

Facilities/Buildings Use

The New Salem United Methodist has been erected as a House of God. The support facilities and buildings have been erected to the glory of God and are to be used to provide for the needs of the fellowship.

Weddings, banquets, class meetings, mission groups, recreation and other related gatherings, properly conducted, appropriately belong in the worship environment. The following general policy guidelines should be followed when these buildings/facilities are used:

There is to be a "Person-in-Charge during all non-church activities that will be responsible for the proper use of the facilities during the activity.

No weddings, rehearsals, or receptions are to be scheduled to conflict with regular services of the church including revivals, Bible Studies.

No articles or furnishings are to be moved from its place without prior approval of the Trustee Committee Chairperson or Committee representative.

No tacks, nails, pins, screws or any other like object shall be driven or pressed into walls, floors, furnishings or any portion of the church.

While placing flowers, ferns, or other decorative materials, care must be exercised to avoid disfiguring of the floors, carpets, walls, and furnishings. Additional protection must be placed under all posts, palms and vases to insure no dampness seeps through to discolor the furnishings.

When using lighted candles, protection must be provided so no drippings will accumulate on the floors or surrounding furnishings.

Appropriate designated church staff must be present during decorating and removal of decorations.

Any damage incurred through use of the facilities by an organization or individual will be repaired to the full satisfaction of the Trustee Committee and the organization or individual will assume the full costs.

No smoking is permitted in any building or facility.

Confetti, rice or birdseed will not be used inside any building or facility.

The use of alcoholic beverage is **NOT** permitted.

The church assumes no responsibility for equipment, furnishings or personal property used on the premises.

All requests must be registered with the Pastor and entered on the church calendar. Any activity listed on the church calendar takes precedence over other requests.

Weddings—Weddings must be cleared with the Pastor on the church calendar.

The pulpit and the Lord's Supper Table may be moved if a couple desires, but must be replaced after the wedding.

The kitchen may be used for socials after calendar clearance with the Church Secretary or Pastor, but must be left in good and clean condition.

Family reunions or socials will not be allowed.

Food and drinks are to be limited to the Fellowship Hall and kitchen only.

Tables are not to be sat upon.

All meetings must be scheduled on the church calendar. The number of rooms needed and the name of the person who will be responsible for the security of the buildings must be given. Meetings of any group(s) will leave the building in good and clean condition.

KEYS

The Pastor, Church Secretary, Trustee Committee Chairperson will open buildings for scheduled events.

SUNDAY SCHOOL CLASSES

Tables and chairs are not to be leaned against walls to prevent damage to walls.

Items are not to be stapled, taped or pinned to walls. Items should be affixed to a bulletin board.

DINING ROOM AND KITCHEN POLICIES

Kitchen equipment may be loaned to other designated organizations after it has been checked out and signed for with the Pastor, and it is to be checked back in when it is returned to the kitchen or office.

The kitchen in the Fellowship Hall shall be locked when not in use. The church Secretary, Pastor or Trustee Committee Chairperson shall approve use of the Fellowship Hall kitchen.

The kitchen is to be left in good and clean condition.

Caterers must use all of their own equipment.

Trash must be removed from the church property by the organization using the facilities.