

CHEBEAGUE UNITED METHODIST CHURCH
Combined Building Use Policy

Buildings owned and supported by the Chebeague United Methodist church comprise the sanctuary, parish house, parsonage with garage and grounds and parking areas associated with each building. A separate policy exists for the parsonage (at time of draft, it is used as a private residence.)

Generally, decisions concerning use of the Sanctuary will be made by the Pastor and the church office. Dates and times need to be cleared through Administrative Office.

General Conditions (for sanctuary and parish house)

No smoking anywhere on church property.

No alcoholic beverages (open or unopened) allowed on church property.

Building may only be used on the dates and times agreed upon.

Nothing may be removed from the walls without the permission of the pastor or the pastor's designee.

Nothing may be thrown inside any building. (ie rice, petals, confetti, etc)

Any items left after 7 days will be disposed of.

Any damages to the building or furnishings are the responsibility of the person or organization using the building.

Additional charges may be incurred for damage or cleaning.

Parking should be limited to the lot adjacent to the sanctuary and parish house. If additional parking is required, use town signage to limit parking to one side. Try to avoid street parking on both sides of the street directly in front of the sanctuary and parish house.

Sanctuary availability

- balcony 30
- loose (4 in pews) 168, tight (5 in pews) 210

A designated member of the congregation and/or Trustees will meet with booking party to discuss removal and/or addition of any items. (a labeled plastic tub is provided to hold any displaced items in work closet).

Anything that is moved will be replaced to its original position before the event.

Parish House capacity

- chairs #88 +/- folding, 1 high chair, 1 rocker
- tables - 14 - 64"x30", 2 - 31"x95", 2 - 47"x24" adjustable height

Fees to be collected by church for building use:

Parish House – (24 hour use)

- meeting room use - the church will accept donation
- Kitchen use - \$100.00 (per 24 hour period)

Sanctuary

- funerals – donation accepted
- general use – donation accepted
- weddings \$150 for non - members

Provisionally accepted at May 2018 Admin meeting