

CHURCH PROPERTY USE POLICY

A. **Need for a policy**: A concise, understandable, written policy is required to set forth the parameters for use of the Lisbon United Methodist Church (LUMC) property in order that fairness may be established for all potential users.

B. **Policy Control**: Pastor/Trustees. The Pastor shall have control over the use of the property for all UMC activities. OTHER USES shall be brought to the Board of Trustees —through the Church Office—for action, i.e., approval/disapproval.

C. **Policy**: The Lisbon UMC is establishing a property use policy to set guidelines for use of church property. In conjunction with such a policy, the following objectives are set forth:

a. Our first and foremost objective is to provide facilities for the on-going ministry of the UMC in the Town of Lisbon. *

b. As we have several historic arrangements with local organizations, it shall not be the intent of this policy to change those arrangements.

As stewards of the congregation’s monies, we feel it necessary to address the future use of the building and the accompanying costs and responsibilities.

c. The Board of Trustees will maintain a fee schedule for use by non-members. These may be waived after review by Pastor and the Board of Trustees. The Board of Trustees will be consulted in all situations. All users will be required to read and sign “Action Items Check List.” The Church Office will maintain an activity calendar. As stewards of the congregation’s monies, we feel it necessary to address the future use of the building and the accompanying costs and responsibilities.

NON-MEMBER FEES

Building (Entire Building)	\$300	(includes setup and clean up) **
Sanctuary Only	\$200	(includes setup and clean up) **
Kitchen and Dining Room	\$200	(includes setup and clean up) **

Building use fees include five (5) hours (which includes set up and clean up).

Pastor	\$150 (Member/Non-Members)
Organist	\$150 (Member/Non-Members)

Security Deposit (Non-member) **\$50** (includes setup and clean up) **

Cancellation Policy: Please notify us at least 48 hours prior to event if you need to cancel your reservation.

NOTE: Clean-up must be done at conclusion of the event when a caretaker will review the premises. If review is satisfactory, the security deposit will be returned. A checklist is attached and includes the following: empty the trash and take away from premises, remove decorations, clean tables and floors.

*Tax policy makes the use of the church properties by “for profit” persons/organizations a hazard to our tax-exempt status and may not be looked upon favorably.

** Longer times to be pro-rated.