



McEachern Memorial

A United Methodist Church

Facilities Usage Guide

John N. McEachern Memorial United Methodist Church
4075 Macland Road
Powder Springs, GA 30127
(770) 943-3008

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MMUMC Board of Trustees

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INTRODUCTION

John N. McEachern Memorial United Methodist Church is blessed with a long history of ministry to the original settlers of the county and now the thousands of people who call West Cobb home. Over the years members of McEachern UMC gave generously of their tithes, offerings, talents, and labors to ensure that McEachern buildings and property stood out in a way that would glorify God.

The buildings and grounds provide an inviting appearance to the thousands of people who pass by the Church on the corner of Macland and New Macland Roads. Many have had their interest piqued, have returned on Sunday or for a special event and found a church home or even found their personal Savior.

The campus of McEachern UMC currently consists of over thirty acres; a sanctuary, chapel, Christian Life Center, several education buildings and four residential buildings currently used as parsonages or which could be quickly transformed into a parsonage. Additionally, the campus includes a ball field complex and other out buildings. Maintenance and upkeep of the buildings and grounds is an ongoing and challenging endeavor.

This document is meant to be a guide to be used by the Facilities Manager and those other staff and laity who routinely are responsible for the scheduling and use of the facility.

The Board of Trustees is tasked by The Book of Discipline of the United Methodist Church to oversee and maintain the properties of McEachern United Methodist Church. Any changes, additions, change of use or modification to Church property must have the approval of the Board of Trustees. Gifts of property require trustee approval and become the property of McEachern UMC.

The goals of the trustees are to maintain the Church properties in first class condition and at all times present an attractive, clean environment throughout the Church campus. In this way we will promote the Church's mission to Love God, Love Neighbor and Make Disciples.

GENERAL GUIDANCE AND POLICIES

The following guidelines are intended to be broad enough to cover many situations but may not address all issues. In situations where specific direction is not available, enough flexibility is allowed for the Facilities Manager or relevant staff to make decisions. Although these guidelines may in some instances seem restrictive, the intent is to protect the facilities while accommodating our members and invited guests in a neat, safe and clean facility.

- A. The spiritual ministry and mission (Love God, Love Neighbors, Make Disciples) will always be the first and foremost consideration when requests are made to use the Church buildings and grounds.
- B. **All rooms in all buildings must be scheduled in advance** through the Church secretary, pending approval of the Ministerial Staff. Just because a room is empty does not mean it is available. See full description of facilities request procedure on Page 12 of this document.
- C. Church facilities and property shall be limited to noncommercial, not-for-profit making, nonpolitical organizations whose purposes are deemed to be consistent with the mission of the Church.
- D. Church buildings and grounds shall not be used for any political rallies, speeches, or fundraisers. Nor shall buildings be used for parties by members to make monies for personal gain.
- E. Parking on Church grounds is allowed only for Church members and guests. No student parking is permitted during school hours. Parking by McEachern High School students may be allowed for special school events only after the Church is presented a formal request from the high school administration.
- F. The use of Church facilities by clubs and organizations will not be approved even if the club member is a Church member. (Exception – The Lions Club annual Christmas party which is “grandfathered,” and other groups which are “sponsored” by the Church.)
- G. Neighborhood or homeowners’ association meetings are not allowed.
- H. The renting or use of booths or other areas to profit-making vendors for the purpose of raising personal monies is not allowed.
- I. Birthdays, reunions, showers, graduations, etc. for persons under the age of 18 who are Church members, will be scheduled only in Lula Dobbs McEachern Hall or CLC room F115. Higher Ground may be used at the discretion of the Youth Minister.

- J. All rooms will have a standard setup. If a group needs a different setup from the standard arrangement, it will be the group's responsibility to rearrange the setup and ensure that the room is returned to its original arrangement.
- K. Furnishings (chairs, tables, etc.) should not be moved from one location to another without notification and the specific approval of the Facilities Manager.
- L. All buildings on McEachern UMC properties are smoke-free and tobacco-free.
- M. No alcoholic consumption or controlled substances will be permitted anywhere on McEachern UMC properties.
- N. Children under the age of eight (8) shall not be left unsupervised at any time. Adult supervision of children is required at all times.
- O. Posting of announcements, etc. using tape or other means of attachment on walls, doors, windows or elevators is not permitted; exception: "Marvalus Tape" which would need to be approved by the Facilities Manager. Numerous bulletin boards are available throughout the buildings for posting announcements. No commercial or personal needs postings are permitted. Communications committee will be the authority over all bulletin boards and posted notices.
- P. Space will be assigned in a way that best serves the goal of meeting the needs of our members. No group "owns" space, including storage closets. Groups may be asked to relocate if necessary to meet these goals. Therefore, customizing of space (i.e. window treatments, etc.) is not permitted. All space is multipurpose.
- Q. Use of profane, vulgar or indecent language, music, or inappropriate themes or symbols is prohibited.
- R. Use of McEachern UMC facilities by other denominations or others outside the Church may be permitted on a "not-to-interfere" basis. Each request must be submitted to the Board of Trustees in sufficient time to allow investigation of the group to determine whether or not the group or church professes views consistent with Wesleyan theology.
- S. Use of Church facilities by McEachern High School students may be allowed for special school events only after the Church is presented a formal request from the high school administration.
- T. No changes, alterations (i.e. paint, etc.) or construction of any kind shall be made to the Church buildings or grounds without the approval of the Board of Trustees. Memorial plantings must be approved by the Board of Trustees and are subject to replacement and/or relocation due to changes in property usage.
- U. All window treatments must have a uniform appearance from the outside.

- V. Food and/or drinks, including bottled water, will not be permitted in the Chapel or in the Sanctuary. Food and/or drinks, including bottled water, will not be permitted in the CLC Great Room during Sunday worship service.
- W. Cell phones will be turned “off” or set to “vibrate” when inside Church buildings. This is especially important during worship services.
- X. All health, fire, and safety rules and codes are to be strictly enforced and obeyed. Members and guests are expected to adhere to these rules.
- Y. Nothing shall be stored or placed under stairwells or in hallways, by order of the Cobb County Fire Marshal.
- Z. No pets are allowed in Church buildings at any time. Exception: certified dogs assisting handicapped persons.
- AA. Church-related fundraising activities (‘table’ sales, bake sales, Easter eggs, major sign-ups...) can only be held
 - i. in breezeway connecting Education Building with Oaks Hall,
 - ii. in the Children’s Garden lawn,
 - iii. and in the CLC 1st floor lobby.
- b. Ticket sales (Men’s Steak Night, Ladies Night Out, Women’s Retreat..) and basic registrations will be managed from the Connection Point desk.
- c. No tables or activities may block doorways or thoroughfares.

CHRISTIAN LIFE CENTER

The Christian Life Center (CLC) was conceived, designed, and built to be a multipurpose facility. Input from a wide variety of potential users or user groups were studied and the final design included a majority of the user requests.

Scheduling and use should be sensitive to insure that each user group has an opportunity to utilize the facility at some time during the year. Dominance of use by any one interest should be avoided.

Church services will always take precedence on Sundays. Sports activities, especially team sports and activities which are seasonal (i.e. basketball) will normally use the gym during reasonable hours on Saturdays or other days as required.

Gymnasium/Great Room is designed to accommodate sports programs, praise service, banquets, concerts, wedding receptions etc. Standard procedure for facilities usage requests applies.

Fitness Room—Usage is permitted according to policy set forth by Church Recreation Director. A current copy of this policy is kept on file with the Facilities Manager.

Aerobics Room—Usage is permitted according to policy set forth by Church Recreation Director. A current copy of this policy is kept on file with the Facilities Manager.

Classrooms and Pre School Rooms—Permanent Sunday school classrooms are assigned by the Discipleship Pastor. Classrooms will be available for use by other groups throughout the week. Standard procedure for facilities usage requests applies.

Dining Room F235—This room, located adjacent to the kitchen, was designed to host special functions such as funeral receptions, small special occasions, small wedding receptions and intimate luncheons for special guests.

Nursery Area— McEachern UMC encourages family ministries. Nurseries are provided for most Church groups and events. All nursery area rooms must be prearranged a minimum of two weeks in advance. Due to our policy and the safety of our children, we are unable to accommodate last minute requests. Only persons approved by the Nursery Director may provide childcare on the premises. The Nursery Director will be happy to assist in arranging a nursery and can provide program policies.

Media Room— Permanent Sunday school classrooms are assigned by the Discipleship Pastor. Classrooms will be available for use by other groups throughout the week. Standard procedure for facilities usage requests applies. Due to the specialized equipment in this room, usage is limited.

Kitchen—Refer to “Kitchens” section on page 9.

OAKS HALL

Classrooms—Permanent Sunday school classrooms are assigned by the Discipleship Pastor. Classrooms will be available for use by other groups throughout the week. Standard procedure for facilities usage requests applies.

Downstairs Oaks Hall can be used for elections, Sunday school classrooms, luncheons, meetings, programs, receptions and special functions by members. Standard procedure for facilities usage requests applies. Moveable walls to be moved/managed by authorized persons only as approved by the Facilities Manager.

SANCTUARY

Use is at the discretion of the Senior Pastor as set forth by The Book of Discipline of the United Methodist Church (§2532.1). The Sanctuary can be used for weddings. Usage is permitted according to the policy set forth by the Wedding Coordinator.

EAST ROOM

The East Room is a multipurpose room that can be used for things such as luncheons, meetings, programs, receptions and special functions by members. Standard procedure for facilities usage requests applies.

CHAPEL

Use is at the discretion of the Senior Pastor as set forth by The Book of Discipline of the United Methodist Church (§2532.1). The Chapel can be used for weddings. Usage is permitted according to the policy set forth by the Wedding Coordinator.

LULA DOBBS MCEACHERN HALL

Lula Dobbs McEachern Hall is a multipurpose room that can be used for things such as luncheons, meetings, programs, receptions and special functions by members. Standard procedure for facilities usage requests applies.

EDUCATION BUILDING

Classrooms—Permanent Sunday school classrooms are assigned by the Discipleship Pastor. Classrooms will be available for use by other groups throughout the week. Standard procedure for facilities usage requests applies.

Conference Room—To be used for special meetings and adult Sunday school classes, as approved by the Senior Pastor.

KITCHENS

CLC Kitchen: The kitchen in the CLC is a state of the art commercial kitchen, which was designed to accommodate preparation of food for large dinners. The equipment is complex and will require some training to operate safely and efficiently. Usage is permitted according to policy set forth by Food Service Coordinator or Facilities Manager.

Oaks Hall Kitchen: The kitchen in Oaks Hall is less sophisticated therefore not requiring the same training as the CLC Kitchen. However groups or individuals who are using this kitchen for the first time will be required to be approved by the Food Service Coordinator or Facilities Manager.

Lula Dobbs McEachern Hall Kitchen: is not intended for preparation of meals and may be used as a warming area or overflow for large functions.

Individuals using kitchens will be held responsible for the cleanliness of kitchens after use. Kitchens have a standard setup. It will be the user's responsibility to ensure that the kitchen is returned to its original arrangement.

Standard procedure for facilities usage requests applies to all kitchens. See Food Service Coordinator or Facilities Manager for kitchen use policies and checklist.

HIGHER GROUND

The intended purpose of the two buildings is to have a dedicated place for our youth to have their functions.

Youth functions will always have priority over any other use. However, other users may schedule the buildings or parts thereof (i.e. bathrooms) on a "not to interfere" basis. Coordination and approval by the Youth Minister will be required. Standard procedure for facilities usage requests applies. To ensure maximum flexibility for youth activities non-youth events may not be scheduled more than 30 days in advance.

Standard procedure for facilities usage requests applies to the scheduling of the grounds behind

the buildings for picnics or other outdoor events.

TRANSPORTATION

The Church vans and buses are used to transport individuals as needed. The Church is insured to use the vehicles for Church functions only. Our vehicles will not be loaned to other groups or individuals. Van drivers may only be those persons who have successfully completed the certification course required by the Church's automobile insurance company and must be at least 25 years of age. A Commercial Driver's License (CDL) with Passenger Endorsement is required to drive the 33passenger Sentinel and school bus. Vans/buses are scheduled with the Facilities Manager who can provide a "Bus Request Form."

PARSONAGES AND RESIDENTIAL BUILDINGS

McEachern UMC has four buildings designated or used as parsonages. They are: Senior Pastor parsonage, the "Lodge"/Associate Pastor parsonage, Old Lost Mountain Road parsonage, and the "White House"/former Woodward home. These buildings are intended to be used for living quarters for the Senior Pastor and other ordained clergy. The Facilities Manager, as directed by the Board of Trustees, is tasked with the upkeep and wellbeing of the parsonages.

From time to time one or more of these buildings will not be in use by an ordained clergy. At these times the buildings may serve other uses such as Sunday school space, meeting space or for small social functions. Changes or modifications to the interior of the structure will not be made during times when not occupied by clergy. Each building must be capable of being reconfigured to a parsonage within 30 days. Standard procedure for facilities usage requests applies.

GROUNDS

Any activities on the grounds not covered previously in this Facilities Usage Guide must be approved by the Facilities Manager.

LANDSCAPING

A master landscape plan is on file with the Board of Trustees. No plantings are to be made without the approval of the Board of Trustees.

Regarding dedications, see item "S" in the General Guidance and Policies of this Facilities Usage Guide.

ATHLETIC FIELDS

Usage is permitted according to policy set forth by Church Recreation Director. A current copy of this policy is kept on file with the Facilities Manager.

BARN

Usage to be approved by the Facilities Manager.

PROCEDURE FOR USAGE REQUEST

The process for scheduling a room involves filling out a “Room Request Form” (example follows this page) and submitting it to the Church secretary. She will then check for availability before forwarding to the Ministry Staff for approval. Ministries requesting rooms for ongoing studies/activities will be given approval as generously as possible. Please note, however, that the Church has the right to preempt, ask a group to move locations, and/or cancel for special circumstances. Prior notification of at least two weeks will be given for preempting unless there is an emergency. Every effort will be made to accommodate all needs.

Use of Church Facilities Agreement

McEachern Memorial United Methodist Church, Powder Springs, GA

MMUMC and its facilities are available to serve its congregation and the greater community. The individuals and organizations using the facilities are responsible to leave the facility as found so we all can continue to enjoy them for years to come. This agreement is entered into by and between _____ (Promisor) and McEachern Memorial United Methodist Church (MMUMC) on this _____ day of _____, 20____, in Powder Springs, Georgia.

The Promisor will abide by the procedures, rules and information pertain to the use of this facility as set forth is the Facilities Usage Guide. This agreement is to cover the usage of (building) _____ on (date) _____, from (beginning and ending time) _____ till _____.

Regulations pertaining to use of this facility:

- 1 At least 45 days notice is necessary to schedule use of this facility.
- 2 All buildings on McEachern UMC properties are smoke-free and tobacco-free.
- 3 No alcoholic consumption or controlled substances will be permitted anywhere on McEachern UMC properties.
- 4 Church facilities are not available for moneymaking events other than those sponsored by Church or charitable organizations.
- 5 Kitchen equipment, tables, chairs or other church property are not to be removed from the church premises.
- 6 Facilities usage fees are as follows: (refundable deposit) _____; usage fee _____.
- 7 Cancellation or change of date will result in forfeiture of deposit.

- 8 Nothing may be attached to walls and fixtures.
- 9 The person signing below is responsible for breakage, loss or misuse of equipment or facilities; is responsible for payment of all fees and will see that the facilities are returned to the condition in which they were found.
- 10 Nursery facilities may be contracted subject to availability. Rate would include time commencing one hour prior to the event and one hour after event ends. Arrangements to be made with Nursery Director.
- 11 Damage Agreement: It is understood that financial responsibility for any damage to building or facilities resulting from the use rests with Promisor and Promisor's invitees. Promisor shall use diligent care to prevent such damage.
- 12 Hold Harmless Agreement: The Promisor will indemnify and hold harmless MMUMC from any and all claims, actions, and judgments, including all costs of defense and attorney's fees incurred in defending against same, arising from and related to Promisor's use and rental of the facility listed above. Promisor's acts include acts of guests, caterers, and others used or employed as contemplated by this agreement.

MMUMC shall be entitled, in its reasonable discretion, to settle, claims prior to suit or judgment, and in the event Promisor shall indemnify and hold harmless MMUMC for any such claims paid, including MMUMC's reasonable attorney's fees incurred resulting from such claim.

In the event any claim or suit is brought forth against MMUMC within the scope of this agreement, Promisor agrees that it shall pay for legal counsel chosen by MMUMC to defend against same.

This agreement shall encompass any and all claims resulting from the use of this facility by the Promisor, its guests, caterer, and related others on the date and times set forth above.

In the event either party files suit in a court of law to interpret or to enforce the terms

of this Agreement, the party prevailing in such action shall be entitled, in addition to any legal fees incurred in defending against any third party claim, to its reasonable legal fees and costs incurred in such action to interpret or to enforce the terms of this Agreement.

This Agreement shall be interpreted under the laws of the state of Georgia, County of Cobb.

McEachern Memorial United Methodist Church

By Carolyn L. Black, Administrator of Finance

(name of Promisor, printed)

(Promisor's signature)