



FACILITIES USE POLICY

**As approved by the Board of Trustees on
October 16, 2018**

Cannon UMC Facilities Use Policy

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Cannon UMC Facilities Use Policy

1. Introduction

a. Cannon Church Mission Statement

- i. Our mission for our Church is to be One with Christ, One with Each Other and One in Mission to the Community.
- ii. We nurture the spiritual development of children and youth.
- iii. We strengthen faith through involvement, accountability, and spiritual growth opportunities.

b. Methodist Ministry Philosophy from the *Book of Discipline*

- i. We make disciples as we proclaim the gospel, seek, welcome and gather persons into the body of Christ.
- ii. Entrance into and acceptance of ministry begin in a local church, but the impulse to minister moves one beyond the congregation toward the whole human community.

c. Authority of the Board of Trustees from the *Book of Discipline*

- i. The Board of Trustees shall have the supervision, oversight, and care of all real property owned by the local church and of all other property and equipment acquired by the local church or by any society, board, class commission, or similar organization connected therewith.
- ii. The Board of Trustees shall not prevent or interfere with the pastor in the use of any of the said property for religious services or other proper meetings or purposes recognized by the United Methodist Church.
- iii. The Board of Trustees shall not permit the use of said property for religious or other meetings without the consent of the pastor.
- iv. When a pastor and/or board of trustees are asked to grant permission to an outside organization to use church facilities, permission can be granted only when such use is consistent with the Social Principles and ecumenical objectives of the United Methodist Church.

d. Statement of Policy Principles

Significant financial resources have been invested in Cannon Church facilities by generous contributions from its members. Therefore, proper oversight must be given to these facilities to ensure that:

- i. Adequate facilities exist to effectively carry out the ministry objectives and goals;
- ii. The members of Cannon Church through its organizations and ministries have first priority to use the facilities and equipment of Cannon Church;
- iii. Such facilities are properly protected against loss or misuse;
- iv. Wise stewardship is being obtained through energy conservation, cost reductions, and safety measures; and
- v. The life of the facilities is extended through a proper maintenance program.

e. Exceptions to Policy

If there are special circumstances, the Facilities Manager appointed by the Church, in consultation with the Board of Trustees and the Pastor, may grant exceptions to the

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terms of this policy. All exceptions to policy must be requested in writing. After review by the Facilities Manager, Board of Trustees and Pastor, the contact provided on the Community Organization Facility Use Agreement will be sent in writing approval or denial of the request.

f. Revision of Policy

The Board of Trustees shall revise this policy as necessary and present revisions to the Church Council for approval.

“Within your temple, O God, we meditate on your unfailing love.” Psalm 48:9

2. Eligibility to Use Cannon Church Facilities

a. Criteria

Cannon Church’s Mission Statement envisions the welcoming of others unconditionally and ministering to the needs of our community. This vision includes the offer of facility use to any and all outside organizations whose purpose is consistent with Cannon’s Mission Statement.

b. Limited Space

There is a limited amount of space available in the Cannon campus. Accordingly, Church groups that have received approval to use designated spaces are limited to the designated spaces.

c. First Priority

Regularly scheduled Church meetings and the activities of Cannon Church will have first priority in the use of the facilities. Other Church related meetings and functions will have second priority. Groups outside the Church, which are ministry related in nature, may request use of the facilities for approval.

d. Limited Dates and Times

Cannon Church’s hours for outside organizations use of space are limited to 9:00 am to 9:00 pm EST Monday, Tuesday, Thursday, Friday and Saturday and 9:00 am to Noon EST on Wednesday. Use of Facilities will not be available during Cannon Church’s Holiday Schedule. Exceptions to our limited dates and times must be approved by the Facilities Manager or Board of Trustees.

e. Fund Raising

Any request for facilities use that includes fund raising or fee-based activities must be clearly demonstrated to be consistent with the mission of Cannon UMC. These activities fall into two categories:

- i. First, fund raising that supports a mission or ministry of Cannon approval and of which will be granted by the Finance Ministry Team.
- ii. Second, an activity that involves the delivery of a fee-based but not-for-profit service that is related to Cannon’s missions and ministries. In this instance the individuals delivering the service will become contract employees of Cannon UMC and their service will be approved by the Board of Trustees, Service Agreements Forms (document included in addendum) processed by the Accounting Manager and their service

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coordinated by the designated Ministry Directory assigned to oversee each contractor.

f. Political Use

Cannon facilities and equipment are not available for political campaign use. Cannon Church is a polling site for elections. Campaign signs may not be placed anywhere on the Cannon Campus including the utility access area in front of the church. Any signs placed on the church campus will be promptly removed.

g. Obtaining Approval to Use Cannon Church Facilities

i. Community Groups

Individuals or community groups that desire to use Cannon facilities are required to complete a Community Organization Facility Use Agreement (enclosed as an addendum). The Board of Trustees, as guided by this policy document, will determine the eligibility of an organization to use Cannon Church facilities, and approved agreements will be retained on file by the Accounting Manager. A copy of the approved agreement will be placed in the "Authorized Booking Binder" for the Calendar Coordinator. Approved individuals and groups are expected to be familiar with and adhere to this Facilities Use Policy, the Cannon UMC Facilities Use Procedures, and Safe Sanctuary Requirements.

ii. Service Providers

Individuals or groups who desire to provide a fee-based but not-for-profit service that is consistent with Cannon's mission and ministries and want to use Cannon facilities must complete and submit a Service Provider Application. Completion of this application will lead to consideration of the development of a Service Provider Agreement between the candidate service provider and Cannon UMC. An example of said agreement is an addendum to this policy. Approved service providers are expected to be familiar with this Facilities Use Policy, the Cannon UMC Facilities Use Procedures, and Safe Sanctuary Requirements.

h. Safety of Children, Youth, and Vulnerable Adults

All outside groups requesting use of Church facilities must adhere to Cannon's Safe Sanctuary Policy. The Community Organization Facility Use Agreement and the Service Provider Agreement contain clauses that require the organization to follow the Safe Sanctuary Policy while on Church property.

i. Publicity and Promotion

- i. Publicity material and public service announcements in which the Cannon Church's name is used must have prior approval by the Board of Trustees. This includes mention of the Church on user websites, flyers, or announcements of pending events.
- ii. The sale of admission to any event must be managed by the user. When sales are made available through our on-line registration software, a fee will be charged for this service.

3. Reservations

a. Request for Space

Cannon UMC Facilities Use Policy

All individuals and outside groups that have a current Community Organization Facility Use Agreement or current Service Provider Agreement on file and all Church individuals and groups may request space by submitting a Request through our website calendar at the following url: www.cannonchurch.org/connect/calendar . Requests for space must be submitted no less than two weeks prior to the requested date. Considerations for approving requests include, but are not limited to, the size of room required, whether recurring or non-recurring, existing space commitments, potential consideration for emerging Cannon requirements, and how far in advance the request is placed.

b. Scheduling Events

Once an event is approved, the requestor will receive an email confirmation. If the Worship Center is being requested for use, additional approval must be obtained from the Ministry of Multimedia, Ministry of Music, and Minister of Worship.

4. General Guidelines for Use of Facilities

a. Conduct

The conduct of all persons attending programs is expected to be respectful of the environment of the Lord's house.

b. Children

When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on Church property.

c. Smoking, Alcohol, and Drugs

Smoking, the use of alcoholic beverages, and the use of illegal substances are not permitted in the buildings of the Church or anywhere on Church properties.

d. On-Site Support

An assigned staff member or member of the Board of Trustees, when on duty while facilities are being used, will serve as the Church's point of contact. If questions or needs arise during the event, this individual shall be contacted, who will in turn contact the appropriate Church authority.

e. Food and Beverage

Food and/or beverages are prohibited in the sanctuary. Food and beverages are permitted in other areas of the Church facilities. However, individual users are expected to ensure that perishable items and other food items not stored in the kitchen area are removed from all facilities prior to departure. Failure to comply with this requirement creates a potential health hazard and jeopardizes having food and beverages in the future.

f. Weapons

Firearms and other dangerous items are not permitted in Church buildings or anywhere on Church properties. Law Enforcement Individuals (including our tenant in the Garage Apartment) are permitted to carry service firearms on property.

g. Electrical Appliances

Electrical appliances may be used in a safe and appropriate manner. Electrical appliances that remain in rooms must be unplugged when not in use. These appliances will be subject to periodic inspection by Church personnel. The use of extension cords is discouraged.

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h. Decorations

- i. All decorations in the buildings and on the grounds of Cannon Church must be approved by the staff liaison appointed to the group.
- ii. Nails, tacks, tape, or glue may not be used to secure decorations to the facilities furniture or walls. Only ribbon or rubber bands may be used to secure decorations in the Sanctuary. Staples may be used to secure decorations in the Fellowship Hall and other rooms.
- iii. It is the user's responsibility to remove decorations from the facilities within one hour after finishing use.

i. Weddings

See the Cannon UMC Wedding Guidelines for further details regarding use of Church facilities for weddings (enclosed in addendums).

j. Limited Access Areas

Due to design and construction for a very specialized use and open access to extremely expensive equipment, the following building areas cannot be used by outside community groups: video and tape facilities, television equipment, sound recording rooms, choir and orchestra rooms, etc.

k. Limited Access Times

Cannon Church utilizes a timed door control system for building access in our main buildings. All external doors are locked by 8:30 pm EST for security of our facilities. Individuals utilizing the facilities must be aware that re-entry after 8:30 pm is not available. Doors must not be propped open to allow re-entry.

l. Custodian Support

Cannon UMC uses contracted custodians to maintain the cleanliness of our facilities. The custodians should not be contracted or paid by the groups to clean the facility areas utilized during the event.

Post-Use Requirements

- i. All users are expected to leave the building clean, remove all items associated with their program immediately following the event, and return the area to the same condition as before use. Trash should be removed from the areas utilized and placed in one of the large trash bins located on each floor. Once clean-up is complete, please turn off lights in the areas utilized and close doors.
- ii. Any maintenance problems and damages are to be reported to the Facilities Manager or the Staff Liaison appointed to your organization.
- iii. Any furniture or equipment that has been moved from one room to another for an approved meeting must be returned to its original location by Church personnel per section 5a.
- iv. If special areas of the church are to be used (i.e., Sanctuary, kitchen, Fellowship Hall, Angel House and Cherub Cottage, and Hope House), additional procedures must be followed. These requirements are contained in the Cannon UMC Facilities Use Procedures.

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m. Indemnification

The person(s) or organization(s) making application for use of Church facilities shall agree to indemnify the Church for any damage to Church property by any person(s) participating in or attending the activity. An indemnification clause is included in the Community Organization Facility Use Agreement and in the Service Provider Agreement. If damage occurs, the person(s) or organization(s) will be invoiced for all repair, replacement, and/or labor costs. Failure to pay such damages will result in future requests being denied and possible legal action.

n. Liability

The user assumes liability for injuries to persons attending the event and for damages or loss of user's property. A clause releasing Cannon Church from liability is contained in the Community Organization Facility Use Agreement and in the Service Provider Agreement.

5. Furniture and Equipment

It is the policy of Cannon Church that furniture and equipment (i.e. tables, chairs, kitchen, food preparation and delivery equipment, etc.) purchased and owned by the Church will be used exclusively for ministry functions of Cannon Church. Outside organizations are permitted to use tables and chairs in rooms scheduled for their use. **The LCD projector and sound equipment in the Fellowship Hall may be used by outside organizations if the group leader has been trained in use of the equipment.**

a. Moving Furniture and Equipment

If an approved meeting requires furniture or equipment to be moved from one room to another, it must be done exclusively by Church personnel to prevent damage to the building and Church furniture and equipment.

b. Off-Site Use

Tables and chairs may be used away from the Church's main campus for Ministry related functions only. Permission must be granted by the Facilities Manager or Board of Trustees.

c. On-Site Use

Equipment other than the aforementioned tables and chairs must remain on the Church's campus.

d. Equipment Security

The requesting individual assumes full responsibility for security, maintenance, and the cost of damage repair or replacement. The requesting individual also assumes full responsibility for returning tables and chairs used off site.

6. Sanctuary

a. Purpose Statement

The Sanctuary will only be used for events that have content consistent with the Christian faith. **Due to public education's religious policies, the church will work with the schools to provide space when available.**

b. Eligibility and Reservations

Cannon UMC Facilities Use Policy

The use of the Sanctuary shall be restricted to members of Cannon Church and groups specifically approved by the Board of Trustees in accordance with section 2 of and reserved in accordance with section 3 of the Cannon UMC Facilities Use Policy.

c. The Chancel Area

The Chancel area is sacred. For non-religious or secular events, the altar should always be predominately present and visible, and should not be used for any other purpose. For religious or sacred events, the altar may be removed from the platform if the content of the service has religious content.

d. Multimedia Needs

All sound, lighting, and video needs must be approved in advance. These requests must be made on the Multimedia Request Form. Such requests must be approved by the Minister of Worship Media, and equipment must be operated by Church personnel. Services provided by Church media technicians will be included in the event fee. (See Cannon UMC Sound and Video Use Policy for further details).

e. Musical Performances

- i. All requests for musical and other special events must be reviewed and permission granted by the Facilities Manager or Board of Trustees in consultation with the Minister of Music.
- ii. The Minister of Music must give permission for anyone to play the organ or grand piano in the sanctuary and all other musical instruments of the Church.

f. Weddings

See Cannon UMC Wedding Guidelines for further details regarding the use of the Sanctuary for weddings.

g. Procedures

See Section 3 of the Cannon UMC Facilities Use Procedures for procedures required when using the Sanctuary.

7. Kitchen

a. Purpose Statement

The primary use of the kitchen facility will be for Church-wide functions such as Wednesday night and youth suppers, special events, Sunday morning fellowship support, and other prearranged meal functions.

b. Eligibility and Reservations

Kitchen facilities are available only to Cannon Church Ministry groups. Ministries or small groups wishing to have a meal service function must make arrangements with the Facilities Manager or a Staff Person assigned and trained in the use of equipment for food and beverage support at the group's expense. Arrangements must be made the at least five days prior to the event.

c. Procedures

See Section 4 of the Cannon UMC Facilities Use Procedures for procedures required when using the kitchen.

8. Fellowship Hall

a. Purpose Statement

Cannon UMC Facilities Use Policy

On Wednesdays after 12:00 noon and all day Sunday, the Fellowship Hall is reserved for Church functions. The Fellowship Hall is available at other times to accommodate large groups for meetings and Church group functions that include meal service.

b. Eligibility and Reservations

The Fellowship Hall is available for use by Church groups and outside groups in accordance with section 2 of and reserved in accordance with section 3 of the Cannon UMC Facilities Use Policy. Meal service for Church group functions must be arranged as specified in section 7 above.

c. Procedures

See Section 5 of the Cannon UMC Facilities Use Procedures for procedures required when using the Fellowship Hall.

9. Youth Activity Center

a. Purpose Statement

On Wednesdays after 12:00 noon and all day Sunday, the Youth Activity Center is reserved for Church functions. The Youth Activity Center is available at other times to accommodate large groups for meetings and Church group functions that include meal service.

b. Eligibility and Reservations

The Youth Activity Center is available for use by Church groups and outside groups in accordance with section 2 of and reserved in accordance with section 3 of the Cannon UMC Facilities Use Policy. Meal service for Church group functions must be arranged as specified in section 7 above.

c. Procedures

See Section 6 of the Cannon UMC Facilities Use Procedures for procedures required when using the Youth Activity Center.

10. The Pavilion

a. Purpose Statement

The Pavilion is primarily available for fellowship and game activities.

b. Eligibility and Reservations

The Pavilion is available for use by Church groups and outside groups in accordance with section 2 of and reserved in accordance with section 3 of the Cannon UMC Facilities Use Policy. The Pavilion will function as an additional play area for Preschool Monday – Friday from 9 am to 1 pm and for AfterSchool 4 pm to 6 pm.

c. Procedures

See Section 7 of the Cannon UMC Facilities Use Procedures for procedures required when using the Pavilion.

11. Angel House and Cherub Cottage

a. Purpose Statement

As with all Cannon facilities, the Angel House and Cherub Cottage are to be used in accordance with Our mission for our Church to be One with Christ, One with Each Other and One in Mission to the Community.

b. Eligibility and Reservations

Cannon UMC Facilities Use Policy

The use of the Angel House and Cherub Cottage shall be restricted to members of Cannon Church and groups specifically approved by the Facilities Manager or Board of Trustees in accordance with section 2 of and reserved in accordance with section 3 of the Cannon UMC Facilities Use Policy. Overnight use requires prior approval of the Facilities Manager or Board of Trustees before a reservation is requested.

c. Pool

- i. The use of the pool is limited to Cannon ministries.
- ii. All users must comply with posted safety procedures.
- iii. A licensed lifeguard must be on duty when children are present at a function that uses the pool.

d. Kitchen

The primary use of the kitchen will be for those individuals authorized by the Facilities Manager or Board of Trustees.

e. Security

Overall security of and access to the Angel House and Cherub Cottage will be the responsibility of the Facilities Manager or Board of Trustees.

f. Procedures

See Section 6 of the Cannon UMC Facilities Use Procedures for procedures required when using the Angel House and Cherub Cottage.

12. Hope House

a. Purpose Statement

Cannon UMC Board of Trustees is evaluating future use of the Hope House.

b. Eligibility and Reservations

The use of the Hope House to outside groups is currently restricted. Until the future use is determined by the Board of Trustees, any use of the property must be approved by the Facilities Manager or Board of Trustees.

c. Garage

The open area of garage is a secure storage area for items donated and storage of Church property at the direction of the Facilities Manager or Board of Trustees.

d. Security

Overall security of and access to the Hope House will be the responsibility of the Facilities Manager.

e. Procedures

See Section 7 of the Cannon UMC Facilities Use Procedures for procedures required when using the Hope House.

13. Campus Grounds

a. Purpose Statement

The grounds of the campus serve primarily to support the Cannon buildings. Use of the parking lot or grass areas for events must be requested and approved and will be allowed when compatible with parking and traffic needs for routine church activities. Other special-use areas on the grounds are reserved for designated use only.

b. Eligibility and Reservations

Church groups and approved community organizations and service providers may request use of the grounds for events from the Facilities Manager or Board of

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Trustees. If the event is approved, a Request for Space will be completed on-line (see Section 3 a). See the Cannon UMC Student Parking Permit Agreement and Instructions for policies and procedures regarding high school student parking. Persons wishing to use the spaces designated for commuter parking should contact the Facilities Manager.

c. Parking Lot Safety

The parking lot is used extensively by pedestrians as well as vehicles. The speed limit for vehicles is 10 mph, and pedestrians always have the right-of-way. Drivers must operate vehicles in a safe and courteous manner at all times. Pedestrians are expected to exercise caution, and small children should be accompanied by adults. Drivers or pedestrians behaving in a hazardous manner that might endanger others will be subject to removal from the parking lot.

d. Boy Scout Hut

Use of the Boy Scout area is restricted to BSA Troop 506.

e. Mobile Phone Tower

No trespassing is allowed inside the fence surrounding the mobile phone tower or on the driveway to the gate.

f. Play Areas

i. Playgrounds

Use of the playground equipment outside the Grand Lobby entrance is reserved on weekdays for the preschool, after-school, and summer day camp programs. It is available to others when not in use by these programs, but children must be supervised by adults. The playfield adjacent to the Angel House is reserved for the use of the preschool, after-school, and summer day-camp programs.

ii. Volleyball Area

The volleyball area is open for use on a first-come, first-served basis from 1:00 pm to 10:00 pm except Sundays. Users are expected to conduct themselves appropriately and abide by the posted rules: no smoking, alcoholic beverages, drugs, weapons, loud music, profanity, abusive language, or sexual or physical harassment. All litter is to be collected and placed in the trash barrels. Anyone found to be in violation will be prohibited from future use.

g. BBQ Pavilion, BBQ Pit Area, and Storage Shed

The BBQ pavilion, BBQ pit area, and storage shed are reserved for use by the Cannon United Methodist Men. Others wishing to use this area should contact the current President of UMM.

14. Residences Held For Church Expansion

a. Other Residence

Cannon Church has a residence purchased which is adjacent to Church buildings and parking lots. This home has been purchased for the primary purpose of future Church expansion.

b. Residence Use

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In order to be wise stewards of these Church properties, Cannon Church has elected to rent this residence to generate income to cover costs, but rental may only be to non-employees.

c. Applicable Use Procedures

The procedures for proper use of this Church property by the renters are governed by the rental agreements.

Addendums to this Policy:

- A. Facilities Use Procedures**
- B. Safe Sanctuary Policy**
- C. Wedding Guidelines**
- D. Cannon UMC Sound and Video Use Policy**
- E. Multimedia Request Form**
- F. Community Organization Facility Use Agreement**
- G. Service Provider Agreement**
- H. eSPACE Request for Facility Use**

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**CANNON UNITED METHODIST CHURCH
2424 WEBB GIN HOUSE ROAD
SNELLVILLE, GA 30078
770.972.5463
WWW.CANNONCHURCH.ORG**