



Facility Usage Policy

The mission of Midway Church is the mission of the United Methodist Church (UMC) - "to." Each church in the Body of Christ is called to a specific way of living into the mission. Midway's unique vision is to "be the visible presence of Jesus in our community."

Midway Church and her governing Leadership Board understand that all Midway facilities are a gift from God and should be honored and used to the glory of God and the furtherance of the vision and mission of the church.

As such, the following policies are set forth to guide all decision making about facility usage at Midway.

Facility Usage Guiding Principles

Governance

- All facility usage falls under the jurisdiction of the Leadership Board and the Lead Pastor.
- The Facility Use Administrator (FSA) manages building use using these guiding principles.
- If there is a facility use request that is not properly addressed by these guidelines, the FSA will bring this request to the Leadership Board who will vote on the request.
- Midway's Lead Pastor may schedule usage/events without going through the FSA. But, must immediately put events on the church calendar in Planning Center.
- All other facility usage must be approved by the FSA.
 - All church ministries agree to facility usage policies including requesting usage from the FSA.
- Midway's Churchwide Planning Center Calendar is considered the official church calendar.
 - If an event/usage is not on the Churchwide Planning Center calendar, it is not considered booked.



Facility Usage Policy

Priority

Midway is committed to not over scheduling church volunteers, staff, and attendees. Thus, all usage is first subject to an assessment of how the request fits within the usage already on the Churchwide Calendar.

After this assessment is made:

- First priority is reserved for worship and then the ministries of Midway Church.
- Second priority is given to those whose usage serves to further the mission and vision of the church.
- Third priority is given to organizations in the community that work to serve the community (i.e., Girl Scouts, Public Safety, area schools, etc.).
- Fourth priority is given those who wish to secure space for financial or personal use (i.e., weddings, parties, space rental outside of community/missional parameters, etc.).
 - Wedding ceremonies are only allowed if Midway's Lead Pastor is officiating.

Booking Process

- **Step 1:** Complete a facility usage request form online.
- **Step 2:** FSA will assess the request considering the church calendar and facility usage guidelines.
- **Step 3:** FSA will contact requestee with one of the following within 3 business days:
 - A confirmation that usage has been approved.
 - Details about changes needed (including dates available if requested date does not fit within the Churchwide Calendar).
 - Details about why the request has been denied.
- **Step 4:** If request has been approved:
 - Non-church ministries must complete a Facility Usage Agreement before usage will be added to the calendar. Usage is subject to terms of the Facility Usage Agreement.
 - Midway church ministries are required to contact and work with Lead Pastor *three weeks prior* to the date if they desire for the usage/event to be



Facility Usage Policy

- communicated churchwide (i.e., during worship, on church email, in bulletin, etc.).
- **Step 5:** If the request has been denied:
 - The requester must first seek redress from FSA.
 - If resolution is not found, the requester may contact the Chair of the Leadership Board to be considered at the next Leadership Board meeting.

Cost

- Ministries of Midway Church may use church facilities without cost.
 - However, each ministry is responsible for set-up, tear-down, and cleaning.
- All funerals officiated by MUMC Pastor may use church facilities without cost.
- Facility usage cost for non-church ministries:
 - \$50 Deposit (refundable) due before usage will be added to the Churchwide calendar.
 - Deposit will be refunded within one week following usage IF:
 - Facilities used are left clean and in the condition which they were received.
 - This includes stacking all tables and chairs.
 - Usage fee of \$25 per hour due at time of booking.
 - This includes usage of Midway tables and chairs.
 - Tables and chairs must be requested at time of booking.
 - Tables and chairs will not be set-up. They will be left out for users to set-up as needed.
 - Linens are available for rental. \$5 per linen.
 - Linens do not need to be cleaned.
 - If linen is irreparably damaged, the group will be charged for replacement.
 - Usage fee is refundable if booking is canceled one-week prior to date of usage.



Facility Usage Policy

- o Non-Profit Organizations may request a fee waiver.
 - The Lead Pastor may waive fee for organizations that meet missional/community partnership criteria and are requesting a one-time use (up to five days in sequence) of Midway facilities.
 - The Leadership Board may waive fees for organizations that meet missional/community partnership criteria and are requesting facility usage on an on-going basis.
 - A deposit of \$50 is due even if the fee is waived.