

## 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.
  - 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.

### FEE SCHEDULE FOR NON-MEMBERS

Building (Entire Building)	\$300. **
Sanctuary Only	\$200. **

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

\*\* Longer times to be pro-rated.

Downstairs / Dining Room     \$20/hour (include setup and clean up time)

Kitchen only                     \$25 flat rate

**Security Deposit     \$50** (Refundable upon inspection approval by Trustee)

**FEE SCHEDULE FOR MEMBERS** -- Half-price of Non-member fees

## **FEES FOR SERVICES**

Pastor        \$150 (Member/Non-Members)

Organist     \$150 (Member/Non-Members)

**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.