

Cuba United Methodist Church Cuba, New York

Guidelines for Use of Church Facilities

This property belongs to all the member of the Cuba United Methodist Church; thus each member has a measure of responsibility. Its use and condition depends upon every person and group. If you have occasion to use the facilities, or are responsible for a group that meets here, please observe the following guidelines.

I. General Use

1. Please reserve the facilities you need well in advance by calling the Church office. Please refer to the church calendar for regularly scheduled events so that conflicts might be avoided.
2. If heat is needed, contact the church sexton to ensure that the heat is turned on and the building is adequately heated at least three day prior to the event time.
3. When using the kitchen, be sure to follow the rules posed in the kitchen. All dishes, pots and pans, are washed, dried and put away. All trash must be removed and all floors swept and mopped. Use of the dishwasher and new hot water heater must be supervised by the Sexton or a Trustee.
4. **NO ALCOHOLIC BEVERAGES ARE PERMITTED AND MAY NOT BE SERVED ANYWHERE ON THE PREMISES!**
5. **NO SMOKING IN OR AROUND THE BUILDING IS PERMITTED!**
6. Check that all appliances are turned off and clean before you leave the building.
7. Please insure that all lights are turned off before leaving the building.
8. When leaving, please return rooms to their original condition and dispose of any papers or trash in the appropriate containers. In the Green Street foyer located in the corner of the coat room there is a collection box for soda cans and bottles. Please recycle as much as possible. Also, be sure to close all windows and doors, including inside doors to classrooms, nursery, the Sanctuary, etc. **Be sure all outside doors are closed and locked.**
9. Due to lack of storage space, only church-related groups are permitted to store items needed for classes or group functions.

II Reserved Dates

1. There are certain dates that are reserved solely for use by church related groups. A list of these dates will be maintained in the church office. These dates include, but are not limited to
Monday after Mother's Day–Mother-Daughter Banquet
Election Day Night–Youth Spaghetti Dinner.
2. Groups and committees of the Church shall have priority for meeting dates and locations.

3. Any group wishing to use the facilities of the church for a meeting can make a request through the Pastor or the Trustees. Permission may be granted by the consent of the Pastor, the chair of the Administrative Council, or the chair of the Trustees.
4. The Social Principles of the United Methodist Church will be the guidelines for determining appropriate usage.
5. As has been our tradition, there will be no fees for groups related to any community service organizations such as the Boy Scouts, the Girl Scouts, Cub Scouts, Brownies, the 4-H club, etc. Fees will be expected of other groups at the discretion of the Pastor, the Administrative Council, the Trustees, or their representatives.

III. Restricted Areas

1. Use of the sanctuary and privilege of the pulpit are reserved by the Discipline of the United Methodist Church to the authority and approval of the Pastor alone.
2. Use of the organ or grand piano will be at the discretion of the Musical Director, organist, and the pianist.

IV. Weddings

1. The Pastor is in charge of all wedding arrangements. Please note the special considerations as defined in the pamphlet on "Weddings."
2. No material may be used in decorating the Sanctuary which will mar or deface any surface.
3. There will be NO charge for the wedding of church member families.

V. Donations and fees

1. There will be a charge of \$75.00 for the use of Wesley Hall for groups or families not related to the church. If custodial service is needed the Sexton will be given an additional \$35.00
2. Use of Wesley Hall and/or classrooms by groups meeting regularly will be negotiated. Groups which require a fee or dues of their membership will be a fee that will be negotiated at the time the arrangements are made of facility use.
3. There will be no charge to non-profit or community service groups.
4. Use of the kitchen will incur a cost of \$50.00
5. Weddings of non-members will be required to pay \$100.00 for the use of the sanctuary and \$75.00 for use of Wesley Hall. Both members and non-members will be required to pay the Sexton a cleaning fee of \$50.00
6. Any donations or fees are to be made to: Cuba United Methodist Church or given in cash. No credit cards will be accepted.