

## **North Fayette United Methodist Church**

### **Board of Servants**

#### **Policies and Procedures**

##### **Appendix IV.B Use of Church Facilities Policy & Procedures**

For the purposes of this policy, a 'member' is defined as a Professing member of North Fayette United Methodist Church for a minimum of six months at the date the building is reserved.

Church groups and Church Oriented Ministries - Girl Scouts, Boy Scouts, Red Cross, AA, NA, Southwest District, North Georgia Annual Conference, Christian ministries such as Samaritans, Emmaus, Gideons, etc.) may reserve the church facilities for functions as needed at no charge.

Church Members - May reserve the church facilities for personal events (i.e. birthday celebrations, showers, anniversary, etc.) related to the immediate family members (i.e. self, parents, spouse, children, siblings), or a church member for an event honoring another church member by making a non-refundable deposit of \$50.00 followed by all other fees and deposits paid no later than 7 days before the event. Nonpayment of fees by that date will result in cancellation of the reservation. The fees are:

- \$75.00 for up to three hours use with additional time charged at \$25/hour,
- Facilities Coordinator fee of \$25.00,
- \$100.00 refundable security deposit for facility damages. This deposit will be refunded one week after the event if no damages are assessed.

Schools, Civic Groups and Non-Profit groups - Other churches, Home Owners Associations, Kiwanis, Optimists, etc. may reserve the church facilities by making a non-refundable deposit of \$100.00 followed by all other fees and deposits paid no later than 7 days before the event. Nonpayment of fees by that date will result in cancellation of the reservation. The fees are:

- \$150.00 for up to three hours use with additional time charged at \$50/hour,
- Facilities Coordinator fee of \$50.00,
- \$100.00 refundable security deposit for facility damages. This deposit will be refunded one week after the event if no damages are assessed.

Non-Members - May reserve the church facilities for personal, not for profit, events by making a non-refundable deposit of \$100.00 followed by all other fees and deposits paid no later than 7 days before the event. Nonpayment of fees by that date will result in cancellation of the reservation. The fees are:

- \$150.00 for up to three hours use with additional time charged at \$50/hour,
- Facilities Coordinator fee of \$50.00,
- \$100.00 refundable security deposit for facility damages. This deposit will be refunded one week after the event if no damages are assessed.

Elections - The Fayette County Election Board may use the facilities for regular and special elections for a fee approved by the Board of Servants.

Other Groups - Groups and individuals that are not covered by these categories may request use of the church facilities. Approval will be given by the Board of Servants and/or the pastor (The Book of Discipline 2532) on a case-by-case basis at a fee approved by the Board of Servants.

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Long Term Agreements – The church may enter into long-term facilities use agreements with outside groups at terms and rates to be approved by the Board of Servants.

In the spirit of tithing and ministry, the Board of Servants, and/or the pastor, reserve the right to waive part or all of the fees at their discretion.