

Display Areas

The Welcome Center Counter is for in-house Calvary sign ups only. Information can be displayed for 3 weeks. All sign-up sheets must be typed and a contact person for the event must be listed. The Ministry Highlight Area (west end of the Welcome Center by sanctuary doors) is for displaying in-house ministries only and may be used for 2 weeks. The Revolving Bulletin Board is for external announcements and Abundant Living brochures. Nothing should be put between the two pillars across from the Welcome Center. In addition to these areas, three other areas have been designated. The first area (Area 1) is the south wall just west of the entry doors. This can be used for a small table with someone manning it and would work well if you need to recruit volunteers for an event. This can be used for 3 weeks. The second area (Area 2) is the area between the mailboxes and the bathrooms. This can be used for three weeks and a large table can be placed for displaying information on. The third area (Area 3) is the wall between room 115 and the door to the childcare area. This can be used for up to three weeks.

If you want to use one of these three spaces or the Ministry Highlight Area you will need to sign up on the calendar at the Welcome Center. This is located in a drawer near the highlight area marked calendar. A map of Areas 1, 2, & 3 is attached to the calendar for your reference. If you have any questions about scheduling contact the Church Administrator in the church office. The space in front of the Mission wall can be used for mission information. Contact the Mission Team Chairs regarding this space.

CALVARY UNITED METHODIST CHURCH POLICIES/PROCEDURES/INSTRUCTIONS



Calvary United Methodist Church
4575 45th St S
Fargo, ND 58104
(701) 232-5650
(701) 237-9140 fax
office@calvaryfargo.com
www.calvaryunitedmethodist.com

Purpose

Policies/Procedures/Instructions (PPI) ensure that Calvary's facilities are used in a manner which preserves the integrity and condition of the buildings and grounds and minimizes expenses for all parties.

Values

Calvary's building was constructed to bring glory to God through its use. It is our desire to see the facilities utilized to the fullest and we are all responsible to be good stewards of the facilities. An emphasis on Biblical fellowship should be the goal for any ministry or event within the church.

Applies

The PPI applies to everyone using Calvary buildings and grounds.

Responsibilities

The church administrator is responsible for scheduling the use of the church building using the policies set forth in this booklet by the Calvary UMC Administrative Team. The church administrator has the authority to balance the needs and goals of the church and will determine proper use of each room taking into consideration these needs and goals. The church administrator will also provide all users with appropriate policies, forms, and instructions.

Ministry leaders are responsible for communication of PPI to those within their ministry areas and for ensuring that these policies/procedures/instructions are followed.

The Calvary UMC Administrative Team will handle all grievances regarding facility use and fees.

Users Categories

We identify potential building users into four categories

1. Ministries of Calvary United Methodist Church
2. Partner Ministries (direct affiliation to Calvary)
3. Other Ministries (no direct affiliation to Calvary)
4. All others including secular groups, non-ministry, non-profit, governmental agencies, etc.

Clay, paint, wax, glitter, confetti, play-dough, and other products of this type are not allowed in carpeted areas. Candles must be drip less and care should be taken. Lit candles can never be left unattended!

All rooms must be returned to their default setting. (See diagram in each room). All items taken from other areas must be returned to those areas.

Calvary Bulletin and Calvary Calls Newsletter

To submit a Calvary Ministry announcement (brief with just the facts) for the weekly Sunday bulletin or an article (longer with more details) for the monthly newsletter, email a print-ready Word or Publisher document to office@calvaryfargo.com. All submissions are subject to approval and may be edited for space as needed. The submission deadline for the bulletin is 9am the Thursday before; the newsletter is 9am the 20th of each month. The author is responsible for proofing all content before submitting it to the church office.

Funeral/Wedding Scheduling Procedures

Funerals:

1. Contact a pastor and the church office to notify of a death.
2. The pastor and family will determine date and time of funeral.
3. The pastor will contact the service team coordinator regarding reception needs. Please have an estimated number of people and indicate food preferences.
4. If you have any questions, please contact a pastor at 701-232-5650.

Weddings:

1. Call the church office at 701-232-5650.

Church Property

The use of any Calvary equipment such as tables and chairs in addition to what is in the reserved space must be requested via the Event Request Form. There is a limited amount of equipment available. It is the responsibility of the user to setup and return all equipment to its original location.

Tables and chairs may be used outside of the building by church members only after approval on an Event Request Form. The items can be picked up immediately prior to the event and must be returned immediately following the event. Any damage to these items will be covered in full by the user.

Keys

Keys and/or key cards may be made available after normal hours for those responsible for ministries which require frequent access to the facilities or for those who have a scheduled event when normal access is unavailable. Convenient access will be balanced against the need for security.

Access to locked rooms will be granted only to those rooms which have been reserved on the Event Request Form.

Key cards may be requested for specific events and will be issued for that event only as needed by the user. Please return the key card for reuse.

Setup

If there is a special request or heavy custodial needs, the user must recruit volunteers to assist with setup and cleanup. A fee may be charged if cleanup is not done by the user.

Clean Up

When finished using an area, please leave it neat and clean for the next ministry. This includes restrooms, foyer, kitchen, & storage rooms.

Policies related to Users

Order of priority for use of space is in the same order as identified in the four user categories. We do not charge fees for category 1. For 2, 3 and 4, we charge a fee. Groups 2, 3 & 4 may schedule events up to 6 months in advance (weddings are the exception).

If the user is a category 2, 3, or 4, they must not embody beliefs or practices that are contrary to Calvary's doctrinal position or teachings and the activity must also pass similar scrutiny. All fundraising activities must be approved by the Fundraising Team prior to scheduling the event.

No alcohol, tobacco, or illegal substances are allowed on Calvary property, including outdoor grounds and parking areas.

Forms

Event Request Forms are available at www.calvaryunitedmethodist.com.

General

Sensitivity to the needs of others using the facilities at the same time and equitable sharing of equipment and facilities is expected.

Inappropriate behaviors including smoking, use of alcoholic beverages or drugs, profanity, etc. are prohibited.

Calvary United Methodist is not responsible for lost or stolen items.

Procedures

When planning an event at Calvary, it is important that the following steps are taken prior to an event being confirmed and put onto the church calendar.

1. Submit a completed Event Request Form to reserve space.
2. Once approved, the church administrator will get the event on the church calendar and coordinate your room needs.
3. You may print a form at: www.calvaryunitedmethodist.com.
4. If you have any questions, please contact the Church Administrator at ruth@calvaryfargo.com or 701-232-5650.

Facility Use

Reservations:

All facility use including classroom(s), kitchen, sanctuary, chapel, etc. must be scheduled through the church administrator using an Event Request Form. An adult must be present with youth under the age of 18 at all times. At no time should a child be left unattended anywhere in the building.

Room Default Setup:

Unless informed otherwise by the church administrator, it is the responsibility of the user to return the room to the configuration that it was found. (See diagram in each room)

Decorations:

No tacks or tape may be used on painted or wood surfaces. Helium balloons are not allowed in the sanctuary or multi purpose room and cannot be released outside.

Costs:

Facility use fees will be based on the User Category, the space being requested, and the length of time needed including setup and cleanup. All costs applied to events are only to cover expenses incurred. Other factors may affect the cost for an individual event so the posted fees are simply guidelines for the church administrator to use to determine total cost. Full payment is required at the time of reservation.

Sanctuary:

Total seating capacity is 580. No food or beverages are allowed in the sanctuary at any time. Helium balloons, bubbles, and the throwing of grain, rice, or birdseed, etc. are not allowed.

Multi-purpose Room:

Calvary has tables to seat approximately 80 with round tables; 200 with rectangular tables. Parents must supervise their children.

Coffee Bar:

The coffee bar equipment is only available when trained Calvary volunteers are on duty.

Nursery:

Calvary's nursery is only available when paid Calvary nursery staff is on duty. The nursery must be reserved at the time of the facility reservation and there is a fee for everyone for this service.

Kitchen:

All kitchen users must carefully read posted instructions before using any equipment in the kitchen. Clean, dry, and put away all dishes and utensils; wash countertops according to approved methods as posted. Check all appliances to make sure they are turned off and nothing is left inside the oven. Take garbage to dumpsters and replace trash liners. Do not leave leftovers in fridge or freezer unless marked for another use.

Equipment Use

There may be a need to setup or take down equipment, tables, chairs, etc. Supervision of the group is the responsibility of the person who booked the event. Please restrict the group to the room(s) reserved. All items used must be returned to their original place at the conclusion of the event. AV equipment may not be taken out of the building.

Microphones, Amplifiers, Lighting, etc.:

The technical arts team is responsible for this equipment. If a sound technician is needed, those services must be indicated on the Event Request Form at the time of reservation and may incur a fee.

Piano:

If a piano needs to be moved, a re-tuning fee will be assessed to the user. The grand piano in the sanctuary may not be moved for any reason.

TV/VCR/DVD and Overhead Projector:

This equipment is stored in the resource room and may be reserved by filling in the back page of the Event Request Form. It is the responsibility of the user to setup and return this equipment. Under no circumstances should any cables be unplugged or any equipment be moved off of the carts! Extension cords are in the MPR storage room.