

St. Mark's United Methodist Church
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Building Use Policies

Use of St. Mark's facilities by the community is an extension of our ministry. All groups wanting to use the facility must submit an **application request** with the church office. Requests are reviewed weekly, after which applicants will be notified if the facility is available for their use. St. Mark's groups have priority for scheduling of building space. **St. Mark's reserves the right to cancel any reservation should extenuating circumstances arise.**

Application Process

Requests: Requests for building use must be made by completing an application which can be obtained from the church office. Approval is usually granted by the church staff although circumstances may require approval by the Board of Trustees.

One-Time Use Damage Deposit: Each person or group, regardless of non-profit status, will be charged a \$100 damage deposit that will be refunded after the event if there has been no damage. In the event of damage of any kind, the pastor and/or the Chair of the Trustees will determine the amount of money to be withheld.

Long-Term Use Damage Deposit: The initial damage deposit of \$100 may be waived for groups using the facility on a long-term, regular basis. However, the applicant is legally responsible for any and all damages to the facility during their use of the premises.

Reservation Deposit: A 50% non-refundable reservation deposit, based on the usage fees, is due when the application is submitted. Dates are not reserved on the church calendar until the application is approved and the deposit received. The balance is due two weeks before the event.

Usage Fees

Non-Profits: United Methodist Church groups (St. Mark's, Bloomington District, and South Indiana Conference) and community non-profit (501C-3) organizations will not ordinarily be required to pay usage fees. **However donations are appreciated.**

Profit & Personal Use: Private individuals and for-profit groups will be required to pay usage fees. Fees may be waived for personal use by members of St. Mark's (such as birthday celebrations, baby showers, and anniversary parties). Fees are printed on the application form.

Note: Groups requiring special room set-ups may also be asked to pay an additional charge. **Room set-up and clean-up is the responsibility of the group using the facility.**

Use of the Facility

Thermostat: Changes to the thermostat settings are not permitted.

Projector and Sound Systems: Those wishing to use the Garton Hall systems must provide their own laptop computer and be trained by a St. Mark's staff person. (Not all laptops are compatible with the projection system.)

The sanctuary sound system is locked and may only be operated by a St. Mark's audio tech. Audio tech may be obtain for a fee, as noted on the application.

Furniture Set-up: Furniture in rooms (excluding the Sanctuary and the Parlor) may be rearranged by the group to meet their needs, after which the room must be reset by the group to its original condition before leaving.

Sanctuary furnishings may only be moved with prior approval from the custodial staff.

Decorations: Do not place anything on walls, windows, doors, or furnishings that cannot be removed without damaging the surfaces. Scotch Magic Mending tape is acceptable. Do not use masking tape or pins.

Candles: Open flamed candles or lamps are not allowed on the tables in Garton Hall or the sanctuary. An exemption is made for weddings wishing to use unity candles on the altar.

Tablecloths: St. Mark's has 25/80" round and 6/54" x 96" rectangle tablecloths available for use with prior approval. **Laundering of the cloths is the responsibility of the user and cloths must be returned to the church within 3 business days after use. All cloths are to be destained, laundered, dried, and returned hung on hangers.** The user will be charged replacement costs for damaged or stained cloths. Replacement will be at the discretion of the church staff.

Food Guidelines

Nut Policy: Because of allergy concerns among some of the children in St. Mark's Nursery School, all groups using the building agree to adhere to the following Nut Policy and to inform any caters and other interested parties of these restrictions:

1. Peanuts and peanut products are not allowed in the church building.
2. All nuts and nut products of any kind are not allowed in the nursery school classrooms and Sunday school classrooms (with the exception of room 8). This includes peanuts and tree nuts such as walnuts and pecans.
3. Tree nuts are permitted in Garton Hall and room 8. Groups serving foods are responsible for notifying the church office and custodial staff if any tree nut products are used.
4. In the kitchen, there will be no food preparation or storage of foods containing nut products. Dishes used to serve foods containing nuts may be cleaned in the kitchen, requiring extra diligence in cleaning the facility. This includes washing and drying all table and counters with the provided solution and paper towels. All workers should wash hands with soap and water before handling any food or food products.

Tobacco & Alcohol Policy: St. Mark's is a tobacco and alcohol free campus. The use of tobacco products and alcoholic beverages are not permitted within or outside the building.

Food Usage: Food and beverages are allowed in rooms (excluding the sanctuary and the parlor). If use of the kitchen is needed, please indicate that on the application.

Leave written notice if any spills occur, noting location and substance. Soak up liquids with paper towel, but do not attempt to clean carpet.

Red Food Dye: Beverages containing red food dye are not allowed in the building. If spilled they would permanently stain the carpet.

Access, Closing, and Safety

Weekday Access: A custodian is usually on hand during weekdays to open and close the building. Unless other arrangements are made, the building will be locked up at **11:00pm**. Evening groups must have things cleaned up and be prepared to leave by that time.

Weekend Access: Our weekend custodian works in the evening and is not available to help with day events. Groups wishing to use the building on the weekends must **obtain a key, returning it to the church within 3 business days after use. They also are responsible for securely locking the building after the event (check list below).**

Emergency Evacuation Map: Attached is a map of St. Mark's noting safe areas to go to in case of an emergency. A weather alert radio is located at the Welcome Desk in Garton Hall. The restrooms near the Welcome Center in Garton Hall are always open and should be the first rooms used. Classrooms and areas with windows should be avoided.

Security: You may be requested to fill out a participation log, so that all attendants to your event can be accounted for in cases of emergency. If uninvited and unwelcome persons attempt to join your event, find a custodian to handle the matter. If no custodian is on site, you must be prepared to handle the situation as discretely as possible. Most persons will leave the building when asked. If the person is unruly, call 911. Be sure to document the incident, with names and/or physical descriptions if possible, and give it to the church office.

Lock Up Check List

- Remove all personal items from the room.
- Place all paper trash in wastebaskets and food garbage in the kitchen waste containers.
- Please read Kitchen Use guidelines posted above the sinks in the kitchen. Specifically:
 - Wash and put away all coffeepots, dishes, and utensils used.
 - Take all unused foods with you. Do not leave food in the refrigerator.
- If closing the building because a custodian is not on duty:
 - Make sure all lights in the building are turned off. Be sure to check the restrooms and kitchen lights.
 - Make sure all exterior doors are locked when exiting the building.