

**Equipment Use Policy
First United Methodist Church
Independence, Kansas**

Adopted: September 16, 2002

Revision Proposed: February 28, 2008

1. **The Kitchens:** Policies relative to the use of the Gault and Wesley Center kitchens are established by the United Methodist Women.

2. **Keys:** Keys to specific doors and to specific rooms may be obtained from the Administrative Assistant. Staff members will be assigned the keys they need to accomplish their responsibilities. Members and staff who need a key for a particular event, may check out that key, with the expectation that it be returned within twenty-four hours of the conclusion of the event.

Those who have keys are expected to care for the security of the building. All doors are to be locked when the building is unattended. The 'last one out' is responsible for turning off lights and locking all doors.

3. **Technology Equipment:** The technology of First United Methodist Church exists for the administration of the church, the ministries of the congregation, and programs which extend the ministries of the congregation. Commercial, political or illicit use of hard ware or soft ware is prohibited. A lap top and a projector are available for use, with the supervision by a representative of the Media Team, in the programs of the church and by groups which are approved to use the congregation's facilities. Fees may apply.

When approved to use the congregation's facilities, a group or individual may also request to use the technology equipment. The Administrative Assistant will contact the Chairperson of the Media Team who will assign a member of the team to supervise the use of the technology equipment.

The laptop is not to be taken from the premises of the church except by a member of the Media Team when preparing materials for ministries of the congregation. The digital camera is not to be taken from the premises of the church except by a member of the congregation, trained by a member of the Media Team, when taking pictures of ministries of the congregation. The projector and other equipment are not to be taken from the premises of the church.

4. Certain **tables and chairs** are available, to members only, for use away from the buildings. Prior approval for such use of tables and chairs must be obtained from the Administrative Assistant.

5. **Basketball Goal:** The basketball goal in Wesley Center may be used only when two adult volunteers or staff members are present to supervise. The church provides balls, which are not to leave the building and no other balls are to be used in Wesley Center. Bouncing the balls against the walls or the ceiling is prohibited and will result in the loss of the use of the goal.

6. **Copyright:** Copyrighted material is not to be duplicated for use within the program of the church without proper permission on file in the church office. Office machines are not to be used to duplicate copyrighted materials unless permission has been obtained for copying.

In the same way, use, publishing, or retransmission of music, graphics, design, web page format, software or information found or received through electronic transmission must also conform to copyright restrictions and intellectual property law. Graphics, design elements and applications found on the web belong to their creator and use is with expressed or requested permission only. Software piracy, copying software from either disk or electronic transmission, is against the law.