

NON-CHURCH MEMBERS

A member of the United Methodist Women must be present to assist in the kitchen. The church office will direct the non-church member to the UMW President.

A building use fee of \$60.00 to help defray church expenses is payable to the Hudson United Methodist Church at the time of reservation. This donation is payable upon booking of the event.

COMMUNITY GROUPS/SERVICE CLUBS

It is requested that at least one member of the U.M.W. be present to assist whenever the kitchen will be in use. (This may likely be a member of the group). A gift to the church to cover extra heating/air conditioning/utility expenses may be appropriate, depending upon the season and the nature of the event.

If the media system is needed, an approved media operator must be present and a fee of \$50 paid to the operator.

No political or outside sales groups will be approved to use the church facilities. Members who wish to use the church for sales purposes are asked to pay a \$25.00 use fee.

WEDDINGS

A separate Wedding Guide has been prepared and approved by the Administrative body of the church and has been updated in 2015. Copies are available to persons or families planning for a wedding. It is important to remember that wedding preparations do take time, so planning ahead is vital.

CHILD AND YOUTH PROTECTION POLICY HIGHLIGHTS for Outside Groups

At least two persons of at least age sixteen (16), one of whom must be an adult, will be present in all settings involving children or youth. An adult is defined as a person of at least age eighteen (18).

Other outside groups/leaders (Scouts, 4-H, etc.) who work with children or youth must conform to the policies of the United Methodist Church of Hudson. Copies of their background checks must be provided to the church.

Prohibited behaviors for all employees & volunteers include but are not limited to:

- Using verbally or emotionally abusive or derogatory language
- Using sexually implicit or explicit language or behavior
- Physically striking, hitting, or spanking
- Fondling, kissing or unwelcome physical contact
- Touching or tickling in an inappropriate or sexual manner
- Inappropriate or intimidating actions or body language

Whether paid or volunteer, at least one person on the team working with children or youth must follow the "five-years-older" rule. This requires that they be at least five years older than the oldest child or youth participant.

Windows in classroom doors will be left uncovered.

CHURCH PHONE: 319-988-6040
CHURCH E-MAIL: hudumc@msn.com

EMERGENCY PHONE NUMBERS: 319-988-4124 or 319-240-0208

BUILDING USE POLICY

of the

United Methodist Church of Hudson

Revised May 2017



The United Methodist Church is primarily a house of worship and prayer. It is always to be used with great respect and held in care as a sacred trust. Priority shall be given to regularly scheduled worship services, church meetings, group events and special programs.

Use of the facility shall be allowed by groups promoting Christian service or community service. Use of the facility includes the fellowship hall, kitchen, Wesley Room, and restrooms unless prior arrangements have been made through the church office for additional facilities. Such use on a continuing basis shall be approved by the Board of Trustees and the Church Council.

In recognition of the God-given value of life and health, the use of alcoholic beverages and smoking are prohibited inside and outside the building.

GENERAL PROCEDURE

Groups or committees who meet regularly in the church need to be responsible for putting chairs away, shutting off the lights, cleaning the kitchen, checking all ovens, cleaning up garbage, and leaving the church as clean as they found it.

APPLICATION FOR USE OF FACILITY

For all groups who are not part of the on-going, regularly scheduled programs of the church an APPLICATION FOR USE OF FACILITY form must be filled out in the church office as much in advance as possible for in most cases the Board of Trustees and the Church Council must consider the request.

This application can be found as an insert with this folder.

After receiving permission to use the requested facility, the designated representative will consult with the church office in advance and be responsible for:

- * obtaining and returning a key
- * unlocking and relocking all doors and windows
- * accounting for damages to the facility
- * basic clean-up -- putting chairs away, shutting off the lights, cleaning up garbage, and leaving the church as clean as they found it

The thermostat will be regulated by someone at the church.

CHILD AND YOUTH PROTECTION POLICY

When minors will be present in the church facility, the group must provide the church with a written plan on how the children will be supervised. All supervision must be consistent with the United Methodist Church of Hudson's Child and Youth Protection Policy. Depending on the circumstances, the group may be asked to supply additional information, such as permission letters from parents/guardians, medical and insurance information, etc. The C&YPP which applies will be given to the responsible party.

CALENDARING

Use of the building for occasional or one-time events (weddings, family events, community events) shall be coordinated in the church office and need to be placed on the calendar through the church office to avoid conflicts. All fees are payable at the time of reservation.

If the event is on-going, there needs to be Church Council action.

EQUIPMENT

The general policy of the church is that equipment and furnishings will not be loaned for use outside the church.

Only the older tables in the store room and chairs that have been marked with "EUB" may be loaned upon permission of the Trustees chairperson or designee, but such is not to be presumed.

There will be **no loaning** of kitchen utensils, appliances, or serving dishes from the church kitchen **without approval** from the U.M.W. President or Vice-President.

Repairs, resulting from the misuse of the properties, shall be charged to the parties using the facility at the time when the destruction occurred.

Requests for use of church properties should be made through the church office so that the appropriate records can be maintained. Any damage to items being used outside the church is expected to be repaired by the parties using the items. Deviation from the policy must be approved by the Board of Trustees.

FUNERALS

There is no charge for use of the facility. There are, however, some people who provide special services for us, and it is only fair to show our gratitude to those people for the sharing of their time and talents.

Pastor - \$150 customary honorarium

Custodian - \$50

Musicians - \$100 each

Vocalists - \$100 each

Sound/Computer operator - \$150

Video recording (if desired) - \$50

FUNERAL DINNERS: FOR THE FAMILIES OF CHURCH MEMBERS

The Church provides funeral dinners and luncheons as a ministry to our families. The United Methodist Women will serve a lunch but must be notified as soon as possible. The luncheon will be served by the U.M.W. for family members and friends. The family normally pays for entrée (sandwiches or casserole). Salads and desserts will be furnished by the women. A donation to the UMW is greatly appreciated.

FOR THE FAMILIES OF NON-MEMBERS

The United Methodist Women will provide a luncheon for family members and friends. The family provides for the total cost of the meal. In addition, a donation shall be made for the service provided by the UMW.

ANNIVERSARIES, SHOWERS & SOCIAL EVENTS

A fee of \$50 is charged if the media system is needed and if an approved media operator is available.

A fee of \$25 is charged for custodial services for non-members.

CHURCH MEMBER

It is requested that at least one member of the U.M.W. be present to assist in the kitchen. Members may make a donation to the church to help defray church expenses. This donation is payable upon booking of the event.

UNITED METHODIST CHURCH of HUDSON

**301 Washington St.
Hudson, IA 50643
319-988-6040
hudumc@msn.com**

Today's date _____

APPLICATION FOR USE OF FACILITY

Name of organization: _____

Contact person responsible for the event: Name/Phone # _____

Type if Group: _____

Date of Event: _____

Time span of event: _____

(Include set-up and clean-up time)

On-going event: _____ Weekly _____ Monthly _____ Annually

Space requested for event: _____

Number Expected: _____

Decision Needed by: _____

If children and/or youth are involved, list all adult names responsible and phone #s:

Office Use: (Do not complete) Date signed _____

NON-CHURCH MEMBERS

Approval: _____

Signature Trustee Chair

Signature Church Council Chair