

**Use and Care of Church Facilities Policy**  
**Central United Methodist Church, Canton, NC**  
(Revised 11/23/2009)

**1. General Policy statement**

- A. It is the opinion of the Trustees that the primary purpose or function of the facilities of Central United Methodist Church is to provide its Members with a quality environment of contentment and caring that is conducive to the betterment of each and everyone.
- B. This policy is designed to support community involvement for civic, cultural, educational, recreational and other activities so long as such use does not conflict with Church use, with State law, with local ordinances or with the proper care and maintenance of Church facilities.
- C. Priority for use of facility will be given to community groups and organizations whose mission is similar or complimentary to that of Central United Methodist Church.

**2. User Categories (Priorities for use)**

- A. Church Sponsored Ministries and Programs - These activities are under the direct authority of the Trustees and there are no charges. These may include but are not limited to, Small Group Ministries, Girl Scouts, Boy Scouts, and Disciple Classes.
- B. Church Related Events - These activities are for members of Central but may also include some non-members. These may include but are not limited to: Church bridal or baby showers, special celebrations, small group or class socials, aerobic classes, dance classes, Haywood Community College classes, and Community Service Classes. There are no fees for church related events. However, a custodial charge may be assessed if the room is not left clean and returned to its original setting.
- C. Non-church Related Events – These activities are subject to approval by the Trustees. Non-church related events are subject to a fee which will be set by the Trustees on a case by case basis. An additional custodial charge may be assessed if the room is not left clean and returned to its original setting.

**3. Rules and Regulations**

- A. The group using the Church facility or site shall be responsible for its proper use and shall pay for all damages beyond ordinary wear and tear.
- B. The group is responsible for cleaning the room(s) used and returning any items that may have been borrowed from other rooms.
- C. The group shall reset the room to its original setup.
- D. Use of the building is confined to the area specified in the agreement, including the nearest drinking fountain and rest rooms.
- E. Profanity, possession or use of drugs or intoxicants, quarreling, fighting, gambling or possession of weapons shall not be allowed. Use of tobacco products are not allowed on church grounds.
- F. A contract or agreement may be canceled at any time by the Trustees. Every effort will be made to allow the user ample time to reschedule. User may cancel with one week notice.
- G. The display of materials on walls must be done in such a manner as not to harm surfaces.

**4. Procedures**

- A. In-church groups or members desiring to use church facilities shall contact the church office to schedule use and file an oral or written contract. Request for use of facilities should be filed at least 30 days in advance of date of use.
- B. Outside-church groups desiring to use church facilities shall contact the church office to schedule use and file an oral or written contract. Request for use of facilities should be filed at least 30 days in advance of date of use. The Administrative Secretary will contact the Trustees for approval then return the decision to the group. Outside-church groups are subject to a use of facilities fee which will be set by the Trustees on a case by case basis.
- C. Failure to observe any or the above requirements or procedures shall result in termination of the agreement.

**Policies and Suggestions for Weddings**  
**Central United Methodist Church, Canton, NC**  
(Revised 11/23/2009)

A wedding is one of the happiest and holiest moments in life. As two Christian people in their lives to establish a Christian home, the church rejoices with them and is eager to help make the occasion of the wedding beautiful and memorable. It is not necessary for a wedding to be elaborate in order to be beautiful. In the happy excitement of planning for a wedding many questions as to details arise. Central Church offers the following procedures and suggestions:

- I. Facilities Available: The wedding may be held either in the sanctuary or the multi-purpose room. The reception, either in the fellowship hall or the church parlor.
- II. Arrangements: Scheduling for rehearsals, weddings and wedding receptions must be made with the minister and the church office, well in advance to avoid conflicts.
- III. Minister: it is the policy of the United Methodist for the minister to be in charge of all weddings in the church. When it is desired, it is quite proper to have another minister to assist, or to officiate, provided the minister in charge is consulted first. If a bridal consultant or someone other than the minister is to help plan the wedding, this person must consult with the minister or church office prior to the rehearsal in order to learn the accepted procedures.
- IV. Counseling: The couple being married is required to go through Pre-Marital Counseling with the officiating minister. The senior pastor will be responsible for scheduling.
- V. Music: The wedding is a service of worship; therefore it is our policy that music selected for the service is of an appropriate nature in consultation with the minister. The bridal couple may seek the assistance of the Director of Music in the selection of music. The bridal couple will select their musician for the service. The Director of Music or the church office will be glad to assist, if desired. The key to the organ may be obtained from the church office. Please return it to the office after the service. If the sound system or video projector is required, we request that a trained church technician be used and compensated.
- VI. Photographs: We respectfully ask that no flash photography be used during the ceremony. Photographic arrangements will be discussed with the minister prior to the ceremony. The wedding party may return to the altar after the ceremony for as many pictures as they wish. Pictures may be made at the reception.
- VII. Finances: The church is available to its members and prospective members, as for other special ministries, without charge. The church will offer cleaning service, if requested, at the following rates: \$50 – Multi-purpose room only, \$100 – Sanctuary only, \$150 – Sanctuary and Educational Building.
- VIII. Other Regulations: No rice should be thrown in either of the church buildings (Educational or Sanctuary). Members of the wedding party are strictly enjoined that under no circumstances must any of them come to the rehearsal or wedding under the influence of alcohol. No alcoholic beverages shall be used in receptions in the church.
- IX. Care of the Facilities: The group using the Church facility or site shall be responsible for its proper use and shall pay for all damages beyond ordinary wear and tear. This includes clean-up, returning any items borrowed from other rooms, and resetting the room to its original setup. Profanity, possession or use of drugs or intoxicants, quarreling, fighting, gambling or possession of weapons shall not be allowed. Use of tobacco products are not allowed on church grounds. The display of materials on walls or pews must be done in such a manner as not to harm surfaces.

**Central United Methodist Church Canton, North Carolina**

**Van Usage Policy**

(Revised 11/23/2009)

1. Obtain keys from church office and sign the van out with time, date, and signature.
2. Compare actual mileage vs. mileage listed in van logbook located in the van.
3. Note physical condition of van (interior and exterior), as well as fuel level, in logbook.  
Report any problems or needed repairs to the church office.
4. When returning the van, refuel and clean. Non-compliance may result in a \$25 cleaning fee as well as the refueling costs.
5. Record mileage and fuel level in van logbook
6. Return keys to church office and sign the van in with time, date, and signature (if after office hours, return the next available day).

\*\*\* Please call in advance to reserve van.