

Sanctuary

Quick Reference and Guidelines for Sharing Church Space

Introduction

The Sanctuary is available to church ministries, members, and others in the community. This is a space that is primarily devoted to the church ministry of worship, though it can also be suitable for concerts, lectures, and large meetings. Because the sanctuary is used many times each week for worship events and other activities there are tight restrictions on how the space may be reconfigured.

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

Requirements for Using the Sanctuary

- 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, including the payment of fees for sound operators (required for sanctuary events; scheduling a sound operator for internal ministry events will not typically involve a fee), video operators, and/or an organist.
- Completion of a Building Use Agreement for external and partner users (may also be required for some Internal Ministry events)
- 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 for the sanctuary to the Scheduling Coordinator using the online Room/Resource Reservation Form as soon as possible when you need the room. Because of the volume of groups using JCUMC facilities, we may not be able to honor all requests.

The Scheduling Coordinator will review all Sanctuary reservations with the Music and Worship Department in order to ensure suitability of scheduled events for the space and time, the availability of necessary support personnel, and coordination of other events in the space.

Sanctuary Characteristics

The Sanctuary is a large, auditorium-style room with seating for approximately 1,700 people. Approximately 75% of the useable seating is on the main level and approximately 25% is in the balcony. Seating is fixed wooden pews and cannot be reconfigured. For events of less than 350 people, cordons are available to close outer sections of pews in order to provide for a more intimate experience.

In the chancel (podium) area, a choir loft can seat between 75 and 100 people and there is a medium-sized stage area that has limited configurability for seating, musicians, and other needs. Certain worship furnishings may not be removed from the podium under any circumstances.

The sanctuary features a flexible PA system that can be used for speakers, small orchestras, and vocalists. PA system operation is only allowed by fully trained and approved operators. These operators are scheduled through the Department of Music and Worship.

The sanctuary also features a permanent grand piano and pipe organ. Use of the organ is only allowed by approved organists. Approved organists are scheduled through the Department of Music and Worship.

Adjoining the sanctuary are several anterooms that can be used as “green” rooms or dressing rooms. The sanctuary also includes a large lobby area with a reception desk and room for table displays.

The Sanctuary is 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 the Sanctuary. 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.
- Please help us keep the sanctuary clean by not consuming food or open drinks in the sanctuary. Please only take in water in resealable containers.
- The sanctuary cannot be reconfigured. Do not move worship furniture in the chancel (podium) area. While we want you to be at home in this space, we also ask that you respect the sacred nature of the worship furnishings.

- The hymnals, Bibles, envelopes, and other materials in the pews are there to support the church's worship services. Please do not use them as stationery, as material for paper airplanes, or other purposes for which they were not intended.
- Be respectful of other groups. We have a busy church and together we can do amazing ministry!
- Do not move furniture or equipment from other rooms into the sanctuary or vice versa.
- Do not touch the musical instruments or PA system unless you have been trained and authorized to operate 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.