

Jackson United Methodist Church
409 East Third Street; P. O. Box 1880
Jackson, Georgia 30233

Administrative Council Approved January 30, 2024
Trustees Committee Approved February 5, 2024

USE OF FACILITIES AND CAMPUS POLICY

The Jackson United Methodist Church is governed by the Church Council of Jackson UMC as well as the Trustees Committee, the Book of Discipline of the United Methodist Church, and the pastor. An Executive Committee composed of the Pastor, Chairman of the Church Council and the Chairman of the Trustees will have the authority to make decisions concerning requests for use under this policy.

Everyone using any space must follow the **Safe Sanctuary Policy** of Jackson UMC. A full copy of the policy is available in the office and online at www.jacksonumc.com.

All facilities and campus areas of Jackson UMC are covered by this policy.

The use of any space at any time must be approved by the Executive Committee and scheduled through the church office. Usage will be considered in the following categories:

- 1. Church Functions, Ministries and Missions**
- 2. Weddings**
- 3. Non-Profit Organizations**
- 4. For-Profit Individuals or Groups**
- 5. Other Persons or Groups on recommendation of the Pastor or Chairman of the Church Council or Chairman of the Trustees and with the approval of the Executive Committee.**

1. **Church Functions, Ministries and Missions** (Worship; Christian Education; Bible Study; JUMC programs for Children, Youth & Adults; Funerals; Baptisms; and approved Ministries and Missions)- These will be given priority scheduling. For funerals the pastor will coordinate with the family. A minister from another UMC or denomination may officiate provided the request is discussed with the pastor and the guest minister is invited by the pastor. (Attachment 1, as needed by the church office)
2. **Weddings**-Requests will be considered from members and non-members. Weddings at Jackson UMC are considered to be Christian worship services. A minister from another UMC or denomination may officiate provided the request is discussed with the pastor and the guest minister is invited by the pastor. Weddings will be guaranteed by the church once approved by the Executive Committee and when all reservation requirements are met. (Attachments 1 & 2)
3. **Non-Profit Organizations** (Local Schools, Civic Organizations, Scouts, and other)- In the spirit of good public relations and community service, community interest groups may be allowed to use the facilities. (Attachment 1)
4. **For-Profit Individuals or Groups**-Must be acting as a ministry of Jackson UMC or has received approval from the Executive Committee as providing a service for the common good of the church and community in exchange for funds. (Attachment 1)
5. **Other Persons or Groups** on recommendation of the Pastor or Chairman of the Church Council or Chairman of the Trustees and with the approval of the Executive Committee. (Attachment 1)

LIABILITY OR RESPONSIBILITY FOR LOSS, DAMAGE OR INJURY

The Jackson United Methodist Church will not be liable or responsible for any loss, damage, or injury which may be incurred while on the campus or as a result of use of our facilities. A current Insurance Certificate of Liability or Special Event Insurance Certificate may be required as part of the application process.

GENERAL DIRECTIVES FOR USE OF FACILITIES AND CAMPUS

1. **Smoke Free Zone**-The Jackson UMC campus is a Smoke Free Zone (buildings and grounds).
2. **Alcoholic Beverages and Illegal Drugs**-Alcoholic beverages of any kind or illegal drugs are not permitted (buildings and campus).
3. **Supervision of Children and Youth**-Children and youth shall not be left unattended at any time. Adult supervision is required at all times in the buildings and on the grounds including parking lots and playgrounds. (Reference Safe Sanctuary Policy)

SCHEDULING WITH ADMINISTRATIVE ASSISTANT AND DECISIONS OF EXECUTIVE COMMITTEE

The application for the use of church facilities and campus should be made through the Administrative Assistant in the Church Office. If an activity or function is ongoing and falls under a **Non-Profit Organization, For-Profit Individuals or Groups, or Other Persons or Groups on recommendation of the Pastor or Chairman of the Church Council or Chairman of the Trustees and with the approval of the Executive Committee**, the applicant must provide a calendar of usage to the office as part of the application process. Changes to the calendar must be communicated to the office. Applications for renewals of ongoing activities or functions must be submitted at the beginning of each calendar year through the Administrative Assistant.

Executive Committee-Applications will be reviewed and approved or disapproved in a timely manner. In lieu of some or all associated fees, the committee may consider the ministry value of the activity or event to JUMC (ex. Community outreach, large group exposure for the church, etc). The committee may request contact information for the individuals attending activities or events. The committee may require a current Insurance Certificate of Liability or Special Event Insurance Certificate to be on file with the office as part of the application.

The Administrative Assistant will notify the applicant of the decision of the Executive Committee. If approved, the reservation will be entered on the church calendar when all of the required forms and fees are submitted. The Church Office should be notified immediately if the function is cancelled. Upon cancellation, ten percent (10%) of paid fees will be kept by Jackson UMC and the remainder will be returned to the reserving party.

USAGE DESCRIPTION AND FEES

Base Fee is required for all facilities and campus, unless waived by the Executive Committee. (If multiple areas are used, the base fee is charged only once per rental.)

- **Base Fee (Damage)** **\$200**
If no damage, the base fee will be returned to the reserving party.

Janitorial Services and Event Coordinator for JUMC (if assigned).

- JUMC expects the reserving party to clean up the area after the event. A janitor will follow-up, if services are warranted.
- If an Event Coordinator for JUMC is assigned, that person will coordinate between the office and the Event Contact; unlock/lock; verify time usage for extra charges; determine if there are damages, etc.

Sanctuary or Chapel-Should be used for worship type services.

\$500 Sanctuary

\$300 Chapel

- Rental should not interfere with regularly planned services.
- If using for a wedding, two dressing rooms will be assigned by the office.
- The reservation allows use for a maximum of five hours on the day of the reservation and two hours the day prior for rehearsal , if needed.
- Must be vacated by 7 p.m. or a fee will be assessed for each additional hour. **\$100 per hour**
- No permanent furniture or fixtures may be removed.
- Does not include use of Sound Equipment. (See Sound and Projection)
- No food or drinks may be used except the communion elements.
- Decorations-should only be temporary and flame retardant and should be removed immediately after the service.
- Basic cleanup will be the responsibility of the reserving party.

Fellowship Hall

- Use of Fellowship Hall **\$500**
- If using for a wedding, two dressing rooms will be assigned by the office.
- The reservation allows use for a maximum of five hours on the day of the reservation and two hours the day prior for rehearsal, if needed.
- Must be vacated by 7 p. m. or a fee will be assessed for each additional hour. **\$100 per hour**
- Does not include use of Kitchen, Sound or Projection Equipment.
- Stage cannot be moved or covered.
- Setup and take down of tables and chairs will be the responsibility of the reserving party.
- Decorations- should only be temporary and flame retardant and should be removed immediately after the event.
- Basic cleanup will be the responsibility of the reserving party.

Kitchen

- If used for prep and set-up only , includes use of refrigerator and freezer **\$100**
- If use equipment-pots/pans, warmer, stove, ovens, dishwasher, ice maker **\$200**
- Basic cleanup and emptying of the trash will be the responsibility of the reserving party.

Classroom, The Gathering Room, or Parking Lot

- Use of a classroom, The Gathering Room, or Parking Lot for an outside event. **\$100**
- The reservation allows use for a maximum of five hours on the day of the reservation. If the Fellowship Hall is rented, there is no charge for use of the Gathering Room.
- No permanent furniture or fixtures may be removed.
- Decorations should only be temporary and flame retardant and should be removed immediately after the event.
- Basic cleanup will be the responsibility of the reserving party.

Organ in Sanctuary

- The Jackson UMC organist must be hired if the organ is to be used. The reservation includes 2 hours. **\$200**
- A fee will be assessed for each additional hour **\$50 per hour**
- If an exception is approved through coordination with the church office and the church organist for another organist to play, a fee will be assessed for orientation by the JUMC organist. No other fees related to use of the organ will be charged. **\$50**

Baby Grand Piano in Sanctuary

- The Baby Grand Piano is available for use during services.
- The Jackson UMC pianist may be hired. The reservation includes 2 hours. **\$200**
Coordinate through the church office and the church pianist.
- A fee will be assessed for each additional hour for JUMC pianist. **\$50 per hour**

Sound and Projection

- Only JUMC sound system and Control Booth operators are allowed to operate the equipment. Reservation includes 2 hours. **\$100 per operator**
- A fee will be assessed for each additional hour **\$50 per hour per operator**

Policy Includes Application (Attachment 1), Required Information for a Wedding (Attachment 2)

Attachment 1

Application for Facility and Campus Usage

I have read the Use of Facilities and Campus Policy and The Safe Sanctuary Policy, agree to comply and wish to make application.

Name of Applicant _____

Full Mailing Address _____

Cell/Phone Number _____

Email Address _____

What activity or function will be held? _____

What area(s) is/are being reserved? _____

Date(s) and time(s) of the activity or function _____

If activity or function is ongoing, applicant must provide a calendar of usage to the office as part of the application process, must notify the office of changes to the calendar, and must renew the application at the beginning of each calendar year.

Contact on the day of the activity or function if NOT the applicant. Name _____

Cell/Phone Number _____

Indicate the purpose of the activity or function:

_____ Church Functions, Ministries and Missions

_____ Weddings (Additional Information Required, Attachment 2)

_____ Non-Profit Organizations

_____ For-Profit Individuals or Groups

_____ Other Persons or Groups on recommendation of the Pastor or Chairman of the Church Council or Chairman of the Trustees and with the approval of the Executive Committee.

Applicant must Initial area(s) requesting, including knowledge of associated fees. Fees may be waived by the Executive Committee.

_____ Base: \$200 + Fees associated with area(s) used. If there is no damage, the base fee will be returned to the reserving party.

_____ Sanctuary \$500

_____ Sanctuary Additional time \$100 per hour. Time will be billed following use.

_____ Chapel \$300

- _____ Chapel Additional time \$100 per hour. Time will be billed following use.
- _____ Fellowship Hall \$500
- _____ Fellowship Hall Additional time \$100 per hour. Time will be billed following use.
- _____ Classroom \$100
- _____ The Gathering Room \$100
- _____ Parking Lot (outside event) \$100
- _____ Kitchen \$100 prep/set-up only
- _____ Kitchen \$200 if equipment used
- _____ Organ in Sanctuary \$200 JUMC Organist
- _____ Organ in Sanctuary Additional time \$50 per hour. Time will be billed following use.
- _____ Organ in Sanctuary Exception on organist, \$50 orientation
- _____ Piano in Sanctuary \$200 JUMC pianist
- _____ Piano in Sanctuary Additional time for JUMC pianist, \$50 per hour. Time will be billed following use.
- _____ Sound in Sanctuary \$100 per operator
- _____ Sound in Sanctuary Additional time \$50 per hour per operator. Time will be billed following use.
- _____ Sound and Projection in Fellowship Hall \$100 per operator
- _____ Sound and Projection in Fellowship Hall Additional time \$50 per hour per operator. Time will be billed following use.

Signature of Applicant _____ Date _____

Total Fees due to complete reservation \$ _____

Date Fees Received _____

Fees Paid by _____

Signature of Administrative Assistant/ Church Personnel _____ Date _____

For Office Use: Fees Totaling _____ Waived by Executive Committee composed of _____

Reason for Waiver: _____ Date _____

Current Insurance Certificate of Liability or Special Event Insurance Certificate Required _____

Attachment 2:

Required Information for a Wedding

Weddings-Requests will be considered for members and non-members. Weddings at Jackson UMC are considered to be Christian worship services. A minister from another UMC or denomination may officiate provided the request is discussed with the pastor and the guest minister is invited by the pastor. Weddings will be guaranteed by the church once all reservation requirements are met and approved.

Wedding Date: _____ **Time:** _____ **Rehearsal Date:** _____ **Time :** _____

Area for Wedding: Sanctuary _____ Chapel _____ Fellowship Hall _____

Area for Reception (if at JUMC): Fellowship Hall _____ **Time:** _____

Couple:

Bride's Full Name _____

Mailing Address: _____

Email Address: _____ **Cell/Telephone Number:** _____

Groom's Full Name _____

Mailing Address: _____

Email Address: _____ **Cell/Telephone Number:** _____

Officiating Pastor:

Full Name: _____

Mailing Address: _____

Email Address: _____ **Cell/Telephone Number:** _____

Church Affiliation: _____