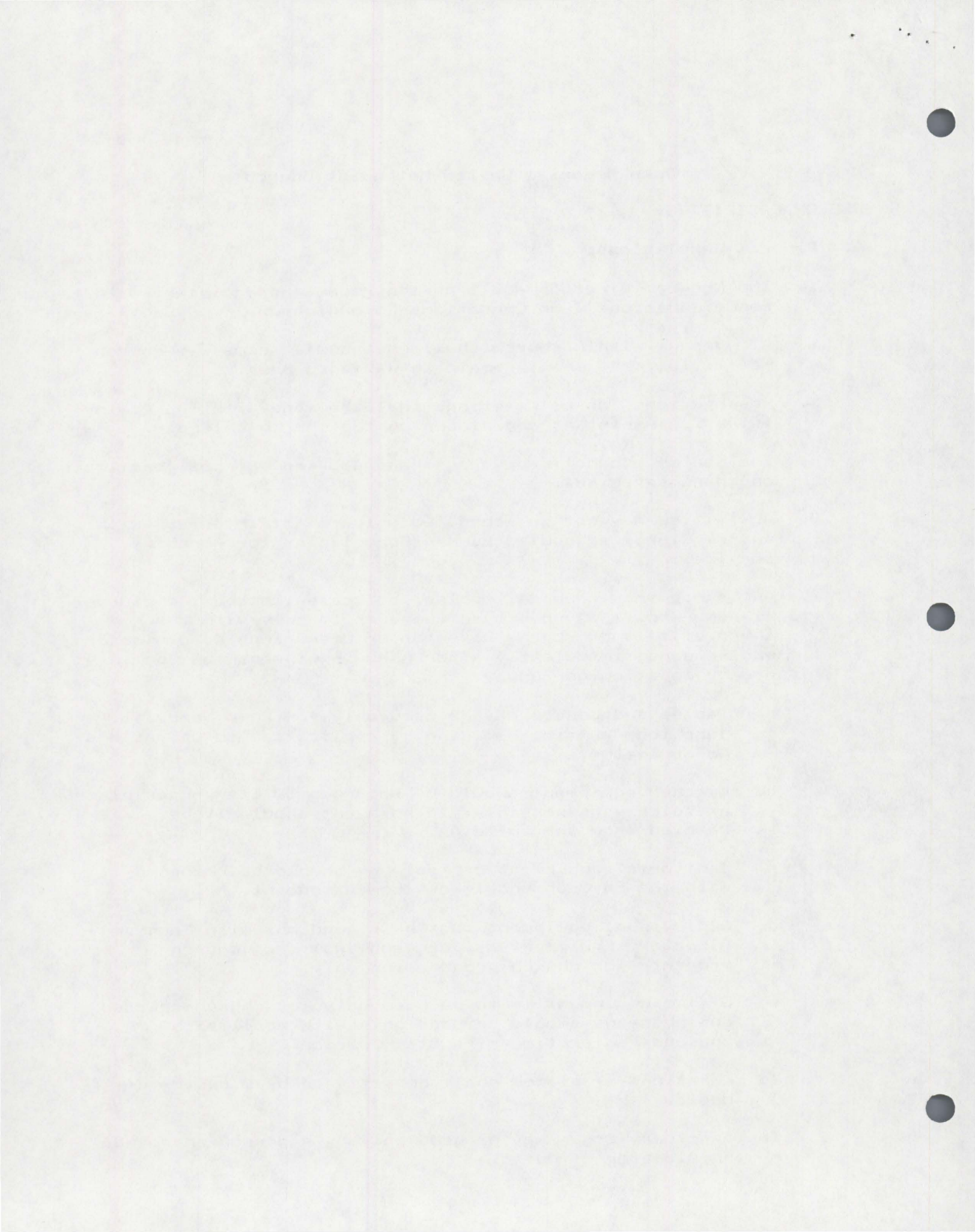


**Duke Memorial United Methodist Church**

**USE OF FACILITIES:**

**A. General Regulations:**

1. The Program Director shall assign rooms and equipment with recommendations from Operations Co-ordinator.
2. All groups within church shall have equal access to church facilities, but shall remain in assigned area.
3. Reservations for all meetings shall be made with the Administrative Assistant and placed on the church calendar.
4. The use of alcoholic beverages and smoking are not permitted on church premises.
5. Activities may not be scheduled which might interfere with any regularly scheduled Sunday School class or worship service.
6. Any equipment ( chairs, tables, bookcases, stands, pictures, pianos, etc. ) may be moved temporarily only with the approval of the Program Director or Operations Co-ordinator and returned immediately after use. Equipment must be in proper location on Sunday.
  - a. Tables and chairs may be used only for Duke Memorial functions outside building by application to Operations Co-ordinator.
  - b. Kitchen equipment should be returned to its proper place as quickly as possible. In no event should it be removed from the building.
  - c. Janitorial equipment or tool use should be recorded with the Environmental Services Attendant.
  - d. Audiovisual equipment must be signed out with Program Director. Equipment may be used away from church property for church programming only.
  - e. Office equipment is to be used only for church related business, and should be used only with permission and under direction of a staff person.
  - f. Locations of pianos shall be assigned by Director of Music.
7. The sanctuary organ may be used only by a person approved by the Director of Music.



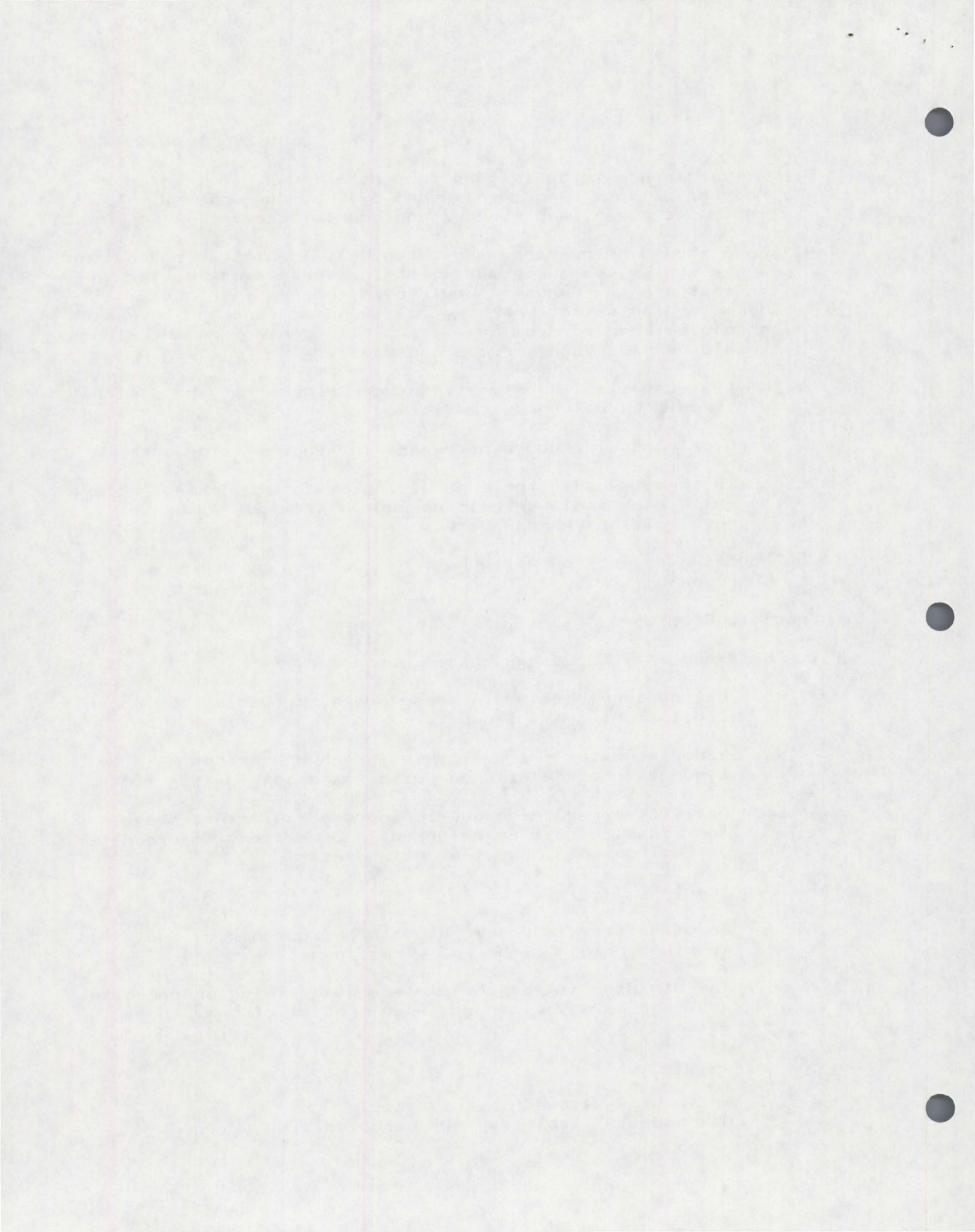


8. All areas are to be left as they were found. This includes heaters, lights, and appliances off, windows closed, restrooms clean, and windows and doors locked.
9. Food should be prepared and eaten only in kitchen and eating areas set up for those activities. Beverages may be served in most areas. Garbage should be disposed of in the dumpster in the back parking lot; unused food and beverages should be removed from area; and all countertops and floors should be cleared of crumbs and waste.
10. Keys are available for meetings upon request at the office and should be returned immediately after use.
11. Open only outside doors necessary for your meeting area.
12. Child care is under the supervision of the Program Director. No child care shall be held on church premises without approval of the Program Director.
13. Mounting objects on walls must be overseen by Operations Coordinator.

#### **B. Specific Room Uses**

1. Whitford Hall, Bradshaw Room, Church Parlor
  - a. Eating is permitted in these areas, providing the above regulations are followed.
  - b. Paper supplies are available for church groups by request from the Kitchen Guild Attendant for the month.
  - c. Activities requiring public address equipment, stage and lighting must be referred to Operations Co-ordinator or Environmental Services Attendant.
2. Sanctuary
  - a. The sanctuary is consecrated to the worship of God. All meetings held must be religious in nature.
  - b. The Minister is responsible for determining appropriate use, and he may alter 2a. when special circumstances exist.
3. Library
  - a. No food is allowed in this room.
  - b. Oak pedestal table may not be moved.



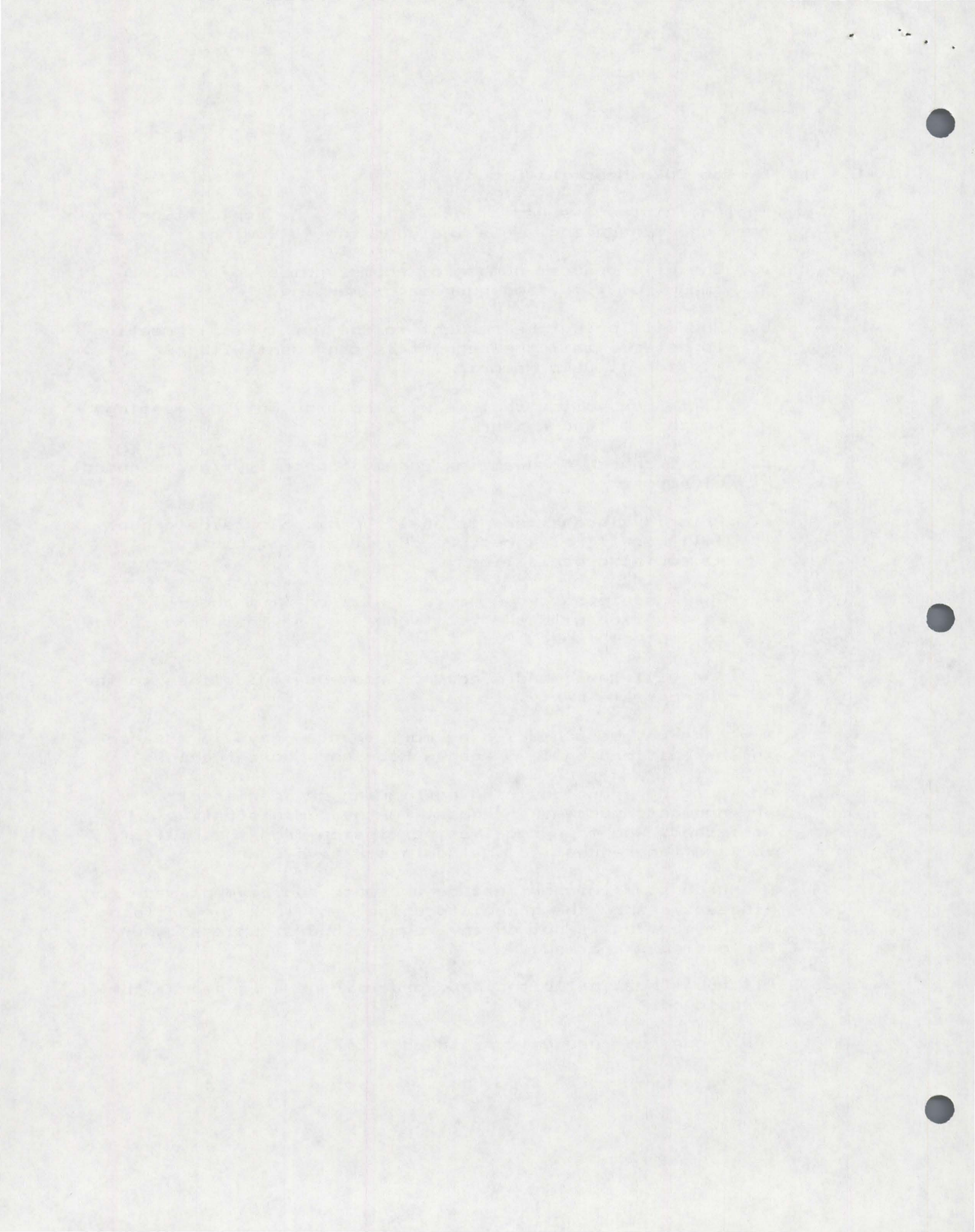




**C. Use by Non-Duke Memorial Groups**

1. The Administrative Assistant will take the application for room use scheduling. This includes the following:
  - a. She will request number of rooms, number of people, amount of time, and purpose of meeting.
  - b. She will bring the request to the weekly staff meeting to determine if the request is congruent with our mission at Duke Memorial.
  - c. It is our policy that we will host no outside meetings which are fund-raisers.
  - d. Local church programming receives priority in assignment of rooms.
  - e. Priority in assignments shall be given outside groups as follows: 1) religious, 2) charitable, 3) civic, 4) social organizations.
  - f. The Administrative Assistant will confirm the reservation with the petitioner and at that time secure payment of fees.
  - g. She will then send a copy of room use guidelines to the appropriate party.
2. Meetings may be scheduled no more than 60 days in advance in the Whitford Hall, Bradshaw Room and Church Parlor.
3. Any outside group desiring continuing or "permanent" arrangements must make request to the Administrative Assistant, who then receives permission from the staff to forward the request to the Administrative Board.
4. A church staff member must be present, and payment made for his services by the group, to unlock and lock the building if the meeting is not during regular hours, unless other arrangements are made.
5. All areas must be left clean, orderly and arranged as they were found.
6. The group must use only assigned room(s).







7. Kitchen Use - for **Caterers** and **Non-member groups** using main kitchen and Whitford Hall

- a. One principle rule: Leave kitchen and fellowship hall areas as you found them -- including dishes, flatware, floors, tables, chairs, lights, restrooms. Trash is to be taken to the dumpster in the parking lot in back of church by your group. Broom and dustpan are in the kitchen, and a mop may be found in the service closet in the hall near the restrooms. IF A CHURCH MEMBER HAS HIRED A CATERER, IT IS THE RESPONSIBILITY OF THE CHURCH MEMBER TO INFORM THE CATERER OF THIS.
- b. A room use fee is payable to the church by any outside group using Whitford Hall for food services. This is collected by the Administrative Assistant when the meal, reception, etc. is put on the church calendar.
- c. A kitchen use fee is payable to the church by any group using the kitchen electrical appliances ( stoves, ovens, dishwasher). This will be collected by the Administrative Assistant when the meal is recorded on the church calendar.
- d. All dishes and flatware from our kitchen must be washed in the dishwasher, and Kitchen Guild attendant for the month or staff person must be present during the meal to insure that all areas are left as they were found and to oversee use of kitchen equipment.
- e. Kitchen Guild attendant for the month will check church calendar for meals at which to be present.
- f. No outside group will be allowed to use kitchen in preparation of food. Caterers may serve food, but may not prepare food in kitchen.
- g. Groups must provide their own paper supplies.

8. Fees \*

Whitford Hall	\$125
All other rooms ( except kitchen)	50
Kitchen ( when stoves,etc. are used)	50
Extraordinary set-up or clean-up	7.50/hr.
Staff security	time and a half

\* When special circumstances exist, the Minister may alter fees.



