



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

www.mceachernumc.org

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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 MUMC 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, Care and Counseling Center, several education buildings and two residential buildings currently used as parsonages. 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 Memorial 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 MUMC.

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 office. Just because a room is empty does not mean it is available.
- 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 or meetings 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 – 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 children of Church members, will be scheduled only in Lula Dobbs McEachern Hall. Higher Ground may be used at the discretion of the Youth Director.
- 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 MUMC properties are smoke-free and tobacco-free.
- M. No alcoholic consumption or controlled substances will be permitted anywhere on McEachern MUMC 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 department will be the authority over all bulletin boards and posted notices. If any posters are to go up, they must conform to the 11x17 frames we have and be scheduled through the staff.
- 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 MUMC 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 (or other county schools) 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. Because we now have a coffee/drink station in the Narthex on Sunday morning, food and/or drinks will be allowed in the Sanctuary.
- 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, ticket sales, Easter eggs, major sign-ups, etc.) can only be held in the
breezeway connecting Education Building with Oaks Hall,
Children’s Garden lawn,
CLC 1st floor lobby,
And CLC alcove between the kitchen and stairs.

No tables or activities may block doorways or thoroughfares.

CHRISTIAN LIFE CENTER (E Building)

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, banquets, concerts, wedding receptions etc. Standard procedure for facilities usage requests applies. The large basketball goals are not to be moved for any event.

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 adult Sunday school classrooms are assigned by the Adult Christian Education Director. 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 MUMC 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.

Kitchen—Refer to “Kitchens” section on page 10.

OAKS HALL (E Building)

Classrooms - Permanent Sunday school classrooms are assigned by the staff. 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 (D Building)

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 (D Building)

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. It is primarily used as the choir room.

CHAPEL (A Building)

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 (B Building)

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 (C Building)

Classrooms - Permanent Sunday school classrooms are assigned by the staff. 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 the 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 Facilities Manager.

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 Facilities Manager for kitchen use policies and checklist.

HIGHER GROUND and LITTLE HIGHER GROUND

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

Youth ministry 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 Ministry Director will be required. Standard procedure for facilities usage requests applies. To ensure maximum flexibility for student activities non-student 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 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. Vans are scheduled with the Facilities Manager who can provide a "Van Request Form."

PARSONAGES AND RESIDENTIAL BUILDINGS

McEachern MUMC has two buildings designated or used as parsonages. They are: Senior Pastor 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 well-being 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.

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

Barn usage is to be approved by the Facilities Manager.

FEES

Call church office for information on fees and availability. All rentals and usage outside of church activities requires a contract.

PROCEDURE FOR USAGE REQUEST

The process for scheduling a room involves a staff person submitting the event on myMcEachern for approval. The staff person responsible for maintaining the church calendar will do all facility reservation approvals through myMcEachern. All requests must come through a staff ministry lead. 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.

All non-church related groups wanting to rent space must contact the church office in order to reserve the space, sign a contract and pay fees.

No facility space is to be used unless it has been approved to be on the church calendar through myMcEachern. All staff persons are responsible for maintaining this policy.

Policy for Sunday Lunches in Oaks Hall

1. To respect the Sunday School time for any classes that are held in Oaks Hall, there will be a Quiet Zone in Oaks Hall from 9:00 am until 10:45 am each Sunday. There is no sit down lunch after the 9:30 am worship service, but take home orders can be distributed. Sit down lunch is held after the 11:00 am worship services.
2. Teams that are holding a lunch in Oaks Hall can enter the Hall area and the kitchen at 10:45 am. Prep time can be accessed from 8:00 am to 9:00 am on some Sundays when Men's Breakfast or other scheduled activity are not taking place. All set up and decorating can begin at 10:45 am.
3. The partitions that are utilized on one half of the hall will not be taken down during a lunch without Facility Director approval. The rooms can be utilized for the lunch, by having the doors open and tables and chairs set up inside.
4. Grills and outdoor cooking can begin before the 10:45 am Hall opening time, but the kitchen may not be utilized.
5. The CLC kitchen can be utilized, if necessary for pre cooking. Food transport from the CLC kitchen to the Oaks Hall kitchen must happen by following ONE ROUTE: The food is taken to the 1st floor of the CLC in the elevator, and then taken outside the CLC doors. It can then be transported to the Oaks Hall kitchen outside, by car, truck, or on carts using the sidewalk. Food cannot be transported inside the church facility.
6. If the CLC kitchen is utilized, it must be completely cleaned.
7. If the CLC kitchen is necessary, it must be reserved through the Church Office by calling 770-943-3008.

Use of Church Facilities Agreement
McEachern Memorial United Methodist Church, Powder Springs, GA

(Updated and adopted by the MMUMC Board of Trustees 12-6-11)

MMUMC and its facilities are available to serve its congregation and the community. The individuals and organizations using the facilities are responsible to leave the facilities in the same or better condition than they found them, so everyone can continue to use them for years to come. This agreement is entered into by and between

_____ (Authorized Promissory) and McEachern Memorial United Methodist Church (MMUMC) on this _____ day of _____, 20____, in Powder Springs, Georgia.

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

The authorized promissory who signs below on behalf of their event agrees to be responsible for ensuring compliance with the following, pertaining to use of this facility (see Facility Usage Guide for more detailed information) and/or services requested:

1. Reservations for space can be made up to one year in advance.
2. All buildings on McEachern MUMC properties are smoke and tobacco-free.
3. No alcoholic consumption or controlled substances will be permitted anywhere on McEachern MUMC properties.
4. Church facilities are not available for moneymaking events, other than those approved by the Board of Trustees or charitable organizations allowed to operate within the church as approved.
5. Kitchen equipment, AV equipment, tables, chairs or other church property are not to be removed from the church premises, without written permission by the MMUMC Board of Trustees.
6. Facilities usage fees and services will be charged as listed on the MMUMC Rentable Spaces Fee Matrix and the MMUMC Services Fee Matrix. The total amount of your event is \$_____ and a non-refundable 20% deposit of \$_____ is required to book this event.
7. Cancellation or change of date will result in forfeiture of deposit, provided promissory is the cause of the cancellation or change.
8. All outside speakers and pastors must be approved by our Pastor in Charge, prior to being offered the engagement opportunity.

9. Nothing may be attached to walls, ceilings and fixtures, without the approval of the MMUMC Board of Trustees.
10. The person signing below agrees to take on the responsibility for the costs of breakage, loss or misuse of equipment or facilities, is responsible for payment of all fees and will inspect and leave the facilities in the same or better condition in which they were found.
11. Nursery facilities and/or attendants may be contracted separately and they are not included in this agreement - subject to availability. Arrangements must be made with MMUMC Nursery Director, if a nursery is desired.
12. Damage Agreement: It is understood that financial responsibility for any damage to building or facilities resulting from the use rests with Authorized Promissory and Promissory's invitees. Promissory shall use diligent care to prevent such damage.
13. The group using McEachern's facility shall conduct itself in a manner that is consistent with the mission and ministry of the church (e.g. no political activity, no profanity, etc). This includes policies posted on the MMUMC website and contained within the Facility Usage Guide.
14. Hold Harmless Agreement: The Authorized Promissory agrees to 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 Promissory's use and rental of the facility listed above and/or any other area within our campus. Promissory agrees that acts of guests, caterers, and others used (or employed) as contemplated by this agreement will also be under this same agreement.

MMUMC shall be entitled, in its reasonable discretion, to settle, claims prior to suit or judgment, and in the event Promissory 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, Promissory 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 Promissory, 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

_____ **Date:** _____
By: Carolyn L. Black, Finance Director

_____ **Date:** _____
By: Margaret Neal, Assistant to the Sr. Pastor

_____ **Date:** _____
Agreed By: Authorized Promissory (sign and print name)

