns" space. Groups may be asked to be relocated if necessary to meet these goals. All space is multi-purpose.
- Food and beverages are allowed in Room 137 and regular classrooms only for small church-related events. The CAC must be used for big non-church-related events where food and beverages are to be served.

## FEE SCHEDULE FOR NON-CHURCH-RELATED EVENTS

A Kennesaw United Methodist Church function or church group that is sponsored by the Kennesaw United Methodist Church can use the facilities at no charge. This Fee Schedule does not include Wedding Fees. For wedding fees, please contact the church office.

**For all other events, the following fees will apply.**

<b>KUMC Member is Responsible</b>	
<b>CAC (2 hour minimum)</b>	<b>NO DEPOSIT</b>
	M-F / 9AM - 5PM \$25 / per hour
	M-F / 5PM - 10PM \$50 / per hour
	Saturday and Sunday \$50 / per hour
	Custodian charge \$100 minimum
<b>Kitchen</b>	<b>NO DEPOSIT</b>
	\$10 / per hour
	Custodian charge \$75 minimum
<b>Room 137*</b>	<b>NO DEPOSIT</b>
	M-F / 9AM - 5PM \$10 / per hour
	M-F / 5PM - 10PM \$25 / per hour
	Saturday and Sunday \$25 / per hour
Custodian charge \$100 minimum	
<b>Regular Classroom *</b>	\$20 per day, or partial day
<b>Ball Field</b>	NO DEPOSIT OR CUSTODIAN CHARGE
	\$30 / EVENT

\* Food and beverages are allowed in Room 137 and regular classrooms only for small or church-related events. CAC must be for big non-church-related events where food and beverages are to be served.

\*\* If an event dated is canceled or changed less than 60 days out, the deposit becomes non-refundable.

NOTE: All groups who currently have agreements with rates that differ from those above shall be "grandfathered" in and retain their agreed-upon rates as long as they have uninterrupted participation. However, if the group leaves for a time and then returns, they will be charged the published fees in place at the time they return.