

Mountainside United Methodist Church

Facility Users Guide Part II

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Part II of the Facilities User's Guide describes responsibilities of various people and organizations within the church.

1. Board of Trustees will:

- a. Set overall policies and fees for use of church facilities.
- b. Provide for necessary repairs as needed.
- c. Ensure sufficient people are trained and available to train kitchen users and to provide audio visual specialists for scheduled events.

2. Administrative Board will:

- a. Provide a point of contact with the authority to approve facility use. The point of contact will evaluate user requests to ensure potential activities and events do not conflict with the policies and beliefs of the United Methodist Church. The point of contact may consult with the Chairman of the Board of Trustees on specific facility use issues.

3. MUMC Bookkeeper will:

- a. Deposit fees, with the exception of refundable deposits, in the rental income account.
- b. Distribute fees collected for use of an AV specialist as follows. A sum of \$5 per hour be deposited in the trustee hold account. Trustees will earmark these funds for replacement and upgrade of audio visual equipment. The remaining \$20 per hour will be paid to the specialist.

4. MUMC Pastor will:

- a. Approve all weddings to be held at MUMC.

5. Facility Manager will:

- a. Act as a point of contact for users of MUMC facilities.
- b. Schedule all activities and events using the priorities in Part I of this guide.
- c. In the case of weddings, schedule the couple for an initial interview with the Pastor as soon as possible. The wedding date will not be finalized until approved by the Pastor. Also schedule a rehearsal the day prior to the wedding. Check to see if the couple wishes to hold the reception in the MAC.
- d. Show potential users the facility and explain policies and fees.

- e. Forward facility use requests to the Administrative Board Point of Contact for approval.
- f. If users want to use the kitchen schedule them for kitchen training.
- g. Schedule an audio visual specialist if required.
- h. Collect fees and secure refundable deposits in the church office. Refundable fees will not be deposited in the bank.
- j. Be knowledgeable of and able to perform the duties of the Facility Monitor.

6. Facility Monitor will:

- a.. Be available to open the facility and supervise set-up.
- b. During the event, monitor the use of the kitchen to ensure compliance with basic Department of Health rules. Training users is not a Facility Manager or Monitor responsibility.
- c. After the event, supervise clean-up and equipment storage.
- d. Note and forward to Trustees any repair requirements observed. (The Facility Manager/Monitor is not responsible for these repairs, only for bringing them to the Trustees' attention.
- e. Ensure facility is locked.

7. Facility Manager/Monitors must be knowledgeable in the following areas.

- a. Operation of the thermostats.
- b. How to silence and reset the fire alarm system.
- c. Emergency shut-off of the fire sprinkler system.
- d. Proper storage of tables and chairs in the MAC.
- e. Basic rules for use of the kitchen.
- f. How to turn basic audio visual equipment on and off.

8. Special Use Equipment

a. Audio Visual

Both the sanctuary and Wagner Hall have extensive audio visual capabilities. The equipment is set up so that simple use of a microphone, basic house speakers, the projector, screen and a user-supplied computer will not require a specialist. However, any use beyond those basic functions will require an audio visual specialist. The Trustees will ensure sufficient people are trained to

provide specialists as needed. The Facility Manager/Monitor will know how to operate the basic equipment and will monitor to ensure no other equipment is used.

b. Kitchen

Any user who wants to use the kitchen must provide at least one person to be trained in use of the kitchen equipment as well as the rules for use of a permitted kitchen. The Trustees will ensure there are sufficient trainers available. The Facility Manager/Monitor will ensure that a trained person is available in the kitchen all the time the kitchen is used.