

# Policies and Guidelines



*Joyfully worships and honors Christ through help, healing and hospitality*

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**Effective January 2010**

## SECTION II – FACILITIES AND EQUIPMENT

Revised 11/30/09; to be approved by full Board of Trustees & Church Council

### A. Use of Soapstone Facilities

These rules and policies shall govern our stewardship of Soapstone Church facilities. These facilities are to be used only in a manner consistent with the mission of Soapstone United Methodist Church (also referred to as “SUMC”).

#### General Policies

1. Use of Soapstone facilities, both space and equipment, will be allocated for use by programs, groups and individuals by the Trustees on the basis of the priority, size and nature of the activity. The Trustees delegate to the Soapstone Staff the authority to schedule Soapstone Church functions (item 2a below) and Soapstone-sponsored ministries (item 2b) as well as the activities of outside Christian (item 2c) or community (item 2d) groups that have been formally approved by the Trustees.

Requests to schedule Soapstone functions should be submitted to the church office no later than two weeks before the event. First time requests from outside groups that require review by the Trustees must be submitted to the church office at least 30 days, but not more than six months, prior to the event. Events will be entered into the Church calendar. Late requests risk being ranked at lower priority or not being approved in time for the event. The Office Manager in conjunction with the Trustees, according to the particular needs and relative priority of the conflicting activities will resolve scheduling conflicts. This may result in changing the time and/or the location of one or more events.

2. Soapstone facilities are to be used for these types of activities, in order of priority:
  - a. **Soapstone Church Programs and Functions.** This includes the internal programs of the Church including: worship services, Sunday School classes, Youth Group activities, Soapstone committee and Staff meetings, Preschool programs, United Methodist Men and Women of Wonder events, funerals, weddings and wedding receptions of members and UMC Connectional Meetings. No fee shall be charged for such usage except for the cost of weddings and wedding receptions as detailed below. (Please refer to Section I (B) for information and fees related to weddings.)
  - b. **Soapstone-Sponsored Ministries and Programs.** This includes programs and activities formally identified by the Soapstone Church Council as worthy of our support because they are consistent with the purposes of the ministry of the church. Examples of such programs include the Interfaith Hospitality Network and Boy or Girl Scout meetings. At the time the program is approved, the Church Council will appoint a member of Soapstone or the Soapstone Staff as Coordinator, to maintain a liaison with the program, to assist in scheduling the program's activities. No fee shall be charged for the use of Soapstone facilities by programs in this category. In special cases the Pastor or Trustees may request that the program pay the cost of operating, cleaning and maintaining the space set-aside for its exclusive use.
  - c. **Christian Activities.** These activities are not sponsored by Soapstone and include such events as nonmember Bible Study groups, and interdenominational meetings. The Trustees must formally approve individuals or groups who use Soapstone facilities under this category. The Trustees may revoke the privileges of users in this category who fail to comply with the policies and guidelines set forth in this document.

**d. Community Activities.** These are activities we wish to encourage without being directly involved (school board meetings, school groups, polling places, music recitals, civic clubs, homeowners associations, garden clubs or community meetings). Except for weddings and wedding receptions, the Trustees must formally approve individuals or groups who use Soapstone facilities under this category. The Trustees may revoke the privileges of users in this category who fail to comply with the policies and guidelines set forth in this document.

3. All users of Soapstone facilities, both members and nonmembers regardless of priority category agree to the following: The user is responsible to set up before and clean up after the activity. Any Soapstone property or furnishings that are moved by the user must be returned to their original positions. The user will remove their personal property from Soapstone premises immediately after the activity. The user is responsible to pay for: 1) property damage caused by inappropriate use of the facilities, and 2) cleaning costs incurred by the activity in excess of our normal janitorial services.
4. Under no circumstance should the pianos, organ or electronic drums be moved. A/V services and equipment must be contracted separately.
5. Alcoholic beverages, smoking, and weapons are not permitted on Church property.

**Scheduling the Use of Soapstone Facilities**

All requests for the use of Soapstone facilities are made through the church office as soon as possible but not later than two weeks in advance of the event for Soapstone functions and not later than 30 days prior for first time requests from outside groups. A request is made by contacting the church office and submitting payment. New and one-time-only groups will submit two checks in the usage fee amount. The 2<sup>nd</sup> check will be returned upon room inspection and return of key. The event will be logged onto the Soapstone Church calendar and submitted for approval to the Trustees. The Office Manager, in conjunction with the Trustees, will resolve scheduling conflicts according to the particular needs and relative priority of the conflicting activities. This may result in changing the time and/or location of one or more events.

Prior to the event, following approval, the user will be issued building keys if necessary. Key recipients must be a designated member of the User Group, who signs for the keys they receive. By their signature, key recipients promise that they will not duplicate any Soapstone keys and that they will return the keys on the first business day following the scheduled event.

Meetings of fewer than 25 people will generally be scheduled in classrooms.

Fees to defray the cost of operating and maintaining Soapstone facilities will be collected according to the schedule below, prior to use of the facilities. These fees do not apply to Soapstone programs (item 2a) or to Soapstone-sponsored ministries (item 2b).

**Fees For The Use Of Soapstone Facilities**

A Certificate of Insurance listing SUMC as an additional insured may be requested.

Applies to community groups for meetings:

Chapel - Weeknight	\$30
Chapel – Sunday morning & holidays	\$60
SUMC individual room (up to 25 people)	\$50
SUMC double room	\$75
Kitchen	\$75
Narthex (aka Main Foyer)	\$100
Main Site Sanctuary (max seating 255 people)	\$250

A/V services and equipment have a separate fee schedule.

### **Kitchen and Banquet Facilities**

Users of the kitchen are expected to leave the facilities in a clean and orderly condition. Users of the kitchen will be responsible to pay for the repair of any damage caused by their misuse of Soapstone facilities; users who do not abide by these policies may be refused the use of the Soapstone kitchen. Outside caterers may use Soapstone facilities to prepare for Soapstone programs and small receptions. The size of the kitchen restricts its use to only very small wedding receptions. The Board of Trustees or designated Kitchen Committee must approve the caterer selected and reserve the right to refuse kitchen use to caterers who have misused Soapstone facilities in the past. The caterer is responsible for meeting all Wake County Board of Health requirements. All decorations or equipment belonging to the caterer must be removed immediately after the event. The Kitchen use fee does not apply to the outside catering of groups in Sections 2 (a) & (b).

### **Weddings, Wedding Receptions, and Banquets**

Please refer to Section I (B) for information and fees related to weddings.

### **Funerals and Memorial Services**

Please refer to Section I (C) for information and fees related to funerals and memorial services.

### **Soapstone Cemetery**

Please refer to the "Soapstone Cemetery" policy of the Trustees for information and fees related to burial in the Soapstone Cemetery on Old Creedmoor Road.