

FACILITY USE POLICY

Our Mission

The Mission of the United Methodist Church is to Make Disciples of Jesus Christ for the Transformation of the World. Our Vision is to join with God in transforming people from unbelievers to fully devoted disciples of Jesus Christ to the glory of God.

The use of our facilities shall reflect this mission of the United Methodist Church, be within the perimeters of the Discipline of the United Methodist Church and within Mt. Auburn's Vision and Core Values. Never shall the property of Mt. Auburn United Methodist Church be used in any way that fosters, promotes, or advances any practice that The United Methodist Church specifically identifies as incompatible with Christian teaching. Please review these at:

<https://www.mtauburnumc.org/about/#ourbeliefs>

Facility Priorities

The following priorities will be used to determine availability and use of the facility.

Category 1: Mt. Auburn's ministries (*e.g. all programming and sponsored activities*)

Category 2: Sponsored groups of Mt. Auburn

Category 3: Personal use sponsored by a congregational member (*member is present and responsible at each event-NOT applicable for weddings*)

Fees and Charges

There is no charge for the use of facilities for Mt. Auburn's ministries and sponsored activities (categories 1 & 2).

Personal use (category 3) requires a \$50 security deposit to hold the date. Additional fees may apply if event extends beyond normal custodial hours.

General Building Policies

1. The building is available from 9am-9pm Monday—Thursday; 9am-6pm on Friday; and Saturday and Sunday events must end by 6pm. All groups should exit the building NO LATER than those times. The only exceptions are those meetings that are held and led by pastors.
2. Church-wide events will always be given top priority in building use. Please understand that in some cases, church events may cause previously scheduled events to move to another area of the building, another date, or even cause the event to be cancelled. The Facility Team will do their best to find a solution acceptable to all parties when event conflicts arise.
3. We ask that you treat the building with the proper respect as visitors and guests in the Lord's house.
4. The authorized adult (member) must be in the gym or assigned room during reserved time. Consent and Release Forms and Facility Use Policy must be reviewed and completed annually by congregational users.
5. All activities should be confined to room(s) assigned. No exceptions.
6. Room(s) should be left in the original condition (including furniture layout) in which they were found.
7. To use the kitchen, you must have a trained kitchen coordinator.
8. A weather event may cause the building to close and therefore cancel all activities. Mt. Auburn will make the decision to close by 4pm based on anticipated weather conditions and then post that information on WISH TV8 and WTHR 13.
9. If a scheduled activity or meeting is cancelled, please inform the Membership & Volunteer Coordinator. If the cancellation is 1 month prior to the event (*subject to the church's discretion*), the deposit will be returned (category 3).
10. The Courts (gym) and other areas as needed will be closed to groups 2-4 weeks surrounding Christmas and during Holy Week.
11. If you have an event with children and youth, please do not leave the property until all have been picked up. Likewise, children and youth should not be dropped off early to their events and left unsupervised.
12. No alcoholic beverages, smoking or gambling activities such as bingo or lotteries are permitted.
13. No political activities or rallies are permitted.
14. No sale of merchandise or other fundraising outside of the church sponsored programs is permitted.
15. No businesses are allowed to use the facilities with the aim to make a profit.

Building Check-In and Out Process

Those using the facility during evening hours must enter the building through Door 4 and sign-in providing information related to the Group, Room Number or Location of building being used, Group Leader's Name, Church Member's name attending meeting, Time-In and Time-Out.

In Case of an Emergency

If an emergency arises while you are using the building (fire, personal injury, etc.) call 911 from a facility phone (not cellular device) and then call our Facility Manager at 910-580-8960.

How to Request Space

Application for space should be made to the Parish Relations Manager (317-535-8555 ext. 1304 or melissat@mtauburnumc.org) at least 1 month prior to the event. The space is not confirmed until you are notified and have received a signed copy of the request.

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Insurance

Mt. Auburn and/or its employees shall not be responsible for damage to or loss of personal property of participants in events held on the church properties. The applicant shall indemnify and hold Mt. Auburn UMC harmless for all claims arising from use of the facilities.

Signed _____ Date: _____ Phone: _____
(church sponsor/group leader)

Printed Name _____ Email: _____

CONTACT INFORMATION:

3100 W STONES CROSSING RD • GREENWOOD, IN 46143
(317) 535-8555 • WWW.MTAUBURNUMC.ORG
CHURCH OFFICE HOURS: 9AM-2PM (M-F)