

# Internal Ministry Users

## Quick Reference and Guidelines for Sharing Church Space

### Introduction

Internal Ministry Users include any group or individual formally associated with JCUMC or its ministries who have some responsibility for the organization of church ministry. Worship services, committee meetings, and Bible studies are all examples of Internal Ministries. Anyone responsible for such ministry is the Internal Ministry User.

The following guidelines have been established to help each ministry leader know how to help the church manage its facilities in partnership with all the various users of our facilities. Thank you for your attentiveness to these guidelines.

### Scheduling a Resource

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 resource that will suit your needs and help the church remain flexible for all users.

Internal Ministry Users can reserve rooms up to 12 months in advance.

While we often have rooms that are empty for impromptu meetings, any scheduled user will have priority over an impromptu meeting regardless of their relationship to JCUMC. Therefore, you are encouraged to reserve space for all use.

When reserving a room, please take into account your setup and cleanup needs. We recommend adding 30 minutes before and after your planned start and finish times in order to make sure you have enough time. However, please be respectful of other groups and don't block out time you will not use.

### Setup and Cleanup

You are a big part of our ministry, so the Office of Finance and Administration will count on you to do what you can to setup and breakdown for your own events. We do have limited personnel to assist with limited setup and breakdown, but we ask each coordinator to help us by

completing as much as possible by volunteer labor. The Church Administrator can help you understand how our facilities staff can be available to you.

### **Things that our church staff will do**

- Set up your room with the furnishings you reserve (for reservations made at least 48 hours in advance)
- Make sure the technology you reserve is present (for reservations made at least 48 hours in advance)
- Provide training for complex technology in the sanctuary, family life center, and chapel, and/or help you connect with someone who can help you operate the equipment
- Do routine cleaning like vacuuming and emptying the trash

### **Things that we ask you to do**

- Schedule your rooms with the Scheduling Coordinator at least 48 hours in advance
- Carry in any personal equipment, supplies, furnishings, or materials you need for your meeting or event
- Handle any last-minute changes to your setup, including moving chairs and tables after your room has been set up initially. If your room is reserved with less than 48 hours in advance, you will be required to set up your own room.
- Set up and run simple technology in small meeting rooms and classrooms like TVs, DVD players, and projectors
- Do basic cleanup like putting trash in receptacles, wiping tables when food is served, cleaning whiteboards, removing personal belongings from the room, turning off equipment like TVs, and turning off lights
- If you have a large volume of trash and/or place food in the trash receptacles, please remove the bags to the dumpsters or alert the Facilities Manager for assistance
- Alert the Facilities Manager if there are repair, deep cleaning, or other needs you feel should be addressed
- If you are able, reset the room to the “default” setup as indicated in your room when you leave

## **Child Safety and Front-desk Check-in**

JCUMC operates a weekday preschool and many other activities with children. We take the protection of all visitors to our facility very seriously, but protecting children and other vulnerable persons is especially important.

Depending on when your event will be held, each person in your group may be required to check in at the receptionist desk and receive a visitor badge. Such times are typically on weekdays between 8:00AM and 3:30PM, but other “building restriction” times may also be enforced. The Scheduling Coordinator will be glad to discuss with you how this requirement may impact your event.

If your meeting will involve supervising children, teens, or vulnerable adults without their parents or legal guardians, then you will be required to be trained in our child protection policies and submit to a criminal background check as required by those policies. The Scheduling Coordinator will be glad to discuss with you how this requirement may impact your event.

## 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.