McFARLAND UNITED CHURCH of CHRIST
A Church with Heart

POLICY PROCEDURE MANUAL

Policy Name: **Resource Use Policy**
Effective Date: October 2024
Review Date(s): 10/10/2024, 07/09/2026

MUCC Resource Use

McFarland United Church of Christ owns various resources (e.g., the building, grounds, tables, and chairs) that may be used or removed from the church building for non-church-related events by members or active non-members/friends. Resources may be used by non-active members and/or others who are closely associated with the church. Examples include groups or individuals that are leading church-sponsored events or yoga & other classes. In this case, Servant and Leadership Team (SaLT) approval is typically required to ensure the mission & our values are aligned.

Process for Requesting Use of the Building and/or Grounds

Individuals or groups may submit an Application For Use of Facilities form to gain approval to use the MUCC building or grounds to host events or other uses. Upon completion, submit the form to the Administrative Assistant to facilitate the approval and planning process. Please note that food is not allowed in the sanctuary and the use of the audio/visual equipment in the sanctuary requires the assistance of a qualified church member.

Process for Requesting a Building Key

If a building use request or other member need results in the need to access the building during non-office or Sunday morning hours, a building key may be requested. Schedule a time to meet the Administrative Assistant during regular office hours to populate and sign the Key Covenant form and obtain a key. The pastor, moderator, and treasurer are authorized to complete the form and distribute keys if a request is submitted during non-office hours.

Process for Requesting Use of Resources

The following items may be borrowed:

- Tables
- Folding chairs
- Tablecloths

Items not specifically listed here may be requested if a need arises.

Users must complete an Application for Use of Resources Form.

When completing the Application for Use of Resources, MUCC events and scheduled activities need to be considered. For example, MUCC has the following routine table use needs:

- Communion / Birthday Sunday (first Sunday of each month) - 4 tables
- Outdoor Worship (variable monthly May to October) - 4 tables

There may be other events or activities that need to be taken into consideration, depending on the item. A review of the online church calendar is strongly encouraged before completing the Application for Use of Resources.

Coordination of the pick-up and return of resources is to be arranged with the church Administrative Assistant or another church representative.

Policy Review

This policy is to be reviewed by the Servant and Leadership Team (SaLT) annually.