

Benson Memorial United Methodist Church

4706 Creedmoor Road
Raleigh, NC 27612
919-787-0789

USE OF FACILITIES

Policy

The physical plant of Benson Memorial United Methodist Church exists to support the ministries of this church and to support community activities.

Groups whose purpose fall within the ministries of this church have first priority in the use of facilities and will not be charged a fee.

Nonprofit groups have second priority in the use of facilities and may use the facilities upon payment of the appropriate fee as listed in the Schedule of Daily Use Fees in this document. Nonprofit groups which have one or more members that are members of this church have priority over nonprofit groups that have no members that are members of this church.

There will be no use of this church for political activities, but the church may be used by groups whose purpose it is to educate the public on political issues, such as common cause and non-partisan activities, upon payment of the appropriate fee.

Profit groups have third priority in the use of the facilities and may use the facilities upon payment of the appropriate fee as listed in the Schedule of Daily Use Fees in this document. Profit groups that have one or more members of this church among their membership have priority over profit groups that have no members of this church among their membership.

The use of Benson Memorial UMC facilities must be approved by the current pastor or his designee. If he requests additional guidance, he can request such from the Trustees Chairperson and secondly to the Church Council chair.

Rules and Regulations

1. No alcoholic beverages or illegal drugs are permitted on the church grounds or in the church buildings.
2. This is a smoke free campus.
3. Nails, thumbtacks, tape (duct, masking, cellophane, etc.) and/or other products that will damage property shall not be used in decorating the facility and/or attaching signs to any church property without permission from the Board of Trustees.
4. The person making the reservation is responsible for the conduct of the group and shall be liable for all damages and/or breakage of church property.
5. All decorations and private equipment shall be removed no later than the day following the event except that decorations and equipment for events on Saturday must be removed on that day.
6. The church will not be responsible for the loss or damage of any items or equipment brought into the church and/or left in the church by any group not falling within a ministry of the church.
7. All groups using one of the kitchens of the church must coordinate this use with a member of the Kitchen Committee.
8. All facilities must be left in the same or better condition than they were found.

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9. All items, such as tables and chairs, must be returned to their original position.
10. All lights must be turned off when the meeting is concluded.
11. All doors and windows are to be secured and locked when the meeting is concluded.
12. All rest rooms are to be checked, and all toilets are to be flushed.
13. All malfunctions of church property and/or problems are to be reported to the *Administrative Assistant* of Benson Memorial United Methodist Church.
14. No resources, materials, or toys found in a meeting room are to be used without the expressed consent of the *Administrative Assistant* of this church.
15. No children over the age of four are to play on the courtyard adjacent to the Fellowship Center, and no children over the age of twelve are to play on the playground up the hill past the basketball court. All children on both playgrounds must be supervised by a person over the age of 18.
16. Any group that meets the usage criteria must have a Sponsor that is an active adult member of Benson Memorial United Methodist Church

Definitions:

Sponsor: An active adult member of the church who is involved with of the organization that is requesting to use the church facilities. The Sponsor is responsible to ensure the building that is being used is unlocked before the group arrives and locked when the group has left the building.

In addition, the Sponsor is responsible to report any damage that may occur during the use period and ensure that the room or rooms used are returned to the original configuration after being used. The Sponsor should consider being present/on site when the building is in use by the requesting group.

If the requestor violates any of the above rules or policies, the Trustees Committee has the right to cancel the usage request, which would result in forfeiture of any deposit or fees paid in advance.

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Schedule of Daily Use Fees

Church School Room in Fellowship Center (25 persons maximum) \$ 50.00 (No Food)

LIST OF AVAILABLE ROOMS

101 Overflow

111 (Hard Floor)

109 Nursery

Fellowship Center (100 persons maximum) \$200.00

Kitchen in Fellowship Center \$ 50.00 (For Food Prep not Cooking)

There is an additional \$200.00 Deposit for use of the Fellowship Center Kitchen if cooking is required which is refundable if the Kitchen is left clean and in order. Your sponsor and the church Kitchen Committee will determine if the deposit is refunded and it will be mailed to you.

Deposits may be required to use some of the facilities.

Procedure for Requesting Facilities

1. An Application for Use of Church Facilities must be prepared for all use of facilities except the normal Sunday activities.
2. The applications must be submitted to the Administrative Assistant.
3. The application should be submitted as far in advance of the desired use as possible.
4. The application will be reviewed by the Benson Staff at its weekly staff meeting. If the Benson Staff requires additional guidance, the Pastor or his designee can ask for a Board of Trustees' opinion. The Board of Trustees may in turn ask for the opinion of the Church Council, if necessary. The applicant will be notified as to the decision on the application, and if approved, a room will be assigned. If a kitchen is to be used, the applicant will be given the name of the person to contact on the Kitchen Committee regarding its use.
5. When the application is approved and a room is assigned, the assignment can not be cancelled unless a group that falls within the ministries of the church needs the room
6. Fees for single use of a room are due before the room is used. If a room is used on a continuing basis, the fee is due in advance on a monthly basis.