

**LONE OAK UNITED METHODIST CHURCH
CHURCH BUILDING AND GROUNDS USAGE POLICY**

Created; December 2016

Revised: 12/8/16

04/07/24

1. All arrangements for events must be made through the church office, 270-554-1272. The office is open from 9:00 a.m. – 3:00 p.m. Monday – Thursday. Events are subject to the approval of the pastor or church council chair. Saturday events are preferred to end before 5:00 p.m.
2. Fees for building usage shall be assessed when functions are of a certain size and nature, or if they will require significant clean-up. Events comprised of twenty-five or more persons, representing for-profit organizations, and/or those which include food preparation and/or service shall be assessed fees as described in (3). Exceptions may be made for civic groups, university groups, or others with whom our partnership contributes to an establishing or strengthening of community or ministry.
3. Fees
 - A non-member using any portion of the building for an event as described in (2) must pay a usage fee of \$300 prior to the event.
 - Both non-members and members using any portion of the building for an event as described in (2) shall provide a \$250 deposit; this is returned should the facilities be found by the trustees and custodian to be adequately cleaned.
 - Both non-members and members shall be assessed a cleaning fee of \$100 *each* for the general building and the fellowship area, should either space be used between noon Friday and 6:00 PM Sunday. At other times these fees are not applicable.
 - Use of grounds will be at the discretion of the pastor or Church Council chair.
4. Non-members shall be sponsored by a church member. If a member cannot be available, a representative of the Church Council shall serve in this capacity. This person shall be present during all activities and shall be responsible for knowing how to operate lights and the sound system or any other amenities, and for locking all doors after the event(s).
5. Alcoholic beverages shall not be served or consumed in the church building or on its grounds.
6. Firearms shall not be permitted in the church building.

7. Any candles used shall be dripless, and carpet under the candles shall be fully protected by some non-flammable material. Extra caution should be taken when candles are lighted from another candle e.g., a unity candle (during weddings) or candlelight worship service. Candle lighters are available in the church building.
8. No nails, tacks, pins, staples, or any other type of metal fasteners or adhesive may be used on the furniture, carpet, floor, walls, or woodwork. Tape is also prohibited on woodwork, furniture, and painted surfaces.
9. No decorations, other than those provided by the church, may be placed on the chancel rail, kneeling cushions, pulpit, lectern, organ, or piano.
10. Appointments in the sanctuary shall remain in their place as they are symbols and instruments that express our Christian faith. These include the altar, the baptismal font, kneeling cushions, hymnals, and paraments (though the color of the latter may be changed with pastoral permission).
11. Seasonal decorations (e.g., wreaths, garland, Christmas tree) may not be removed for any event; the building shall be used as already decorated.
12. Protection must be placed under all live plants.
13. The organ and piano are sensitive instruments, and only our church organist or an experienced organist/pianist approved by the church may play them. Should the organ or piano be used, those hosting the event are responsible for compensating the musician(s). Similarly, the Audio/Video system involves complex electronics and requires a skilled operator approved by the church. Should the A/V system be used, those hosting the event are responsible for compensating the A/V system operator.
14. No assets of the church may be removed from church property, except for those being used for ministry purposes.
15. The Church Council, in consultation with the pastor, has the right to amend any portion of this document (including but not limited to the waiving of fees) at any time. The same also have final say on what person(s) may use the facilities, and for which event(s).