



Facility Use Policy

Adopted by Board of Trustees on January 7, 2020

1. There is no fee for use of any facility by a member of Adnah UMC.
2. Non-members must reserve facilities through the church office (church secretary or pastor). See the facility use fee schedule for fees required for use of facilities by non-members.
3. Smoking, tobacco use of any kind, or the use or possession of alcoholic beverages on the property of Adnah UMC (buildings or grounds) is strictly prohibited.
4. Cleanup is the responsibility of the person who reserved the facility. All trash is to be removed from the facility. If the kitchen of the Family Life Center is used, the floor must be swept and damp mopped.
5. Children are not to be left unsupervised in any facility or any portion of the property.
6. Sanctuary: the Lord's Table, paraments, and other chancel area furniture may not be moved without prior approval of the pastor.
7. The person who reserved the facility is responsible for verifying that each item on the facility use checklist has been checked off prior to vacating the facility.
8. Users of the facilities are responsible for providing paper goods (plates, napkins, etc.) and/or utensils except in the case of official church events.
9. Unused food items are not to be left in the refrigerator or the freezer.
10. If, as determined by the pastor or the chairperson of the Board of Trustees, any portion of a facility has been damaged to the point of requiring repair or not sufficiently cleaned, per the included facility use checklist, the person who reserved the facility will be responsible for the cost of any repairs or cleaning whether a member or non-member.
11. Keys borrowed must be returned to the church office (secretary or pastor) within one week of use. No duplication of keys is permitted.
12. All persons reserving a facility will be provided with a copy of this policy and the facility use checklist.

Prior to vacating the facility, please verify the following:

Facility Use Policy: Checklist for Members and Non-Members

- All floors have been swept and are clear of debris or mud; floors must be mopped if visibly dirty. If the kitchen facility in the Family Life Center is used, the floor must be swept and damp mopped.
- All kitchen equipment, sports equipment, and furniture have been returned to the same place or container as prior to use.
- The thermostats have been returned to the settings below:
 - Family Life Center: Gym: turn system off
 Kitchen: Winter- set to heat and 50°
 Summer- set to cool and 85°
 - Social Hall: Winter: set on heat and 50°
 Summer: set on cool and 85°
 - Sanctuary: Winter: set on heat and 50°
 Summer: set on cool and 85°
- The restrooms have been inspected for unsanitary conditions and any unsanitary conditions have been corrected.
- All lights have been turned off. The fluorescent fixture over the restroom alcove in the Family Life Center remains on.
- All doors have been locked.
- If there are any problems with any facility or if the facility was left dirty prior to your use, please immediately contact one of the persons listed below.

Eddie Thomasson: 803-627-1392
Rev. David McManus: 803-422-1121

After verifying completion of each item, check its box; then sign and date the form below. Place the completed form in the "Facilities Use Checkbox" in the kitchen.

Name: _____ Signature: _____ Date: _____

Facility Use Policy: Non-Member Fee Schedule

Sanctuary	\$400.00
Sanctuary (two days).....	\$500.00
Fellowship Hall	\$200.00
All children must be supervised at all times by their parent/guardian. No child may be left alone in any facility of Adnah UMC.	
Family Life Center	\$500.00
Refundable Custodial Deposit.....	\$100.00

1. Fees for the services of the Adnah UMC musician or pastor for weddings or funerals will be determined by those individuals and paid directly to them and are not governed by this policy.
2. All fees must be paid in full to the church 30 days in advance of the scheduled event or the reservation for the facility or facilities will be cancelled. Fees become non-refundable seven days prior to the event; however, in exceptional circumstances the pastor and/or the president of the Board of Trustees may, at their discretion, authorize a full or partial refund of fees paid.
3. In exceptional circumstances, the pastor and/or the president of the Board of Trustees may, at their discretion, waive all or part of the above fees.
4. Provided that the facilities are returned to acceptable condition, as determined by pastor or president of the Board of Trustees, the refundable custodial deposit will be returned. A self-addressed, stamped envelope is to be provided with the deposit. The deposit must be submitted at least 1 week in advance of the event.