

*BLAIR ROAD  
UNITED METHODIST CHURCH*



*FACILITY POLICY AND  
PROCEDURE MANUAL*

*Approved by Church Council  
October 9, 2005*

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1. **STATEMENT**

1.1. The buildings and property of Blair Road United Methodist Church are considered a means to provide opportunities for the congregation and community to witness to and serve the community. This Facility Policy and Procedure Manual has been developed in order to insure that the facility is utilized in an effective manner.

1.2. Usage of this Manual is to govern all uses of the church property (both real and personal) and facilities. It is intended that these policies will direct the use of the church facilities in a manner that will honor and glorify God and serve to minister to His people.

1.3. The terms “facility” or “facilities”, as used in this document, include all property under control of the church as well as all buildings located on that property. This includes parking lot areas and grounds.

2. **AUTHORITY AND APPROVAL**

2.1. The Board of Trustees must act to assure that all uses of the church property are consistent with the Book of Discipline.

2.2. Approval of policy included in this Manual and revisions thereto shall be by the Board of Trustees and the Church Council.

2.3. The Board of Trustees will be responsible for maintaining this Manual and subsequent revisions and for its distribution to church staff and other groups.

3. **PRIORITY OF USE**

**Group A:** Governing bodies of the church, i.e., Church Council, Board of Trustees & Finance Committee.

**Group B:** Groups established by the church and its governing bodies, i.e., Preschool, UMYF, UMW, UMM, etc.

**Group C:** Groups adopted by the Church and its governing bodies, i.e., Scouts, Basketball, etc. These groups are accountable to the church, recognized as church sponsored, and support and promote the church in outreach.

**Group D:** Groups with no recognized identification with the church, not accountable to the church, and with no sponsorship or promotion of the church or its outreach, i.e., civic groups, schools, athletic associates, businesses, or families holding reunions.

3.1. Church sponsored groups or church related functions will be given priority in scheduling. The first priority is given based on group priorities listed above.

3.2. If facility space is available, it can be used for a church member’s personal use (i.e.,

private party), a non-church sponsored event serving a non-profit user, a non-member or outside group requesting use of facility for meetings and/or gatherings or weddings (members and non-members) given by church members.

**4. SCHEDULING FACILITY USE**

Before scheduling an activity requiring a meeting room or other assignment, a request for such space shall be made through the church office or on-line, so that all assignments may be coordinated and recorded on the church calendar of events.

**5. FACILITY USE CHARGES**

5.1. Any group that is a part of or sponsored by Blair Road UMC may use the church facilities without charge. A fee for the additional amount of custodial effort, utility expense or preparation may be charged for any church sponsored group to offset the expense incurred at the discretion of the Senior Pastor and/or Church Administration.

5.2. Non-sponsored groups (Non-members/Outside groups) must pay a fee to offset expenses incurred such as additional custodial effort, utility expense or preparation, as well as hire an approved Facility Coordinator (member over 25 years of age) at a rate of \$20/hour for 4 hours.

**FEES**

FACILITY	MEMBERS	NON-MEMBERS/ OUTSIDE GROUPS
Sanctuary	none	\$500
Family Life Center/ Kitchen	\$100	\$300
Family Life Center/Pavilion/Kitchen	\$150	\$500
Fellowship Room/ Kitchen	\$75	\$250
Pavilion/Kitchen	\$75	\$200
Fellowship Room	\$50	\$200
Small Meeting Room	\$35	\$100

Note: Exhibit F - Wedding Fees listed on Wedding Brochure - There are no fees for a Funeral. The above rates are based on a four (4) hour rental. The above fees may be waived at the discretion of Church Administration.

**6. FACILITY USE REQUIREMENTS**

6.1. There will be no use of tobacco products in the church buildings. No one may be allowed in any of our facilities if “under the influence” of any controlled substance.

6.2. The use of nails, screws, or adhesive tape is prohibited in all church buildings. Posters, signs, flyers, etc. may not be mounted on walls, doors, windows or any equipment or structure that may be damaged. They are to be posted only on bulletin boards, cork stripping, or mounted on tripods. Special request can be submitted to the Church Administrator or Trustee Committee for consideration.

6.3. When using the facilities, return all furniture and moveable items to their original position; pick up trash and throw into dumpster in back of the pavilion, turn off lights, and if necessary, sweep floors. When leaving, lock all exterior doors even if there are people remaining in the facility.

6.4. If a Sunday School classroom or Family Life Center has been reserved on a Saturday night, the user will set-up the room as needed for Sunday morning. A set up plan of the room will be furnished to the user.

6.5. The piano and chancel furnishings cannot be moved for piano recitals or concerts except by permission of the church's music ministry staff or Senior Pastor.

6.6. No skateboards or roller blades are allowed on church premises.

## **7. USE OF CHURCH EQUIPMENT/PROPERTY**

7.1. It will be the policy of this church that the materials and equipment of the church be used for ministry functions of Blair Road UMC.

7.2. If permission is obtained in advance from the Board of Trustees or Church Administrator, materials and equipment may be utilized off-premises for church sponsored events. For periods longer than 24 hours special approval by the Church Administrator is necessary. The requesting member is responsible for security, maintenance and return of the materials or equipment to original place. The Church Administrator will keep a record of the materials and equipment checked out. See [Exhibit B] Equipment Checkout Form.

7.3. The use of equipment by non-authorized persons will not be permitted.

7.4. The Director of Music Ministries must approve musical equipment use.

7.5. Members and non-members of Blair Road UMC will not be allowed to borrow or remove any Church property.

## **8. USE OF CHURCH VAN**

8.1. The Church van will be registered in the name of Blair Road United Methodist Church, and in the custody of the Board of Trustees. The Trustees must authorize all repairs/or replacements beyond normal service, except for emergency repairs, and be responsible for adequate insurance, license, and annual state inspection.

8.2. Use of Church van will be limited to organized groups and activities related to the ministry of Blair Road United Methodist Church. Van Trip Sheet and Guidelines Form [Exhibit C] must be filled out and submitted to the Church Office during normal office hours (8:00 am – 1:30 pm). When request is approved, van keys, van trip sheet copy and the Shell/Texaco gas credit card will be provided.

8.2.1. RESERVATIONS: The vehicle may be reserved through the church office on a priority basis on a first-come, first-served basis, and based on priority (Groups A,B,C,D). Contact the Church Administrator to determine if a group is eligible.

8.3. Trustees are responsible for maintaining adequate rules and regulations for the van's operation and usage and can restrict any group that is found to be abusive and negligent in its use. Continued operation of/or disposition of the Church van is contingent upon the decision of the Board of Trustees. The Trustees reserve the right to amend these regulations at any time.

8.4. The Church van will not be used to transport freight, furniture, or other large or bulky items.

8.5. The Church van may not be borrowed for personal use, loaned or leased outside the church.

8.6. The Van key is not to be duplicated. Report lost keys to the Church Office.

8.7. Passengers are responsible for their personal possessions on all trips.

9. **CHURCH VAN DRIVER - RULES**

9.1. Trips exceeding 200 miles one way require two (2) qualified drivers to be present on the trip if one vehicle is used. If multiple vehicles are taken, one (1) more qualified driver is required than the number of vehicles taken.

9.2. Any traffic violations incurred while driving church vehicles are the sole responsibility of the driver.

9.3. Upon completion of the trip, the driver will fill the fuel tank, and return the vehicle to designated parking area. Vehicle must be returned with interior clean, and all trash removed. Any group failing to clean and/or fuel the vehicle will be charged a cleaning/fueling fee of \$50. Gasoline is to be purchased with the Church's gas credit card.

9.4. Driver is to complete a Van Trip Sheet [Exhibit C], and lock vehicle before returning key and credit card to the church office.

9.5. Driver and/or group leader will have full authority for keeping order and discipline in the vehicle at all times.

9.6. In the event of an accident, the driver shall be responsible for filing appropriate police reports, and reporting any accident to the Church Administrator. Pertinent emergency telephone numbers are included in the vehicle bags.

9.7. A copy of these rules and regulations is to be furnished to all drivers, a copy is retained with Van Trip Sheet reports in the church office, and a copy is furnished to the Trustees.

10. **CHURCH VAN SAFETY**

10.1. For safety purposes, Emergency Equipment containing a fire extinguisher, first aid kit and reflective triangles are located in the Van. The driver should make himself/herself aware of the Emergency equipment location and operation before each trip.

10.2. Passenger limitation will be 12, including the driver.

10.3. There will be no smoking in the vehicle at any time.

10.4. Driver and passengers must keep their seat belts fastened while traveling.

10.5. The Church Van is not to be used for towing.

10.6. Children under 8 years of age or 80 lbs. must be in a car restraint, per N.C. State law.

11. **RESPONSIBILITY**

The Church Administrator is responsible for the following:

11.1. Maintaining a list of approved Church Van drivers that are between the ages of 25 and 65 years with a copy of the driver's licenses.

11.2. Providing assistance to the Board of Trustees in supervising the use of the church vehicle in accordance with the Church Van Rules and Regulations as approved by the Board of Trustees.

11.3. Maintaining vehicle reports, trip log sheets, and other records as necessary.

11.4. The Logistics/Maintenance Coordinator is responsible for coordinating the following with the Trustee Representative responsible for Church Van:

11.4.1. Vehicle has been returned to designated parking areas with the interior clean, and all refuse removed.

11.4.3. Vehicle has not been damaged (interior or exterior) by last user.

11.4.4. Fuel tank is full, motor oil at proper level, all tires inflated properly, and water level checked in radiator. A Trustee Representative will be selected to perform the duties as outlined in 11.4.

11.4.5. Vehicle is lubricated at proper time, oil changed as required by Operator Manual and exterior washed and interior cleaned, if needed. A Trustee Representative will be selected to perform the duties as outlined in 11.4.

11.4.7. Report the vehicle usage and any infractions to the Board of Trustees. Make any recommendations to improve the vehicle operation in the ministry at Blair Road United Methodist Church.

12. **RULES AND REGULATIONS – FAMILY LIFE CENTER (FLC)**

12.1. Users of the Family Life Center must obtain authorization by submitting a Facilities Request Form [Exhibit A]; requests may also be submitted on-line.

12.2. The person reserving the FLC is responsible for turning off lights and locking up (Check closets, storage rooms, and bathrooms).

12.3. All activities must be supervised by an adult (18 years of age or older).

12.4. Place all trash in appropriate receptacles before departing and use dust mop when finished playing.

12.5. Appropriate athletic shoes must be worn while playing basketball, and posted suggestions and recommendations and to ensure proper use of all furniture and equipment must be observed.

12.6. “Horse Play”/roughhousing that could compromise the safety of oneself and/or others or that could result in damage to equipment, walls, doors, or the ceiling is strictly forbidden.

12.7. No profanity, alcohol, drugs, or tobacco are permitted in the Family Life Center.

12.8. Do not drag tables or chairs across the Family Life Center floor and put all equipment back in its proper place.

12.9. A First Aid Kit is located in the Church office reception area. Notify Church Administration in case of injury or emergencies. Complete an Accident Report [Exhibit H] and provide a copy to the Church Office and the injured individual or parent/guardian.

12.10. BRUMC is not responsible for injury or accident occurring while using the facilities.

12.11. No athletic equipment shall be taken off the grounds, except for church related functions. Equipment that poses a safety hazard to the user or others such as skateboards, bicycles, skates, etc. shall not be brought into the building

12.12. No Petting Zoos allowed in the facility. No animals allowed in facilities without prior approval of the Church administration.

13. **KITCHEN**

13.1. The use of the kitchen by organizations or program groups within the church body will be scheduled on the church calendar at the church office.

13.2. Request for use of food service facilities must be reserved through church office.

13.3. If kitchen equipment or materials are used, a responsible individual must be designated and approved by the kitchen committee, or other authorized personnel. This

individual will be accountable for the cleanliness, security, and use of the facility and equipment.

13.4. If meals are to be prepared in the church kitchen, a member of the kitchen committee, or an individual specifically authorized to operate the kitchen equipment, will demonstrate the equipment that will be used to prepare the meal.

13.5. All groups, with the exception of church-wide events, are expected to provide consumable items such as plates, napkins, sugar, punch, etc. For church-wide events request needs of paper products to the kitchen committee, or other authorized personnel.

13.6. Kitchen equipment and materials are for church functions only and are not to be removed from the kitchen and dining area without approval of the kitchen committee. Items for church functions away from kitchen and dining areas can be checked out using the Equipment Check-Out Form [Exhibit B]. Individuals who check out equipment will be directly responsible for the care and return of such. The individual will be assessed for damages or loss.

13.7. Sunday School classes, Bible study groups, choirs, etc. are expected to provide their own equipment and refreshments served in their classrooms/gathering areas. Borrowed kitchen items must be returned to the kitchen after each use.

13.8. Groups and responsible individuals are expected to leave the food service area completely clean. Trash is not to be left in the kitchen over night. Place trash in the dumpster located outside the kitchen.

13.9. Towels, dishcloths, potholders and aprons must be laundered and returned to the kitchen within three days.

13.10. Wash hands thoroughly before working in kitchen. Use plastic throwaway gloves when handling food.

13.11. Do not leave leftover food in the refrigerators. The food will be disposed of if left overnight.

13.12. The food in the refrigerator and freezer may be designated for scheduled events at Blair Road UMC. Do not use or remove any of these items.

13.13. Groups or individuals using the kitchen must complete a Checklist for Use of Kitchen [Exhibit E] and return it to the church office, or Kitchen Committee.

14. **WEDDING AND FUNERAL POLICIES:**

See Wedding Brochure [Exhibit E] and Funeral Brochure [Exhibit F] for policies.

**EXHIBIT A**

**BLAIR ROAD UMC  
FACILITIES REQUEST FORM**

Date \_\_\_\_\_

Name of Person Completing Form \_\_\_\_\_ Phone \_\_\_\_\_

Date of Function \_\_\_\_\_ Day of Week \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Name of Group \_\_\_\_\_

Event Description \_\_\_\_\_

Contact Person (must be present at function) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Vehicle/Equipment:** Van \_\_\_\_\_ TV \_\_\_\_\_ VCR/DVD \_\_\_\_\_ FLC Screen \_\_\_\_\_

**Heritage Bldg:** Sanctuary \_\_\_\_\_ Room # \_\_\_\_\_ Room # \_\_\_\_\_

**Fellowship Bldg:** FLC \_\_\_\_\_ Kitchen \_\_\_\_\_ Fellowship Room \_\_\_\_\_  
Room # \_\_\_\_\_ Room # \_\_\_\_\_ Room # \_\_\_\_\_

**Outdoor Facilities:** Pavilion \_\_\_\_\_ Parking Lot \_\_\_\_\_

**Christian Education Bldg:** Room # \_\_\_\_\_ Room # \_\_\_\_\_ Room # \_\_\_\_\_  
Room # \_\_\_\_\_ Room # \_\_\_\_\_ Room # \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ Check Nbr: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Church Administrator

Complete this form and return to the Church Office for approval before announcement of the event. On-going reservations expire after 1 year. Notify the Church Administrator (704-545-6785, ext. 200) [admin@blairroadumc.org](mailto:admin@blairroadumc.org) if your activity is cancelled.

Group is responsible for set-up of tables, chairs, etc., as well as cleanup. Use of sound equipment must have advance approval from the Director of Music Ministries or the Director of Contemporary Music.



**BLAIR ROAD UMC  
Van Trip Sheet**

The van must be checked out through the Church Office during normal office hours (Monday thru Thursday, 8:30 am-4:30 pm). When request is approved, you will receive the Van keys, this trip sheet, and the Church gas credit card.

Before starting the engine, check the oil while the engine is cold and record all pertinent beginning information. Take a visual inspection of tires, lights, and fluid leaks before, during, and after return from the trip. Record all pertinent information when you return the van.

Name of Group \_\_\_\_\_ Date \_\_\_\_\_

Number of persons in Van \_\_\_\_\_ Driver \_\_\_\_\_ Driver's License # \_\_\_\_\_

Destination \_\_\_\_\_

Beginning Mileage \_\_\_\_\_ Gas Level \_\_\_\_\_ Oil Level \_\_\_\_\_

Ending Mileage \_\_\_\_\_ Gas Level \_\_\_\_\_ Oil Level \_\_\_\_\_

Miles Driven \_\_\_\_\_ Charge per mile (x IRS rate) = Total Charge \$ \_\_\_\_\_

( ) Amount Paid \$ \_\_\_\_\_ OR ( ) Charge to Blair Road UMC Account # \_\_\_\_\_

Please describe any problems you might have had with the Van \_\_\_\_\_

Please describe any materials used from the Emergency Equipment Bag \_\_\_\_\_

Notes/Comments \_\_\_\_\_

1. The church van is limited to organized groups and activities related to the ministry of Blair Road UMC.
2. Approved drivers must be between the ages of 25 and 65 years with a copy of a valid driver's license on file in the church office.
3. Do not exceed 15 passengers, including driver.
4. All passengers must wear seat belts.
5. Return the van with clean interior and a full tank of gas.
6. Use the church gas credit card to pay for gas or other vehicle expenses.
7. The registration and insurance information are in the van's glove compartment.
8. In case of problems with the van, call the Church Administrator (704-545-6785, ext. 200).

**In case of accident, contact Church Mutual Insurance Claims Department: 1-800-554-2642, Option 2.**

**CHECKLIST FOR USE OF KITCHEN**

Before leaving the kitchen, initial each item to check you have done the following, and return to the Church Office.

Remove all leftovers and clean up spills from the refrigerators. If they are to be used within the next week and can be frozen, put them in the freezer, if not, take them home with you, discard, or give to a charity organization. Remember: Anything left must be properly labeled (labels are on roll above coffee maker and beside the silver refrigerator). Never leave coffee or tea. These must be emptied after each meal. Freezer and refrigerator- left absolutely no food.

Dining tables are cleaned, washed and dried.

Dishes, glassware, silverware, all cooking utensils, pots and pans - washed thoroughly, rinsed, dried and returned to proper storage areas.

All counter area tops cleared, cleaned and sanitized (2T Clorox per gallon of water) and small appliances, (mixers, etc.) cleaned and returned to original/designated area.

Sinks- drained, cleaned and rinsed out.

Equipment must be turned off (Stove/Ovens, warmers, dishwasher, etc.- turned off) any spills and tops cleaned and cleared of all food and utensils. Make sure the “grease trap/catcher” on grill is cleaned if you use the grill.

Trash cans must be emptied and trash liners put back in trashcans. Bags of trash must be taken to the dumpster.

Coffee urns- unplugged, emptied, rinsed and dried. Serving coffeepots emptied, washed and dried and stored properly.

Serving trays- washed and dried thoroughly, before stacking.

Dishwasher is turned off and water is drained from it. Dishes and silverware has been removed and returned to proper storage area.

Floor cleaned of any spills- swept and/or mopped. Empty mop buckets outside. Rinse and wring out mop. Do not leave mop in mop bucket. Place upside down in storage area.

Make sure pantry is orderly. Nothing placed on the floor. Your designated area should be organized and neat. The “general supply area” is also to be left organized and neat. Make sure any paper goods are closed or wrapped so that they may be used in the future.

Used towels, dishcloths and aprons are to be taken home and returned laundered within three days.

Fans turned off, lights off and all doors closed.

By doing these things, you are leaving the kitchen as you would like to find it when you arrive. Thank you for your cooperation in caring for this much needed, heavily used facility.

Group Name \_\_\_\_\_

Representative’s signature \_\_\_\_\_

Date \_\_\_\_\_

## General Cleaning Rules for the Kitchen

### Refrigerator

1. Do not leave food (perishable) in the refrigerator unless it will be used within one week
2. Label with date & name of organization
3. Clean any spills in the refrigerator
4. Do not leave drinks in plastic pitchers
5. Be sure doors are closed securely

### Freezer

1. Wrap properly any food stored in the freezer
2. Label with date & name of organization
3. Food stored in the freezer should be used within a reasonable time

### Stove

1. Clean any spills on stove or in the ovens
2. Clean the burners when food is spilled or cooked over on them
3. Do not lay utensils or spill food on solid cooking surface. This section should be cleaned with a little vinegar or olive oil & scrubbed with scrubber (wire covered with handle) and then wiped dry
4. Griddle should be cleaned as follows after use:
  - Use vinegar (or clean water if vinegar is not available)
  - Scrape with metal spatula to remove residue
  - Add olive oil & scrub with scrubber
  - Wipe clean
  - Add two or three drops of olive oil & spread with a paper towel to leave a coating on the grill
5. Empty all drip pans & wash
6. See that all burners, oven hood lights & the fan are turned off

### Other

1. Wash & put away coffee pots after each use. Empty grounds
2. Leave nothing in sinks, on counters, or in the dishwasher
3. Wash, dry & put away all dishes, silverware & utensils in designated areas
4. Clean up any spills
5. Sweep floor & mop
6. Take dirty dishcloths & potholders home for cleaning & return within one week
7. Take garbage to the dumpster
8. Be sure to put clean bags in garbage cans

### General Rules of Usage

1. See that all doors are locked and all lights are off
2. Sign up for Kitchen Use with a Facility Request Form

**BLAIR ROAD UMC  
FACILITY COORDINATOR CHECKLIST**

Before leaving the facility, check off each item.

\_\_\_\_\_ Remove all leftovers and clean up spills from the refrigerators. If they are to be used within the next week and can be frozen, put them in the freezer, if not, take them home with you, discard, or give to a charity organization. Remember: Anything left must be properly labeled (labels are on roll above coffee maker and beside the silver refrigerator). Never leave coffee or tea. These must be emptied after each meal. Freezer and refrigerator- absolutely no food left.

\_\_\_\_\_ Dining tables are cleaned, washed and dried.

\_\_\_\_\_ Dishes, glassware, silverware, all cooking utensils, pots and pans - washed thoroughly, rinsed, dried and returned to proper storage areas.

\_\_\_\_\_ All counter area tops cleared, cleaned and sanitized (2T Clorox per gallon of water) and small appliances, (mixers, etc.) cleaned and returned to original/designated area.

\_\_\_\_\_ Sinks- drained, cleaned and rinsed out.

\_\_\_\_\_ Equipment must be turned off (Stove/Ovens, warmers, dishwasher, etc.- turned off) any spills and tops cleaned and cleared of all food and utensils. Make sure the "grease trap/catcher" on grill is cleaned if you use the grill.

\_\_\_\_\_ Trash cans must be emptied and trash liners put back in trashcans. Bags of trash must be taken to the dumpster.

\_\_\_\_\_ Coffee urns- unplugged, emptied, rinsed and dried. Serving coffeepots emptied, washed and dried and stored properly.

\_\_\_\_\_ Serving trays- washed and dried thoroughly, before stacking.

\_\_\_\_\_ Dishwasher is turned off and water is drained from it. Dishes and silverware has been removed and returned to proper storage area.

\_\_\_\_\_ Floor cleaned of any spills- swept and/or mopped. Empty mop buckets outside. Rinse and wring out mop. Do not leave mop in mop bucket. Place upside down in storage area.

\_\_\_\_\_ Make sure pantry is orderly. Nothing placed on the floor. Your designated area should be organized and neat. The "general supply area" is also to be left organized and neat. Make sure any paper goods are closed or wrapped so that they may be used in the future.

\_\_\_\_\_ Used towels, dishcloths and aprons are to be taken home and returned laundered within three days.

\_\_\_\_\_ Fans turned off, lights off and all doors closed.

\_\_\_\_\_ All building doors locked and lights turned off.

**4 Hour minimum/maximum at \$20/hour = \$80.00**

Group Name \_\_\_\_\_ Date \_\_\_\_\_

Representative's signature \_\_\_\_\_

Facility Coordinator's signature \_\_\_\_\_

## **BLAIR ROAD UMC FACILITY COORDINATOR**

Outside groups and non-members must hire an approved Facility Coordinator for events at Blair Road United Methodist Church. The Facility Coordinator must be at least 25 years of age, a member of Blair Road UMC, and approved by the Church Administrator and/or the Trustee Committee. The Facility Coordinator is to be paid \$20/hour by the outside group/non-member at the time of the event. There will be a minimum/maximum of 4 hours per event for a total fee of \$80. This fee is paid in addition to the Facility Usage Fee which is paid to Blair Road UMC.

The Facility Coordinator is responsible for completing the Facility Coordinator Checklist (sample attached) and providing to the Church Administrator within 48 hours of event.