

First United Methodist Church
Policy on Facility Use

Adopted 11/04/2007 by the Board of Trustees

PREAMBLE

The properties of First United Methodist Church (FUMC) are maintained and overseen by the Board of Trustees as stated in *The Book of Discipline of the United Methodist Church, paragraph 2532 and as supplemented by the Guidelines for Leading Your Congregation*, which states that the Board of Trustees “ensures that the facilities are functional, safe, and ready for the work of the whole church. All of the areas of the facility are sacred space in the sense that they are there solely for the purpose of helping to advance the church’s mission to make disciples”.

Scheduling

The church has many events and programs that are provided to the community and our congregation. All events are updated daily on the monitors in the narthex of the sanctuary and the lobby of the fellowship center.

Space is a valuable resource to FUMC. Space will be assigned in a way that best serves church goals of meeting the needs of both members and the community. Space allocated in closets or storage areas is limited and is not available to groups without approval. No items may be stored on the FUMC campus without the assistance of the property manager, who will obtain permission from the appropriate parties.

All meetings and gatherings at FUMC must be scheduled in advance with the Administrative Assistant. Outside group events cannot be scheduled more than 6 months prior to the date of the event. Non-member weddings cannot be scheduled more than 8 months prior to the wedding date. Event space is offered as available to community not-for-profit organizations. FUMC events have scheduling priority, and empty rooms are not necessarily available for use. Space shall not be made available to for-profit entities of any type. Outside groups shall execute a Facility Usage Contract and may be required to furnish a certificate of liability (2weeks in advance) and/or a facility usage fee to cover room and personnel related expenses. The Facility Usage Contract and accompanying Facility Reservation Request may be downloaded form the church web site at www.firstumc.org

Event cancellations must be made at least 24 hours in advance by contacting the Administrative Assistant.

Recurring events

FUMC allows a very limited number of community-based recurring events to be scheduled in its facilities. Requests for recurring events shall be made through the Administrative Assistant and/or the food service director (when food services are required), who shall then present the request directly to the Board of Trustees. The Board of Trustees has the sole discretion to authorize recurring events on behalf of FUMC.

FUMC is insured for property and casualty liability. All outside groups shall provide FUMC with a Certificate of Insurance listing FUMC as additional insured at least 2 weeks prior to the event.

FUMC assumes no liability for items lost, misplaced, or stolen on our campus.

Fees

Groups that use FUMC facilities may be charged fees for services included, but not limited to:

- Food Service
- Staff, including but not limited to custodial support, food service, nursery, musical, and sound/lighting/visual technical support
- Building Usage (large events)

Groups that damage the facilities or equipment will be required to reimburse FUMC for replacement or repair cost.

A deposit equal to the amount of fees charged may be required. Deposits must be received at least 2 weeks prior to the event.

Usage guidelines

All FUMC buildings are smoke-free. No smoking is to occur immediately outside of any gathering room, classroom, or worship area. **NO ALCOHOL CONSUMPTION OR ILLEGAL DRUG USAGE WILL BE PERMITTED ANYWHERE ON THE FUMC CAMPUS.** OUTSIDE GROUPS will not be allowed to solicit funds or hold fund raising events on the FUMC campus. Any individuals or groups in violation of these prohibitions will be asked to leave the campus without exception.

Rooms are arranged in standard set for weekdays, and Sunday school set on Sundays. Groups needing a room set different from the standard shall specify the room set on the Facility Request Form. Users are required to return the room to its standard set before departure. Furnishings may not be moved from one location or room to another without notification and approval from the buildings and grounds staff.

Rooms are cleaned regularly. Each group is expected to exercise due care in all areas of the church campus. Any problems shall be reported to the Property Manager or the church office.

The Property Manager controls all heating and air conditioning units. Please notify the Property Manager of any problems or concerns with HVAC.

Children may never be left unattended on the FUMC campus. Qualified adult supervision of children under the age of 18 is required at all times on all FUMC properties.

Additional guidelines for church parlor

The church parlor is used for intimate gatherings and welcoming events. Special restrictions apply to events scheduled in the parlor.

- Furniture is not to be moved.
- Spills shall be wiped up with water only and Property Manager shall be notified. No cleaning solutions of any type may be used on spills.
- Parlor shall be restored to its original appearance by removing all trash and meeting materials.

Operating Hours

The FUMC Campus is in a residential neighborhood. All persons must be cleared by 11:00 p.m. every Monday – Thursday weekday. Meetings shall end no later than 10:30 p.m.

On Fridays and Saturdays, all persons must be cleared by 4:00 p.m. Meetings shall be scheduled to end by 3:30 p.m. Special arrangements must be made if meetings or events will extend past these hours. Additional charges will apply.

Events that do not end as scheduled cause conflicts for others. Such occurrences shall be taken into consideration for future scheduling requests.

Security and Emergencies

All campus buildings are secured with audible alarm systems. Emergency personnel will be dispatched if alarms are activated. Notify the on-duty service staff member or Property Manager of any alarm immediately. The buildings and grounds staff maintain the security systems in all buildings. Extensions of event schedules shall be coordinated in advance with the Property Manager.

911 may be dialed from all phones to REPORT A FIRE, POLICE, OR MEDICAL EMERGENCY. The reporting information shall be displayed at all phones as 72 Lake Morton Drive between Walnut and Vistabula Streets.

Information Systems

Information system devices including but not limited to computers, phones, audio/visual equipment and office equipment shall not be loaned out to any individual or group. Equipment, excluding staff-assigned laptop and/or a/v equipment, shall remain on the FUMC campus at all times.

All notices and bulletins shall be delivered to the church administrative office for posting. Church communications policies govern the content and appropriateness of all postings on the campus, and shall take responsibility for proper display. Adhesive, tacks, pins, nails or any other similar device placed on the walls, floors, doors, and ceilings (e.g. any surface that is not glass) of the church are prohibited.

Banners, crosses, or other worship/religious artifacts or related items may NOT be removed.

Audio/Visual

TVs, VCRs, CD players, DVD players, overhead projectors, screens, computer video projectors, laptops, easels with or without paper charts, and other audio/visual equipment may be available for use. Audio/visual equipment is not to be relocated within the facility without prior approval. Availability of equipment is not guaranteed. Call the Administrative Assistant for further information.

Sound Systems and Hearing Assistance

FUMC has sound systems and hearing assistance systems on our campus which require operation by authorized staff. Users shall contact the Administrative Assistant if such services are needed and to determine availability. These are chargeable services. Once the form is submitted, contact will be made with our sound consultant and a pre-arranged amount will be determined. The fees for sound systems must be paid in advance.

Information Technology Systems

Computers and computer systems are managed and maintained by the Church Administrator. Guests are not allowed to use FUMC computers, network, and/or Internet connection without prior approval unless within the context of a class where authorized users are present. Computer and Internet connection may be available, depending on the room requested. Authorized guest users shall not change any system settings, configurations or defaults. Availability of equipment and connection is not guaranteed. Call the Church Administrator for further information.

Telephones

The FUMC campus is equipped with a digital phone system. Each phone has been programmed for its specific location. Phones should not be unplugged or reprogrammed for any reason without approval from the Church Administrator. Phones will not work properly if moved from one location to another and shall not be moved. Public access phones are located in the Sanctuary Narthex, E building hallway, F building kitchen, and Fellowship Center kitchen.

Office Equipment

FUMC office staff shall be the only authorized users of office equipment, including but not limited to copiers, binding machines, facsimile machines, scanners, postage meters, and other similar devices. Others may use this equipment with authorization of staff. All use must be properly documented.

Food Service

FUMC offers food/beverage, china/paper, and linens/decorating service for many events and meetings. All service requirements shall be clearly indicated on the Facility Use Contract. Staff and custodial services may be available for a fee. The FUMC food service director shall review the requested items and quote a specific price and determine the applicable deposit.

A firm reservation count is required 3 days before the event. Reservations shall be called in to the Church Office. Groups will be billed based on the greater of:

1. 90% of the number of reservations reported
2. The number of actual meals served

Due to the nature of equipment and insurance requirements, groups wishing to use the kitchen may do so only if pre-approved by the food service director. A member of the FUMC kitchen staff must be present if outside groups are using the kitchen. The group will be responsible for paying the staff member for their time and will be billed after the event. Fees and staffing needs will be discussed prior to approval.

Child Care Services

FUMC encourages family ministries. Nurseries are provided for most church-based groups and events. All child care needs shall be discussed with the Director of Children's Ministries at least 2 weeks prior to the event.

Only FUMC groups and ministries shall be provided nursery services on campus. Child care providers shall be governed by the Child/Youth Protection Policy of the church. OUTSIDE GROUPS are not authorized to conduct nursery operations on the FUMC campus.