

Building Use Policy

Revised September, 2014

First United Methodist Church

102 S. McIver Street

Madisonville, Texas 77864

936-348-2691

BUILDING USE REQUEST FORM

Name of Event _____

Date of Event _____ Time of Event _____

Description of Event _____

Number of Expected Attendees at Event _____

Event to take place in the:

___ Sanctuary ___ Fellowship Hall/Kitchen ___ Wesley Hall/Kitchen

Name of Event Sponsor – Member of FUMC _____

Telephone # _____ Cell phone # _____

Name of Sextant _____

Telephone # _____ Cell phone # _____

SET UP:

Any special equipment needed? List: _____

Use of Sound System: ___ Video ___ Nursery ___ Pianist/Organist ___

Janitorial Service ___

Audio Team member in charge of the system during your function _____

Movement/Removal of ANY furniture MUST have prior approval and must be returned to its original position.

WHO IS RESPONSIBLE FOR? (Sextant)

Opening _____ Telephone # _____

Closing _____ Telephone # _____

Cleanup _____ Telephone # _____

Sextant _____ Telephone # _____

BUILDING USE POLICY FOR NON-CHURCH RELATED EVENTS

Introduction

It is the intent of the Board of Trustees of the First United Methodist Church of Madisonville to provide a facility for Christian worship, study, fellowship, work, and recreation. Our general policy is that our facilities will be open and accessible for all reasonable usage consistent with the ministry of FUMC. This document outlines specific guidelines for the reservation and use of FUMC properties.

The use of church facilities by "for-profit" groups is not permitted unless sponsored by an accredited ministry area within First United Methodist Church. Addressed by Pastor and Trustees as needed.

Policy Interpretation

Interpretation of the policy shall be the responsibility of the Board of Trustees. Should an occasion arise when a request for use of the church facilities raises any concerns regarding this policy, the Board of Trustees shall interpret this policy in consultation with the pastor.

Priority

It is understood by all parties that a funeral takes precedence over any and all activities.

Fees

All fees shall reflect the amount needed to reimburse the Church for the cost of operating and maintaining the facilities during an event. Church Members and Non-Church Members may be assessed a reasonable fee for use of the Church and fees are payable in advance of use. A fee schedule is attached. A Security Deposit may be required for special events. An additional charge will be billed to the user if damage exceeds the security deposit. **All fees are due 30 days prior to the scheduled event.**

Scheduling Use

The Administrative Assistant shall enter all reservations on the Church Calendar of activities **ONLY** after the Building Use Request Form and security deposit are received and approved. FUMC reserves the right to make the final decision as to assignment of facilities and/or rooms to be used.

Events that cannot be held at any FUMC facility are, but not limited to:

- **Fund (money) raisers for any organization other than those directly in accord with the FUMC doctrine.**
- **Dances not sponsored by FUMC**
- **Politically oriented meetings or events**

Policies Governing Activities on Church Property

- 1. Absolutely no alcohol on church premises, including parking lots.**
- 2. Absolutely no tobacco use in church facilities or immediate outdoor areas.**
- 3. Requests for the use of the church facilities include the use of all rooms as they are currently arranged. If you wish to move furniture it must be returned to its original position after use.**
- 4. Arrangements for the building to be OPENED/CLOSED must be made with the administrative assistant.**
- 5. You must clean up after the scheduled event, unless arrangements and fee payment has been made for janitorial services. This includes the removal of ALL trash to the OUTSIDE trash dumpster. Cleaning up means: wipe down tables, sweep/mop floor.**
- 6. It is your responsibility as the sponsor of this event to inform all involved of these procedures. The church will assign a church representative to be present during the event/activity.**
- 7. Funerals will be given priority in regards to the use of the church facilities. The Fellowship Hall will be used for overflow.**
- 8. FUMC reserves the right to change any reservation or any of the above rules as it deems necessary to preserve the dignity and responsible use as "caretakers" of its facilities.**
- 9. If the building is left unlocked or the key is not returned within 24 hours after the scheduled event, the deposit will be forfeited.**

- 10. No tape, tacks, staples or pins of any kind may be used on walls, pews or any furniture or fixtures. No nails, screws, or hooks shall be placed in any door or wall. Bulletin boards provided should be used. Numerous easels are available upon request.**
- 11. Children or youth must have adult supervision at all times while using the Church.**

Security of Building

- 1. All exterior doors are to remain locked when not in use.**
- 2. All offices shall be kept locked when there is not a staff person on duty.**
- 3. Office equipment shall be operated by trained personnel only.**
- 4. The keys for locked areas shall be kept under the supervision of the Administrative Assistant**
- 5. Authorized persons may check out a key.**
- 6. The exit doors to any area shall be locked immediately after use.**

Kitchen Use for Non-Church related events

- 1. All organizations other than official Church organizations must provide their own food and consumable supplies, such as table cloths, napkins, plates, cups, eating utensils, trash can liners, etc.**
- 2. After the kitchen is used: (for those not choosing to pay the church janitorial service)**
 - **Wipe all countertops clean**
 - **Put used dish towels in basket provided**
 - **Clean coffee pots, stove, and ovens if used**
 - **Clear all contents from garbage disposal**
 - **Sweep/mop floor area**
 - **If the dishwasher is used, the user is responsible for unloading the contents.**
 - **Turn off all ovens, stoves, coffee pots, other electrical appliances, air conditioners, and lights, and secure the area and the building**
 - **DO NOT leave any food items in the refrigerator or on cabinets.**
 - **A caterer must remove all catering equipment immediately following the event.**

Responsibilities of FUMC member willing to sponsor an Organization requesting use of Church

- 1. Unlock church prior to event.**
- 2. Lock church after event.**
- 3. Be present for entire event.**
- 4. Be responsible for inspecting the final cleanup of church if event not using janitorial services.**
- 5. Be responsible for replacement of any furniture moved for the event.**
- 6. Make sure all the event members follow the "Policies Governing Activities on Church Property as outlined in this document.**
- 7. Make sure all trash is placed in dumpster.**
- 8. Adjust all thermostats to 78 degrees F. for summer and 68 degrees F. for winter before turning out lights.**

**Responsibilities of Sextant - Non-Church Event with no FUMC Sponsor
Sextant always present**

See items above, #1 – 8 in agreement with FUMC sponsor

- 9. Wear an identifying garment and be totally visible during event and alert to all situations at all times in all areas.**
- 10. This applies to events and not weekly meetings unless we deem it necessary.**

No church property will be loaned out at any time.

Fee Schedule

Building Use Fee for members who have belonged to FUMC at least 12 months prior to scheduled event. No charge for facilities.

_____ Security Deposit	\$250
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Building Use Fee for non-members and organizations. Each event must have a sponsor.

_____ Security Deposit	\$250
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_____ Sanctuary	\$300
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_____ Fellowship Hall/Kitchen	\$200
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_____ Wesley Hall/Kitchen	\$400
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Deposits will be returned:

- 1. At completion of event**
- 2. After satisfactory inspection of building**

Service Fees for Members and Non-Members. If used, the services will be paid by everyone:

- ___ Video/Sound Equipment personnel \$100 + \$15 per hour
 ___ Janitorial Fee for events \$ 50 + \$15 per hour
 ___ Nursery Fee – FUMC “Safe Sanctuary” \$ 50 + \$15 per hour, per person
 Requires a minimum of 2 adult workers – Children ages 2 and under
 ___ Pianist/Organist Fee Set by Professional
 ___ Sextant \$50 + \$15 per hour

Agreement for Building Use

Security Deposit	Check No.	Date Received	Returned Y/N	Date Returned
All other fees paid	Check Nos.	Date Received	Approved Yes _____ No _____	

I acknowledge that this reservation is not confirmed until the application with all applicable deposits have been received and approved by the church. I hereby acknowledge that I have received and read all terms and conditions of the Building Use Policy and agree to abide by the terms and conditions therein. I further agree that failure to do so may result in the forfeiture of all building use deposits, cancellation of this agreement and prohibition for further use of the building.

Signature of Applicant: _____ Date: _____

Non-Church Group Indemnification

Any Non-Church Group (hereinafter referred to as indemnitor) using the Church facilities shall defend, indemnify, and hold harmless First United Methodist Church, its ministers, employees, agents, and members (hereinafter collectively referred to as FUMC) from and against any and all claims, demands, suits or expenses which may be incurred or brought or asserted against FUMC or any party whomsoever based upon any loss, damage, injury, or death described in subparagraphs (a) – (c) below regardless (except as expressly provided herein) of who may be at fault or otherwise responsible in and under any other contract, or any statute, rule or theory of law, including but not limited to theories of strict liability, and even though the subject loss, damage, injury, illness or death may have been caused or wholly brought about by: (1) the sole, concurrent, active or passive negligence of FUMC or a third party, or (2) a defect in the property of equipment of either party:

(a) Personal injury to, bodily injury to, emotional or psychological injury to, or illness or death of any person using FUMC facilities pursuant to the activities conducted by indemnitor (including, without limitation, all costs and expenses associated with medical evacuation of and/or

**First United Methodist Church of Madisonville
Safe Sanctuary Policy**

- Children in nursery and preschool classrooms can only be released to a person with proper identification.
- Appropriate equipment and supervision will be provided for all children/youth activities. The Safe Sanctuary Committee shall evaluate the church's toys and supplies at least annually.
- A Family Studies Curriculum related to child abuse will be held at least annually at the FUMC. The Education Committee will be responsible for planning these events.

Response to Allegations of Abuse

If an incident of child abuse is alleged, it is crucial that it be dealt with immediately and in a clearly outlined manner. The person who observes alleged abuse or to whom such alleged abuse is reported shall immediately report the incident to the Pastor.

- Notification of the parents of the victim and ensuring the victim's safety until the parents arrive will be the first step.
- The accused shall not be confronted with anger or hostility. He or she will be treated with dignity but immediately removed from further involvement with the children and youth until the individual is cleared of wrongdoing. This should be done in a discreet manner, recognizing the rights of the accused.
- The Pastor will notify Child Protective Services at 1-800-252-5400 immediately.
- The Pastor will notify the district superintendent and annual conference authorities.
- The Pastor will notify the church's insurance agent and attorney.
- The Pastor will keep a written record of the steps taken by the church in response to the allegation.
- The Pastor will call upon a designated conference spokesperson to make any necessary statement or responses to the news media.
- The Pastor will prepare a brief statement that can be made to the congregation without giving any unnecessary details, placing blame, interfering with the victim's privacy, or violating any confidentiality concerns.
- Church officials will be prepared to cooperate fully with the investigation conducted by law enforcement officials or child protection services.
- Accused will be required to refrain from all children's activities until an administrative decision is made by Child Protective Services.
- Any allegation will be taken seriously and needed pastoral ministering will be extended to victim and accused.
- If allegations are made against the pastor, the chairperson of the Staff Parish Relations Committee shall be contacted immediately and shall act as the pastor's designee until an administrative decision is reached by Child Protective Services.

This policy shall be reviewed at least annually by the Safe Sanctuary Committee, so that it will remain current and so that any necessary modifications may be made to the policy on a periodic basis.

In all of our ministries with children and youth, this congregation is committed to demonstrating the love of Jesus Christ so that each child will be "surrounded by steadfast love,...established in the faith, and confirmed and strengthened in the way that leads to life eternal" ("Baptismal Covenant II," *United Methodist Hymnal*, p. 44).