

3.4 CAMPUS FACILITIES USE POLICY

All facilities of the WFMC are reserved for use for sacred purposes only, as defined in the Free Methodist Book of Discipline, 2011, and all persons requesting the use of any WFMC facility for any purpose must indicate by signature their full commitment to the "Constitution of the Free Methodist Church" and the "Principles of the Christian Journey" as defined in the Free Methodist Book of Discipline, 2011.

This policy applies to all members and regular attendees of the Wilmore Free Methodist Church. **Regular attendee is defined as one who participates in corporate worship and church service opportunities whenever in town and whenever possible.** It also applies to any other persons or groups as approved by the Board of Administration (BOA) or person(s) appointed by the BOA.

The facilities include the following buildings:

- Sanctuary Building - referred to as Building A
- Discipleship Building - referred to as Building B
- Christian Ministries Center (CMC) - referred to as Building C

3.4.1 Participation

Any person, regardless of membership status, who is sponsoring a group requesting room or facility use must complete a Facility Request Form (located in APPENDIX B). The form is available in the church office and on the church website.

A Cost-of-Use Fee will be charged to outside groups (excluding member functions) to offset the costs for utilities, normal wear and tear on the building, and janitorial services. (See 3.6 Event Cost Schedule.)

Sports Teams. Since the Great Hall, located in the Christian Ministries Center (Building C), was not designed to stand up to the throwing and kicking of balls, community sports teams are generally not permitted to use the facility for high-impact games.

3.4.2 General Regulations

1. **Dress Code.** Dress must be appropriate to the occasion and must be modest.
2. No dancing, tobacco, alcohol, illegal drugs, foul language, or weapons are allowed on the Wilmore Free Methodist Church campus.
3. Unless permission is specifically granted, food and drinks will be limited to light refreshments in carpeted areas. Beverages causing permanent staining (red or grape Kool-Aid, grape juice, etc.) shall not be used.
4. During activities involving children up to grade 5, an adult/child ratio of 1:5 must be maintained at all times. For events involving youth (grades 6-12), an adult/youth ratio of 1:7 must be maintained at all times.
5. No pets or animals are allowed in any campus buildings except for service animals.
6. A person displaying inappropriate behavior or language may be asked to leave.
7. All groups and activities must be approved by the church office.
8. An authorized person from the church must be present during facility use, unless use occurs during regular office hours.
9. A building host/hostess will be assigned to all events not led by a regular attendee of WFMC.
10. If any clarification is required regarding these policies, the Board of Administration will have final authority.
11. Set-up, tear-down, and clean-up must be completed on the day of the event unless prior approval is obtained through the church office.

12. Church facilities are designed to be used for activities and ministries that accord with the overall purposes and mission of the church. **Facilities are not to be used for for-profit activities, business endeavors, and personal financial enrichment.**

13. **Facility use on Saturday nights:**

- Events that use only the Building C Great Hall must be completed by 9:00 p.m.
- Events that use the campus classrooms must be completed by 7:00 p.m.
- If the user has made prior arrangements with the Facilities Care Coordinator for clean-up, then the ending time can be extended to 10:00 p.m. (Please see Wedding Manual for wedding restrictions.)
- Due to time constraints of facility cleaning and preparation for Sunday morning activities, groups using facilities on Saturday evenings will be responsible for cleaning and restoring the facility to the standard set-up arrangement.

14. **Issues specific to Building C:**

- Athletic equipment must not be removed from the activities area.
- Intentional kicking or throwing of balls against the walls or ceiling is prohibited.
- Only sneakers or rubber-sole, non-marking shoes are allowed on the activities floor. Dress shoes are not allowed for recreational use. Muddy shoes must be properly cleaned prior to entering the building.
- Hanging from the basketball rims, nets, or support system is prohibited.

3.4.3 Reservations

1. The scheduling of rooms and facilities is the responsibility of the Staff Assistant. The church reserves the right to deny any group the use of campus facilities.
2. Reservations should be made and registered through the church calendar at least two (2) weeks in advance of the date requested.
3. Reservations for groups outside the church shall be made and registered no earlier than four (4) weeks in advance of the date requested, excluding weddings (see Wedding Manual for details).
4. Any person who is sponsoring a group that is requesting use of campus facilities—regardless of membership status—must complete a FACILITY REQUEST FORM. If a group needs room set-up, this must be requested on the form.
5. All facility use requests must be approved by the church office prior to use.
6. Regular church services, programs, and activities are given priority over any person or group requesting meeting space.
7. All groups are responsible for reading the Campus Facilities Use Policy and signing that they have read, understood, and will abide by these guidelines. For those reserving the facility for the first time, a brief orientation session with the Senior Associate Pastor is required at least one week prior to the event.
8. Weddings for both regular attendees and non-attendees are governed by specific policies and require meeting with the appropriate church representative before scheduling. All wedding questions should be referred to the Wedding Manual.

3.4.4 Kitchens

1. Leftover food must be removed from all kitchens unless otherwise approved by the church office. Food left in the kitchens shall be labeled with the group or individual's name and the current date.
2. All kitchens and food prep areas must be cleaned after use. The FACILITY REQUEST FORM must list the individual responsible for clean-up.
3. Please see a list of CLEAN-UP EXPECTATIONS and ELECTROLUX DISHWASHER INSTRUCTIONS, both located in APPENDIX A, for more details.