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Canton First UMC Facility Use Policy

We are pleased that you have considered Canton First UMC for your activity. It is our desire to do everything possible to accommodate your needs.

We hope that all your experiences here will be warm and friendly. Even if you are not a member of Canton First UMC, we consider you and your group part of our church during the time you are here.

Canton First UMC has several long-standing relationships with community organizations for ongoing use. Availability for such ongoing usage is limited but will be considered. Local organizations and individuals may be allowed to use the facilities for one-time events based on availability and purpose. Use of CFUMC facilities is not allowed for personal profit or for use by for-profit organizations and no solicitation or direct selling of products or services on church premises is permitted.

Facility Use Requirements apply to individuals and organizations as well as CFUMC ministry activities. It is the responsibility of the person or group requesting the facility to become familiar with and ensure adherence to this Policy including all Rules/Expectations. Church personnel are responsible for ensuring volunteers and staff members within their area of responsibilities adhere to the requirements.

As good stewards of the property entrusted to us, we cannot permit activities of a high-risk nature in which people might be injured or if there is the potential to cause undue wear and tear on the facility.

Overnight events are prohibited except for Canton First UMC sponsored events (organized and supervised by CFUMC staff).

A CFUMC staff representative will be available while guests are on campus to ensure a positive experience and to assist in responding to any issues that may arise.

Associated fees for use of CFUMC facilities are outlined in the CFUMC Facility Use Fees document.

SCHEDULING CONSIDERATIONS:

Facility Use Requests from organizations outside of the Church cannot be accepted for a date more than 90 days in advance except for weddings and pre-approved regularly recurring events/activities.

Sunday through Friday activities must conclude NO LATER than 9:00 P.M.

Saturday activities must conclude NO LATER than 7:00 P.M.

Please be aware that for facility use requests on an on-going basis (ie: weekly, bi-monthly or monthly) there may be a time when we cannot accommodate your group due to a Church function or other ministerial needs. You will be notified of any conflict as soon as possible. As stated earlier, it is our desire to make all your contact with CFUMC as friendly and accommodating as possible.

If for any reason your activity or event is cancelled, notify the Church office as soon as you become aware so that we do not pre-program thermostats and set-up rooms. This will also make the room available for reallocation.

SOUND SYSTEM and AUDIO-VISUAL EQUIPMENT:

The sound and AV systems in the Sanctuary, Chapel and Fellowship Hall are highly technical and only CFUMC approved persons are permitted to operate this equipment.

If you require sound or AV support for your event, please be aware that a request MUST be submitted no less than 1 month in advance of your event. Please also note that additional fees will be required.

SANCTUARY and CHAPEL

The Church Sanctuary and Chapel are designed for praise and worship events. Acceptable use events in the Sanctuary include worship services, weddings, musical performances and commencement ceremonies (including practices). Groups may be allowed to hold meetings in the Sanctuary or Chapel at the discretion of CFUMC staff.

Musical instruments that belong to CFUMC must be played by CFUMC approved musicians unless previously approved by the Director of Music.

The Sanctuary and Chapel are not open for Facility Use requests except on a limited basis.

YOUTH ROOM:

Use of the Youth Room kitchen must be supervised by an adult.

Note: The Youth Room space is not suitable for receptions.

Steps for Submitting Facility Use Requests:

1. Complete a Facility Use Request form (for ANY & ALL ROOMS). The Form is available online at www.cantonfirstumc.org under the Resources Section. You may also obtain a hard copy from the Church office during normal business hours.
2. You will be notified regarding approval of the request and any required fees. When a request has been tentatively approved, to finalize a reservation, submit the required deposit(s) and other fees as requested.
3. Please allow at least two weeks from submission of the request to the event date. Typically, requests for space related to events not directly sponsored by Canton First UMC will not be finalized more than 90 days prior to the event. (The Youth Room may not be scheduled more than 60 days in advance.)
4. Facility Use Requests for recurring activities must be submitted yearly for consideration; the Church year for Facility Use Planning is January - December.
5. When the Request is approved and required fees are paid (see attached fee structure as applicable), only then should the meeting or event be announced.

INCLEMENT WEATHER CONSIDERATIONS

Worship is a very important part of the life of our church. We make every effort to remain open for worship services.

Note the driveway leading up to the Church and parking areas may quickly become very slippery and potentially treacherous from snow and/or ice. Getting out and traveling in inclement weather will, however, be at your discretion.

On weekdays during the public-school year, Canton First UMC follows the closing decisions of the Cherokee County School Board. Under most circumstances, a decision to close or delay school due to bad weather is made by 6:00 a.m. or earlier. *If schools are closed, the church will be closed, and all activities are cancelled for the day.*

During the evenings, weekends, and times school is not in session we will communicate via social media and the church website for updates on church closings: <http://www.cantonumc.org>

We ask that members and guests not call the church office about church closings and program cancellations as staff will be working remotely as appropriate.

Safety & Security:

The following security measures will be implemented in the interest of safety for everyone that utilizes our facility and especially one of God's greatest gifts, our children.

- The entire facility will always remain secured and locked except during Sunday morning worship services and Wednesday Night activities.
- Unaccompanied entry into the facility will be through two access points on the south side of the building. One being the main entrance into the Narthex (under the Portico, straight out from the Chapel), and the second is outside the Fellowship Hall (entrance under the Cross). These access points are equipped with magnetic locking systems, keypads, intercom, and cameras. Individuals (not groups of people) can push the intercom button and be "Buzzed-in" by the office during regular business hours. An additional keypad entry point is located on the lower level through use of an access code.
- Group leaders (internal ministries & external organizations) will be able to obtain an access code by calling the church office during office hours. The code for external organizations will be changed intermittently. The code for internal ministries and parishioners requiring access will be changed annually at a minimum.
- Group leaders are not permitted to give the access code out to members of their group. An individual must be posted at whatever door you desire to let your people in to the facility. This is required during office hours as well as at all other times. Parking remains restricted from the lower lot while the Preschool is in session. At no time are exterior doors permitted to be unlocked, propped open, chocked etc. It is the responsibility of the group leader to make sure that all group members are familiar with these expectations. If it is determined that a group has compromised the safety and security of personnel within this facility the group will be asked to find another location to meet.
- The facility remains available for use from 7:00am—9:00pm except for Saturdays when activities are to be concluded by 7:00 pm. THE SECURITY ALARM SYSTEM IS PRE-PROGRAMMED AND ACTIVATES AUTOMATICALLY! Any group that is identified as violating this policy causing the Security System to Alarm will be responsible for the false alarm fees imposed by the Canton Police Department, as well as a \$50 fee for church staff to respond, secure the facility, and reset the system. This includes but is not limited to doors propped open, doors not closed properly, people in building when alarm activates. These fees must be paid before your group will be permitted to use the facility again.

We ask for full cooperation in following CFUMC Safety and Security measures. Also, visitors should pay close attention to personal property and valuables, not leaving them unattended or unsecured. The church is not responsible for theft or damage to personal property.

SUPERVISION OF CHILDREN AND YOUTH

Canton First United Methodist Church has adopted the policy of Safe Sanctuaries® for children and youth. All group leaders who are working with children in the church facility are expected to follow the guidelines of this policy including the following:

- Children and youth under the age of 12 must always be continually supervised by responsible adult while on the CFUMC premises.
- Under no circumstances, for any event, are children to be allowed to roam the building. If childcare is not provided for the event, then children must, always, be in the company of their parent or other responsible adult. Children are not permitted to be left in a room, hallway, or other space unattended or out of sight from adult supervision.
- No fewer than two adults must always be present during any program or event involving children.
- ADULT SUPERVISION IS REQUIRED ON THE PLAYGROUND AT ALL TIMES.
- The supervising adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- At least one of the group leaders who are present should be currently certified in First Aid and CPR.
- Group leaders working with children are expected to complete training provided by their organization related to child abuse prevention.

Inquiries related to Safe Sanctuaries® may be directed to the Director of Administration.

NURSERY/CHILD CARE

Nursery facilities and caregivers may be available by arrangement at least two weeks prior to the event by contacting the Director of Children's Ministries. CFUMC safety standards require that two nursery care providers be present to operate the nursery and at least one must be a CFUMC staff member.

FACILITY USE RULES/EXPECTATIONS

The Church relies on the assistance of those who use the facilities to help make sure that, together, we do all we can to maintain a clean, safe, and spiritually inviting environment. All individuals and/or groups using CFUMC facilities are expected to exercise reasonable care and good judgement in building usage in order to prevent property damage or incurring extra expense to the Church. Outlined below are expectations for use of CFUMC facilities:

- No nails, tacks, staples, glue, or tape may be used to attach decorations to any part of the church. Blue painters' tape, and clear HandiTAK® reusable adhesive only may be used on walls.
- No helium balloons can be used inside building.
- No furniture (choir chairs, benches, tables) or decorations are to be removed from where they are found without CFUMC Staff member approval.
- During seasonal periods (Christmas, Easter, etc.) church decorations shall have precedence over other decorations and may not be moved.
- Church computers, telephones, or other equipment may not be used.
- Thermostats are programmed throughout the building and cannot be adjusted. The temperature will be pre-set at a comfortable setting for the event.
- For receptions or events including food, the kitchen is available for prep and set up, and service (no cooking). The kitchen and all equipment must be cleaned immediately following the event and items stored in their proper place. Please do not leave opened food items at the church.
- Tables and chairs must be reset as they were found.
- Food and beverages should be consumed in the room(s) they are served. Food must not be carried to other parts of the building.
- No food or drinks are permitted in the Sanctuary or Chapel (except bottled water).
- No alcoholic beverages are permitted on church grounds.
- Smoking is prohibited in any part of the building including entrances.
- Profane or inappropriate language should not be used on the church premises.
- Live animals (except for service animals) are not permitted in the church without prior approval from the Church office.
- The church's round and rectangular tables, and chairs are available for use. If the church's tablecloths are used, they must be cleaned and returned to the church within 48 hours unless otherwise agreed upon by the Church office.
- Outside companies/organizations bringing in their own equipment, such as lighting or sound, shall be bonded and insured. The Church bears no responsibility for damages.
- Your activities are limited to your reserved room(s) ONLY. Other areas of the facility are to remain free from roaming or use due to safety and security concerns and as other groups may be utilizing the facility concurrently.
- It is the responsibility of the group leader to turn off all lights in areas being used including bathrooms and hallways. Please do not leave exterior doors propped open!