

Classrooms and Meeting Rooms

Quick Reference and Guidelines for Sharing Church Space

Introduction

Classrooms and meeting rooms are available to church ministries, members, and others in the community. These are shared spaces used by a variety of groups and are set up in a variety of configurations.

The following guidelines have been formulated to help us manage these spaces in partnership with all the various users of these spaces. Thank you for your attentiveness to these guidelines.

Requirements for Using a JCUMC Classroom or Meeting Room

- Completion of a room reservation form
- Completion of any orientation requirements of the Facilities Use Policies
- Payment of any fees required by the Facilities Use Policies
- Completion of a Building Use Agreement (not required for Internal Ministry users)
- Adherence to all applicable JCUMC policies and guidelines, including the Facilities Use Policy and Safe Sanctuary Policy.
- The church grounds are alcohol-free and the buildings are alcohol and smoke-free. If alcohol is present on the premises, the church reserves the authority to cancel all reservations and activities without recourse to the user.

Scheduling the Room

Please submit a room request to the Scheduling Coordinator using the online Room/Resource Reservation Form as soon as possible when you need a room. You may request a specific room, but because of the volume of groups using JCUMC facilities, we may not be able to honor all requests. The Scheduling Coordinator will work with you to identify a room that will suit your needs and help the church remain flexible for all user

Rooms and Times

The church has approximately 30 rooms that can seat 20-30 people in a variety of configurations and several rooms that can accommodate up to 50 people. We also have a variety of special-purpose rooms, such as rooms for children and choir rehearsal rooms.

Rooms are typically available for use between 8:00 AM and 9:00 PM. Other times may be reserved in consultation with the Church Business Administrator.

Care for Your Shared Space

The following guidelines are specific to the use of classrooms and meeting rooms. Thank you for your cooperation.

- Clean up after yourself. Put trash in trash receptacles. If you have placed food waste in a trash can, please remove the bag and place it in the dumpster at the west end of the campus.
- If you reconfigure the space, put the furnishings back to the “default” setup. A template will be provided in each classroom space.
- Be respectful of other groups. We have a busy church and together we can do amazing ministry!
- Don’t move furniture or equipment between rooms.
- Some rooms contain musical instruments and A/V equipment. Please discuss these with the Scheduling Coordinator before using them.

General Guidelines

The following guidelines apply to all areas of the facility and all types of users. Thank you for your cooperation.

Child protection and Adult Supervision

No one age 18 and under is permitted to use the building and grounds unless they are under the care of a parent or guardian, or have adequate adult supervision under the terms of the Safe Sanctuary Policy.

Alcoholic Beverages

Alcoholic beverages are not permitted to be consumed on church premises under any circumstances.

Smoking and the use of tobacco products

Smoking and the use of tobacco products is prohibited inside buildings or anywhere on the church grounds except in designated smoking areas.

Political advertising

Political parties may not attach or display political advertising on any part of the church property.

Decorations and Furnishings

The use of decorations, the changing of furniture, attachment of materials to walls, and acts of a similar nature shall be done only with the advice and consent of the Office Finance and Administration.

Parking Lots

The parking lots around JCUMC are provided as a convenience for all facility users. Space availability is on a first-come basis and cannot be guaranteed. Parking spaces or areas will not be roped off, marked, or otherwise restricted except by the express written permission of the Office of Finance and Administration. Users, their agents, and their guests use the parking lot at their own risk.

Removal of equipment and resources from church property

Church equipment is not to be loaned or otherwise removed outside the church facility and grounds (except for equipment used for church-sponsored activities) unless approved by the Office of Finance and Administration.

Breakage and Damage to Church Property

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. We know that accidents happen, but when an outside person or group causes damage, breakage, or soilage that, in the judgment of the Church Administrator, is beyond normal wear and tear associated with responsible use, the outside person or group will be responsible for paying costs incurred by the church in cleaning, repairing, or replacing affected parts of the building, its furnishings, and/or its equipment. We know that accidents happen with church members and teams, too. Internal Ministry users will report damage to the Church Administrator, who will coordinate repair, replacement, or cleaning. Members are welcomed to make a contribution toward repair, replacement, or cleaning when when they believe that damage may have been caused by their own carelessness or negligence.