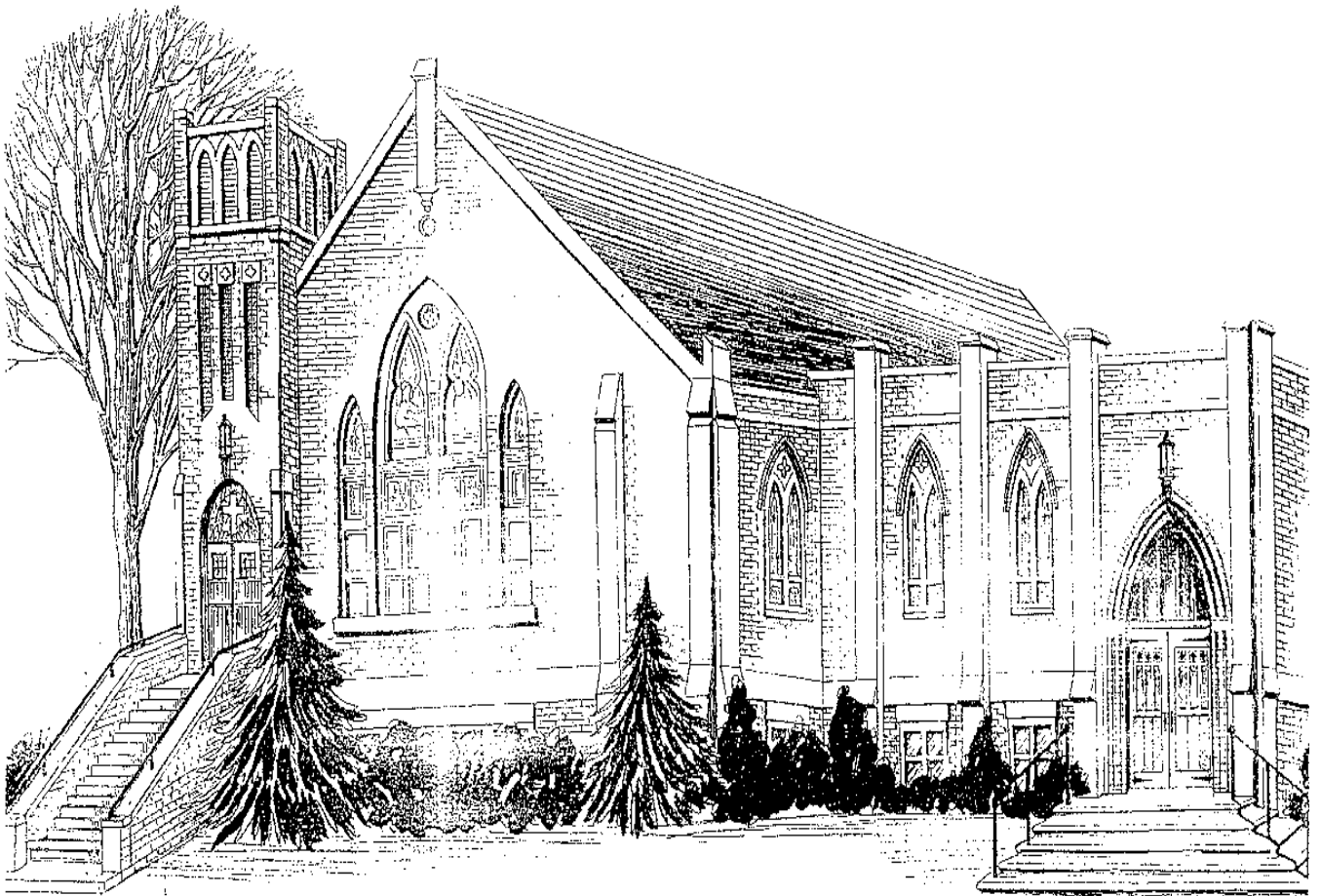


***Building Use
Policies and Procedures***

Glen Burnie United Methodist Church



Revised: May 10, 2023

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1. General Policies:

The following policies apply to all groups and organizations that desire to use the facilities of Glen Burnie United Methodist Church (GBUMC).

- a. All groups sponsored by GBUMC may be granted permission to use our facilities after consulting with the Church Office to avoid conflict in scheduling. Additionally, sponsored groups will submit to the Board of Trustees, on an annual basis (January), the names of person(s) responsible for the group's activity. Special events such as meals, flea markets, craft shows, car washes, etc., will be required to complete a "Permission for Use of Facilities" form and submit it to the Church Office for approval.
- b. Members of GBUMC may be granted permission to use the facilities after completing the "Permission for Use of Facilities" form and submitting to the Church Office. The responsible person listed on the form must attend the event and agree to all rules listed in this document.
- c. No event shall be held where the individual profits from the event.
- d. Requests by bona fide District or Conference agencies will be considered a routine part of the function of GBUMC. Permission to use the facilities will be granted by the pastor to the extent that there is no interference with Church programming.
- e. Only the Pastor(s) will arrange weddings.
- f. Any request for the use of the facilities and equipment of GBUMC that is questionable and not covered clearly by this policy shall be referred to the Board of Trustees.
- g. Permission granted to any organization to meet within the facilities of GBUMC can be canceled at any time by the Pastor(s), the Board of Trustees, or the Church Council.
- h. Failure to follow the policies and rules could result in the person, group, or organization from using the GBUMC facilities.

2. General Rules:

The following rules apply to all persons, groups and organizations that use the facilities of GBUMC.

- a. Alcoholic beverages, illegal drugs, smoking and gambling activities are not permitted in the facilities of GBUMC. Good moral conduct is expected at all times.
- b. The nature and content of any performance, exhibit, or display must be specifically approved in advance by the Pastor(s).

- c. The Fire Prevention Bureau of Anne Arundel County has directed the total occupancy of the Social Hall shall not exceed 436 persons for a meeting (chairs) and 264 for a banquet (tables). The mandated limit for the Undercroft is 200 persons.
- d. The responsible person (the one who signed the Facilities Request Form) must be present before others arrive and not leave until all others have left.
- e. The responsible party will arrange access to the facilities through the Church Office prior to the event.
- f. The responsible person must return the requested facility to the condition that it was found. This will include replacing all furniture to its original place and placing all garbage and trash in the containers. Where an event results in excess dirt or debris on the floor, the floor must be swept and, if necessary, cleaned.
- g. No nails or thumbtacks are to be driven into walls. No tape may be applied to the walls. Painters tape may be used but must be removed immediately after the event.
- h. Children or youth groups must have a minimum of two adults supervising and abide by the Sexual Harassment Guidelines as set forth by the Staff-Parish Relations Committee (SPRC).
- i. No equipment or property belonging to outside organizations may be stored for future meetings within the Church building unless special permission is granted by the Board of Trustees.
- j. Any damage to Church facilities or equipment must be reported to the Church Office within 24 hours of the incident and the organization, group or individual must compensate the Church for the damage as determined by the Board of Trustees.
- k. The Sanctuary is reserved for devotional purposes and any group activity scheduled in these areas must be cleared with the Pastor(s).
- l. Food and drink are not permitted in the Sanctuary, Conference Room, or Library at any time.
- m. Church property and equipment are not to be taken from the Church for personal use unless approved by the Board of Trustees. Any removal of Church equipment for an official Church activity outside the Church should be cleared with the Board of Trustees.

- n. Before leaving the building, the person in charge of the group must check bathrooms and turn off all lights and air conditioners. They are to make sure doors and windows are locked and if a key was given to them, it must be returned to the Church Office Mailbox.

3. Specific Rules:

a. Sanctuary

The use and cleanliness of the Sanctuary will be under the direction of the Pastor(s).

b. Church Organ

- 1) The organ is to be serviced only by a paid organ repair specialist.
- 2) No alterations/adjustments to the Church organ may be made without permission from the Board of Trustees.
- 3) The organ may be moved only by the Board of Trustees.
- 4) The "Two Adult Rule", established by the SPRC, must be followed while a student (under 18 years of age) is taking organ lessons with the Music Director in the Church sanctuary.
- 5) No student (under 18 years of age) is allowed to use the organ without two adults being present.
- 6) Keys for the Church Organ will be held only by the Music Director and the Church Office.

c. Social Hall

- 1) Weddings Receptions:
 - a) The Church Office will do the scheduling of the social hall. Only one reception will be scheduled per day. Receptions should be over by 10:00 PM.
 - b) The kitchen will be made available for food preparation only. Cooking is not permitted. The freezer and refrigerator may be used if space is available.
 - c) Decorating the Social Hall can be done earlier, provided there is no other activity scheduled between the decorating and the reception. (i.e., decorate Friday evening when the reception will be Saturday afternoon.)

- d) All General rules and rules listed under “Other Social Activities” apply to wedding receptions.

2) Other Social Activities:

- a) The Church Office will schedule the Social Hall. Activities (including cleanup) must be completed by 10:00 PM.
- b) Items available in the Social Hall are chairs, tables, brooms, mops, and trash bags.
- c) Items not furnished are decorations, table coverings, paper products and plastic ware.
- d) Dancing is permitted.
- e) The lectern sound system is available for use.
- f) Entrance to the Social Hall is through the Alley #234 parking lot door. Use of the other outside doors is discouraged because of security problems in the other areas of the Church. If the chair lift is needed, inform the Church Office at the time of scheduling.
- g) After the activity, the hall must be cleaned and returned to its previous condition. Cleanup includes: cleaning off the tables, returning the tables, and chairs to their previous location, bagging the trash, removing all decorations, removing all remaining food, and vacuuming the floor (if needed).
- h) Use only the restrooms located within the Social Hall. There is a handicapped designated restroom in the room adjacent to the Social Hall, Room 56.
- i) A paid custodian will be required for groups of 150 or more people to assist with the clean-up.
- j) Situations not covered by these rules will be handled on an individual basis by the Board of Trustees.

d. Kitchen Facilities:

- 1) Other than Church sponsored activities, the kitchen will be made available for preparation only. Cooking is not permitted. The freezer and refrigerator may be used if space is available.
- 2) Church sponsored activities may use the kitchen after checking with the Kitchen Committee Chairperson about supplies and with the Church Office to avoid scheduling conflicts.
- 3) After the activity, no leftovers should remain in the kitchen area (including the refrigerator and freezer) unless special permission has been given by the Kitchen Committee.
- 4) Before leaving, ensure all stove burners and ovens have been turned off. Also ensure all small appliances (i.e., can openers and coffeepots are unplugged and exhaust fans are turned off.
- 5) Any broken or damaged equipment is to be reported to the Kitchen Committee.
- 6) Attached to this document are the Kitchen Rules which are also posted in the Kitchen.

4. **Fee Schedule for Facility:**

Members – there is no fee for use of the Sanctuary or Social Hall. Membership is determined at the time of scheduling.

a. General Use

Members

Sanctuary – no charge

Social Hall – no charge

b. Weddings

Members

Sanctuary – no charge

Social Hall – no charge

Custodian - \$50 (groups of 150 or more people)

Non-Members

Sanctuary - \$300.00

Social Hall - \$300.00

Custodian - \$50 (groups of 150 or more people)

Kitchen Rules

Dear Friends using the kitchen,

To maintain a safe and sanitary kitchen, reduce infestation of bugs and eliminate offensive smells, we ask that you follow this checklist every time you use the kitchen.

Washing Hands: Always use the small sink next to the pantry to wash your hands with soap before preparing food.

Stove: Completely wipe down the stove, including around the burners as well as the front and sides. Wipe spills that occur in the oven.

Warmer: Empty water from the warming unit. Completely wipe down the tops around the pans, sides, front and back panel.

Counter Top: Completely wipe down all counter tops whether you use them or not.

Sinks: Clean all food left from dishwashing and cleaning the coffeepots. Scour the insides and outsides of the sinks.

Refrigerator: Wipe down the outside of the refrigerator. Remove all spills that occur inside the refrigerator. Remove all food immediately after your function.

Microwave: Wipe down the outside of the microwave. Remove all spills from inside the microwave. Do not leave food inside the microwave.

Trash: Make sure a trash bag is in the trash can before using it. Use the least number of trash cans as possible. When you have filled a trash can, tie up the bag and carry it to the area located outside the kitchen door by the stove.

Recycling: There are three containers for recycling: one for cans, one for plastics and one for cardboard. Rinse cans and plastic before placing in recycling containers.

Floor: The floor should be mopped after each use. Immediately wipe all spills from the floor to prevent accidents.

Serving Wall: Clean the serving wall on both sides.

Pantry: Return all pantry goods to their proper place.

Lights, etc.: Turn off all lights, the fan over the stove, the fan above the ice maker, and the window air conditioner.

Thank You for your help in keeping our kitchen clean and safe.

The Kitchen Committee and Board of Trustees of GBUMC

Permission for Use of Facilities
Glen Burnie United Methodist Church
5 Second Avenue, SE
Glen Burnie, Maryland 21061
410-761-4381 / e-mail: office@gbumchurch.org

Today's Date: _____

Permission is being sought to use _____
(Room Requested)

For the purpose of: _____

Date of Event: _____ Time: _____

Number of People: _____

By: _____
(Name of Group)

Person Responsible: _____

Address: _____

Phone Number: _____ E-Mail: _____

Kitchen Use:

Except for Church sponsored events, the kitchen can only be used for prepping food not cooking. If space is available, the refrigerator and freezer may be used.

I, the responsible person, hereby agree to return the facilities to their proper condition when finished and agree to have consideration for any others that may be in the church at the same time. I agree to abide by the Building Use Policies and Procedures of GBUMC.

Signed: _____

Cleared through Office: _____

Approved by Board of Trustee: _____

Denied: _____

PUF 2023