

FIRST UNITED METHODIST CHURCH OF KELLER PROPERTY USE POLICY

1. PURPOSE

The First United Methodist Church of Keller wants to share the church facilities with the community as well as with its members. The purpose of these guidelines is to define the procedures for reserving and operating the facilities and the cost associated with the use of the facilities.

2. SCOPE

These guidelines apply to all First United Methodist Church of Keller property and all events taking place on the property. The rules listed in Section VIII concerning care for and operation of the facilities apply to **all** activities, church related or not. This policy has been reviewed and adopted by the Board of Trustees and presented to the Ministry Team.

3. REVIEW OF POLICY

It will be the responsibility of the Board of Trustees to review this policy as necessary. Church members interested in making suggestions for changes should submit them in writing to the Board of Trustees.

4. DISTRIBUTION

A copy of this policy is to be distributed to all officials of the church, including all church committees and teams. People requesting use of any church facility will be given a copy of this policy at the time a request is made. Additional copies will be available through the church office or online at www.kellerumc.com.

5. ORIGINAL DOCUMENT

The business administrator will maintain an original of this document on file and make copies available for distribution.

6. SCHEDULING OF FACILITIES

Any group or individual that wishes to use the church facilities must complete a “**Room Reservation Form**,” provided by the church office. Permission to use facilities can only be granted when use is consistent with the Social Principles of the United Methodist Church and ecumenical objectives. (See *The Book of Discipline of the United Methodist Church 2004*, ¶2532.3 or the most current quadrennial edition.)

Priority for use of the facilities will be given as follows:

- a. Priority
 - i. **Church groups/events/activities:** Church programming that carries out the mission of the FUMC.
 - ii. **Church related groups:** Church sponsored organizations; chartered Scout groups, interfaith groups, youth development groups and groups which carry out purposes of FUMC. These requests should be submitted at least 30 days in advance. Approval for these events will be made no earlier than six months prior to the event.
 - iii. **Non-Church related groups:** Community service organizations, community interest groups, non-church sponsored recitals, recreation and fellowship events and non-

chartered Scouts, etc. These requests should be submitted at least 30 days in advance. Approval for these events will be made no earlier than five months prior to the event.

All event requests are subject to approval by appropriate church staff.

The First United Methodist Church of Keller reserves the right to:

- a. Refuse to accommodate any group.
- b. Reschedule or cancel any non-church related event if a scheduling conflict arises with said event and a church related activity;
- c. Schedule other areas of the facility for use during any scheduled event that will cause minimal disruption to either event.
- d. Refuse to schedule any meeting, event, or activity that does not fall within the church hours of operation of 8:00 AM to 9:00 PM Sunday through Friday and 10:00 AM to 2:00 PM Saturday. (Exceptions are made.)
- e. Refuse to refund your deposit and/or refuse to schedule future events if your event falls outside the scheduled time.

7. NO PEANUT PRODUCTS

FUMC Keller maintains a "NO PEANUTS OR PEANUT PRODUCTS" policy at all times and during all functions on church property (except the Youth House and the Hallelujah Center).

Absolutely no peanut or food containing peanut products should be brought onto church property under any circumstance. Event organizers are responsible for checking food labels carefully.

There are no exceptions. Any breach of this policy may result in revocation of the user's privileges, withholding the deposit and/or potential costly cleaning fees.

****(Section 7 does not apply to the Youth House and the Hallelujah Center.)***

8. GENERAL RULES FOR ALL OCCASIONS

This congregation built these facilities for the purposes of worship and service to God, so all persons using our church facilities, whether member or non-member, are to treat it as a house of God.

Failure to adhere to any of these rules may result in the church refusing to return your deposit and/or refusal to schedule future events:

- a. Exceptions to this policy must be approved by the Board of Trustees.
- b. All events are required to comply with the church's Safe Sanctuary policy which can be obtained in the church office or on our website.**
- c. The church shall not be used for any profit making endeavor, other than approved by the church's finance committee.
- d. Alcoholic beverages or illegal drugs are NEVER to be possessed or consumed/used on any church property (including, but not limited to, buildings, grounds, and vehicles.)
- e. No tobacco products can be used within 50 feet of the church's buildings or vehicles.

- f. Profanity by any person, member or non-member, will not be tolerated at any event, church related or not.
- g. No animals are permitted on church property (including, but not limited to, buildings, grounds, and vehicles) without the written consent of the Board of Trustees except for service animals.
- h. The facilities are to be left in the same condition that they are found. All trash must be placed in a trash receptacle. Failure to do so will result in an additional maintenance fee or, for non-church related groups' events, forfeiture of the security deposit.
- i. **NO** furniture/fixtures on the chancel area of the sanctuary are to be moved without the assistance and permission of the staff. If damage occurs while moving furniture / fixtures without assistance and permission from the staff, you will be billed for the repairs.
- j. Nothing shall be hung on the walls of the church without permission from church staff or trustees.
- k. Any repair costs associated with a specific event are to be paid within fifteen (15) days by the sponsoring person(s) or group.
- l. No event should be scheduled to begin or end outside of normal operating hours without a custodian or other authorized staff member present (as keys and security codes will NOT be given out to non-authorized persons for events). Groups using the church are responsible for making arrangements to enter and lock the facilities and turn off all lights. If arrangements are not made to have the building secured, any damage or theft resulting from any failure to secure the premises will be the financial responsibility of the sponsoring person(s) or group.
- m. Any spills should be immediately cleaned and reported to the church custodian or church staff. Additionally, NO red or purple beverages may be served at ANY indoor function (with the exception of Communion).
- n. If the nursery is required for any church related activity, such arrangements must be made at the time the event is scheduled and must be confirmed with the office staff or nursery supervisor at least 24 hours in advance of the function.
- o. No open flames (other than on the communion table) are allowed on or in any church property without the approval of a member of the program or pastoral staff. Fireworks are prohibited on any church property.
- p. Restroom and classroom lighting should be turned off when not in use.
- q. No group or group member shall use or be in any part of the facility (classroom, kitchen, etc.) not reserved. Use of additional space (i.e. unauthorized presence in the church kitchen) will result in forfeiture of security deposit, and/or refusal to schedule future events.
- r. The nursery will close at the end of the scheduled end time of your event. Remaining children in the nursery will be brought to your event.
- s. Roof access is prohibited unless required for maintenance and authorized by a church staff member. Person(s) requiring access will be responsible for any damage to property, self, or others. The business administrator shall log all roof access.

- t. The church sound system is available only if requested and approved at the time of scheduling the event. Only authorized technicians may use the sound system. For church related and non-church related events, a fee is charged for the use of the sound system.

9. FEES ASSOCIATED WITH USE

- a. For non-church related functions (See Section 6(a)iii):

	<u>Member</u>	<u>Non-Member</u>
Sanctuary ** Please see Wedding Policy for weddings	\$50/hour	\$100/hour
Family Life Center All Purpose Area	\$40/hour	\$100/hour
Tables/Chairs in FLC APA	\$0	\$75
Sound System/Technician for FLC APA	\$35/hour	\$45/hour
Sound System/Technician for Sanctuary	\$35/hour	\$45/hour
FLC Kitchen	\$0/hour	\$50/hour
FLC Classrooms (each)	\$5/hour	\$20/hour
Hallelujah Center Classrooms (each)	\$5/hour	\$20/hour
Heating/Cooling (earlier than 2 hours prior)	\$10/ hour	\$20/hour
Childcare (up to 20 children)	\$20/hour	\$25/hour

- b. For church related function (See Section 6(a)ii):

	<u>Member</u>	<u>Non-Member</u>
Sound System/Technician for FLC APA	\$35/hour	\$45/hour
Sound System/Technician for Sanctuary	\$35/hour	\$45/hour
Childcare (up to 20 children)	\$20/hour	\$25/hour

- c. The Senior Pastor, Executive Pastor, Business Administrator or the Board of Trustees may consider reducing fees related to funerals, community service groups, and non-profit organizations. Any person requesting reduced fees should submit a “Request For Reduction or Waiver of User Fees” to the Business Administrator before or at the time of facility reservation.

- d. Member fees will be extended to active members. Active members shall meet the following criteria:

- i. Been members of the First United Methodist Church of Keller for a period of at least six (6) months;
- ii. Attend worship / Sunday School an average of at least once per month for the past six (6) months; and
- iii. Support the ministry of the church through committed time, talent, and/or giving.

Any appeal of member status should be submitted in writing to the Business Administrator, for consideration by the pastoral staff and/or Board of Trustees.

- e. A child or parent of an active member is considered a member for the purpose of fees, though no one under the age of 18 is permitted to reserve church facilities or act as the sponsoring member in attendance of a function.
- f. If member fees are used, the sponsoring church member must be the person scheduling the event, act as the point of contact for the event, and must attend the event in its entirety.
- g. All fees are to be paid in advance. All reservations require a one hundred dollars (\$100) security deposit plus 50% of the projected user fees, due at scheduling. This one hundred dollars (\$100) security deposit is in addition to, not in place of, user fees. The balance is due at least three (3) days prior to the scheduled event. The security deposit will be refunded in full within thirty (30) business days if either of the following criteria are met:
 - i. Cancellation notice is given to the office at least 2 weeks before the scheduled event;
OR
 - ii. After the event, the building was vacated at the appointed time, no areas other than the areas reserved were used, no trash or exceptional mess that requires cleaning in excess of normal, and no damage was caused (deliberate or accidental) to anything.

10. RELEASE AND INDEMNIFICATION, INSURANCE AND HOLD HARMLESS

- a. Insurance. At the discretion of the First United Methodist Church of Keller, organizations and individuals using the facility may be required to provide a Certificate of Insurance naming the First United Methodist Keller as additional insured with a Waiver of Subrogation and 30 day notice of cancellation. Required Limits of Liability will be determined on a case by case basis.
- b. Hold Harmless – The organization or individual using the facility (the “Using Party”) agrees to indemnify, defend and hold harmless First United Methodist Church of Keller (including its agents, officers, directors and representatives) from and against any and all third party claims, liabilities, damages and expenses (including reasonable attorneys’ fees) (“*Claim*”) incurred or sustained during, or as a result of, the Using Party’s use of the facilities. The Using Party agrees to notify First United Methodist Church of Keller immediately after becoming aware of any such Claim, stating the facts constituting the basis for the Claim.

11. EXCEPTIONS

Questions regarding any matter not covered by these policies and any request for exceptions or changes to the policies should be submitted in writing to the Board of Trustees, who may, by majority vote and with adequate notice, grant exceptions or make changes to this policy. In cases when the church office staff exercises the right not to schedule an event, appeals may be made to the Board of Trustees in writing.

REQUEST FOR REDUCTION OR WAIVER OF USER FEES

Name of Group/Individual: _____

Name/Description of Event: _____

Requesting a reduction _____ or waiver _____

Reason for request and explanation of why fees should be reduced or waived:

Signature of Requesting Individual: _____

Printed Name: _____

Contact Information (phone, email): _____

Please submit this form to the Business Administrator.

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For Office Use Only

Fees Reduced (amount to be charged: _____)

or

Fees Waived

Approved by Senior Pastor, Executive Pastor, Business Administrator, and/or Board of Trustees.

Yes

No

Signature

Date

Signature of Notifying Staff Member _____
(or attach notification letter from Trustees)