

GENERAL RULES AND REGULATIONS

1. Smoking is not permitted in any part of the building or on church grounds, except in the designated smoking area (to be defined.)
2. NO alcoholic beverages or controlled substances other than prescribed medication are permitted on the church property.
3. NO games of chance (gambling) are permitted on church property.
4. NO firearms or weapons are permitted in the buildings or on grounds.
5. Groups using the church must meet all Local and State Fire Regulations.
6. Groups using the church shall confine their activities to the area designated on the Building Use Application.
7. Groups using the church shall NOT USE tacks, nails, staples, any form of tape, paste, glue, paint, or other materials which might damage or deface the property or equipment.
8. Equipment and furniture should not be moved without special permission by a designated church official or as otherwise determined on an application form.
9. The building and facilities are to be left in satisfactory condition as found.
10. The FOLLOWING shall be operated by persons officially designated by the church only:
 - a. Public address system
 - b. Heating equipment, thermostats, fireplace
 - c. Custodial equipment
 - d. Power machinery, time switches, etc.
 - e. Church office facilities and equipment
 - f. Organs, chimes, carillon, etc.
 - g. Kitchen equipment and facilities
 - h. NO admission to the boiler room
11. The sponsoring group or organization using the building assumes full responsibility for all who enter the building attracted by their activity.
12. Loss, damage, or theft of supplies or equipment will be charged to the applicant.
13. ALL FEES are payable in advance. Make payment to The Wesley United Methodist Church.
14. Application for use approval shall be in writing at least 30 days in advance of the event when possible.
15. All activities involving the use of the church shall be placed on the official calendar located in the church office.
16. The sanctuary and chapel are consecrated to the worship of God and no program shall occur which is not consistent with this purpose.
17. The kitchen will not be used for preparation of public dinners in the The Wesley United Methodist Church unless the meal is prepared and served by a Wesley church organization, or the group has been given approval from the church office.
18. All groups having children or youth under the age of 18 must have at least two responsible adult supervisors present at all times as required by the Safe Sanctuary policy. Groups will be provided a copy of this policy and required to read and sign a statement of agreement with the policy before request can be approved.

The applicant agrees to be responsible for observing the above rules and regulations, and to assume full responsibility and liability for personal injury, death in case of an accident, loss or damage of personal property which may occur when these facilities are being used.

APPLICATIONS FOR USE

1. The Wesley U.M.C. facilities (including its kitchen) are not available for profit-making groups or individuals. Only *Fundraisers* for church-related or not-for-profit groups may apply to use the church facilities.
2. Pastoral staff shall schedule and use the church facilities for those church activities under their jurisdiction and relative to their office.
3. All activities involving the use of the church shall be placed on the official calendar which is in the church office (church related, room rental, meetings, etc).
4. Non-church affiliated groups shall not be permitted to use the church facilities for commercial enterprises.
5. The use of the church on Saturday is discouraged except when arrangements are made for extra custodial help.
6. The offices and pastor's study are not available for meetings unless specifically authorized by the pastor.
7. For members, there is no building use charge for weddings and funerals; however, fees for other services may apply.
8. The sanctuary and chapel are consecrated to the glory of God and no program shall occur which is not consistent with this purpose.
9. Groups should plan to leave and lock the building by 10 p.m.
10. Use of the church facilities for extended periods of time shall be negotiated by that group's representative and the church office, subject to final approval by the church Board.
11. All groups having children or youth under the age of 18 must have at least two responsible adult supervisors present at all times as required by the Safe Sanctuary policy. Groups will be provided a copy of this policy and required to read and sign a statement of agreement with the policy before request can be approved.
12. When church facilities are used for weddings, recitals, or other programs requiring use of other rooms for rehearsals, an additional contribution may be required.
13. Church tables and chairs are not loaned out to non-members. (Note: Church members are to request use of tables and chairs through the church office and must be checked out and returned through the custodian. Applications for Equipment Use are obtained in the church office.)
14. The kitchen will not be used for preparation of public dinners in the church unless the meal is prepared and served by a Wesley church organization, or the group has been given approval from the church office.

Any exceptions to the above guidelines shall be subject to approval by the Wesley Board or the Senior Pastor.