

TRUSTEES & FINANCE COMMITTEE MAKE CHANGES IN ROOM USAGE POLICY

The Baker Memorial United Methodist Church Board of Trustees and Finance Committee have passed two policies that will affect those who use the church building for meetings and classes.

The policies are effective beginning January 1, 2006. One policy address a "safe child" environment that supports the Safe Child policy adopted and implemented by our Church Council last summer and the other policy establishes a donation schedule for room usage. The policies are printed below.

Please review both policies carefully to determine how they might affect your use of our facility. If you have any questions, please call the church office (630-584-6680) and we will direct your call to the proper committee chairperson for further discussion.

A letter is being sent to all non-church groups regarding the changes. Current room reservations will be honored until January 1, 2006. Non-church groups wishing to use our building after December 31, 2005 will need to reapply.

Building Usage Donation Schedule

January 1, 2006

Room	Half Day (up to 4 hours)	Full Day (more than 4 hours)
Sanctuary	\$200	\$400
Chapel	\$150	\$150
Baker Hall	\$100	\$200
Classroom/Library	\$ 25	\$ 50
Parlor/Wiley Hall	\$ 75	\$150

- 1. All groups using the building will abide by the church's Safe Child Policy.**
- 2. These donations apply to all for-profit and non-profit individuals, groups and organizations.**
- 3. The donation schedule does not apply to activities conducted by the staff members of Baker Memorial UMC.**
- 4. Any activities considered by the staff to be extensions of the ministry of the church are exempted from the donation schedule.**

- Baker Memorial United Methodist Church – Finance Committee

January 1, 2006

To Whom It May Concern:

Subject: Baker Memorial UMC Building Use Policy

Please be advised that effective January 1, 2006 we will be changing our building-use policies to reflect our commitment to the safety of children.

Our new policy shall be as follows:

If children under eighteen years of age will be at your activity, we require two adults who are at least 18 years old and five years older than the children) to be in the room at all times.

We also require a certificate of liability insurance to be on file with the church office.

Questions may be addressed to the Board of Trustees through the Church Office at (630) 584-6680. Thank you for your cooperation.

- Baker Memorial United Methodist Church Board of Trustees