

FAITH UNITED METHODIST CHURCH (FUMC) GENERAL USE POLICY FOR USE OF CHURCH FACILITIES AND FEE SCHEDULE

FUMC considers its property and facilities as a gift from God to be used generously in the services of its members and others in the community. It is Faith's desire to show hospitality to all. However, FUMC reserves the right to refuse any application for use of the church facilities and all applicants agree to hold FUMC harmless as a result of any refusal of an application. This document includes the policies, procedures, responsibilities, and terms of agreement relating to the use of FUMC property and facilities. These include the following:

- The representative of the group who signs the "Request for use of Facilities" form is responsible for the group.
- Adequate adult supervision will be provided for all youth and children's activities.
- All groups using the church are expected to leave the facilities in the same condition as, or better than, they were found.

The user or group representative, by signing the "Request for use of Facilities" form, agree to hold harmless and indemnify FUMC with respect to any claim or loss, injury or damage because of negligence or wrongful performance of the user, including damage to the building furnishings, equipment or property. Liability insurance for such coverage may be required for users as determined by FUMC. A certificate of insurance may be required with the "FUMC Facility Usage Request" form.

GENERAL INFORMATION

1. Smoking or use of tobacco products is prohibited on church property.
2. No alcoholic beverages or the use of non-prescription, controlled substances are permitted on church property.
3. Events for youth and children in the building or on the church grounds must be supervised by adults at all times.
4. Adults and children attending events must stay in the area of the church assigned to the event.

Definition of Groups

1. Church-affiliated group – Any regular constituted group within the membership of FUMC defined by the United Methodist Discipline or any group within the membership of FUMC created by and/or approved by the Administrative Council (Team).
2. Non-affiliated group – A non-affiliated group or organization is one that is not formally recognized by the Administrative Council or approved by the Annual Charge Conference. The groups may have church members. Examples of these groups are singing or choral groups, fun groups, special interest groups, school district groups, blood drives, etc. These groups must follow the Event Scheduling rules.

COMMUNITY OUTREACH

For many years Faith United Methodist Church has provided a free meeting space for non-affiliated community groups. This policy is not intended to limit but rather encourage community outreach. The church office will continue to schedule non-affiliated community group activities at no charge.

FUND-RAISING ACTIVITIES

1. The church building, equipment, and grounds shall not be used for commercial purposes, except when the profit is to be used for religious, charitable or community benefit.
2. Only church groups and church-sponsored organizations (with church approval) may conduct fund-raising activities on the church premises. Church-sponsored organizations include but are not limited to those organizations with a rental agreement with the church.

EVENT SCHEDULING

The use of the church building and facilities must be scheduled through the church office and all events must be placed on the church calendar.

1. Applicants for use of the buildings, grounds or equipment will submit a completed "FUMC Facility Usage Request" form to the church office as early as possible prior to the event. This form is available in the church office.
2. Every effort will be made to accommodate a said group's requested meeting time, but the general policy is "first come, first served".
3. Church sponsored events will take priority. Church members will have priority over nonmembers.
4. If groups schedule back-to-back, there does need to be a minimum time between events of 60 minutes to allow for adequate clean up.
5. When the kitchen is requested, the kitchen coordinator must be notified.
6. The Board of Trustees shall arbitrate disputes between facility users.

CANCELLATIONS

Cancellations shall be made with the church office as far in advance as possible. The notification shall be made in writing. Fees will be returned if the cancellation is made at least a week ahead of the event.

SECURITY

1. The church is not responsible for the loss of any personal items. If an item is lost, they may check with the church office.
2. User groups must restrict all activities to those assigned areas for which permission is given for use.
3. User groups are charged with the responsibility for closing windows and turning off lights in rooms used including the restrooms. If the kitchen is used, the user groups shall ensure all equipment is turned off, all equipment is stored in its proper places, the dishwasher is turned off, and all unused food is removed from the church. All trash must be disposed of in the dumpster in the church parking lot.

USE OF THE BUILDING, GROUNDS, AND EQUIPMENT

There is no priority associated with the numbering.

1. All groups are expected to leave the facilities in the same or better condition in which they were found. All equipment, table, chairs, etc. are to be placed in the original positions.
2. Church equipment, furnishings or kitchen items may not be removed from the premises unless approval is received by the church.
3. All groups must provide their own consumables including paper products and beverage products.
4. Users assume full responsibility for any damage to the facilities and equipment used. Users are responsible for the cost of fixing the damage and/or replacement of equipment.
5. Food or drink may be served only in those rooms having kitchen facilities or those specifically permitted in the application.
6. Special permission may be granted to use kitchen equipment including china, glassware, and flatware provided the users have been instructed in the proper operation and cleaning of the dishwasher.
7. Use of a caterer should be indicated on the application.
8. Use of church facilities will be generally limited to the inherent systems and features installed or readily set up in each room. The church is not equipped for large theatrical events requiring a stage or elaborate lighting.

FEE SCHEDULE

The usage fees use a sliding scale based on number of participants. See tables below. If you are going to use the kitchen and are serving food, you will pay an additional \$25.00 flat fee for consumables or provide you own consumables. The custodial fees are in the form of a deposit. All fees and deposits are payable at the time the "FUMC Facility Usage Request" form is submitted.

Usage fees:

The following usage fees are for FUMC members:

Description	Up to 50	50 - 100	Over 100
Sanctuary and Commons	\$0.00	\$50.00	\$100.00
Classroom	\$0.00	\$0.00	\$0.00
Fellowship Hall with or without the kitchen	\$0.00	\$50.00	\$100.00

The following usage fees are for non-FUMC members:

Description	Up to 50	50 - 100	Over 100
Sanctuary and Commons	\$100.00	\$150.00	\$200.00
Classroom	\$10.00	\$10.00	\$10.00
Fellowship Hall with the kitchen	\$75.00	\$125.00	\$175.00
Fellowship Hall without the kitchen	\$50.00	\$100.00	\$150.00

FUNERALS

There shall be no charge for the use of FUMC for funerals.

Custodial deposits for FUMC members and non-members:

- \$200 for all weddings
- \$50 for all events using the Worship Center and/or Commons area.
- \$50 for all events using the fellowship hall and kitchen.
- \$25 for all events using only the fellowship hall.
- \$10 for the use of each classroom.
- \$0 for funerals.

The custodial deposit will be refunded if the facilities are left in the same condition as, or better than, they were found. Examples are:

Kitchen and Fellowship Hall:

- All dishes must be washed, dried and put away
- Sinks are to be cleaned
- Tables, chairs, countertops, and island are to be wiped off
- Tablecloths are to be cleaned, dried, and put away
- Garbage to be taken out to dumpster and garbage bags replaced
- Floors are to be damp mopped
- All food is removed
- Tables and chairs are returned to their original position.
- Questions can be directed to the Kitchen Coordinator (Peg Cooper, 651-636-6022)

Worship Center:

- Floors vacuumed, if necessary
- All furniture is returned to original position.
- Everything is to be picked-up and in order
- Media board is returned to original positions and locked

Church nursery:

- Must be supervised at all times
- Must be left in a clean and orderly manner
- Diaper change area cleaned and sanitized
- Trash taken to dumpster
- Floors vacuumed, if necessary

Classrooms:

- Must be left in a clean and orderly manner
- Tables and chairs returned to original positions

RENTAL AGREEMENTS

Rental agreements are not covered by this policy. The rental agreement defines church usage and monthly rental charges payable to the church. The Board of Trustees administers rental agreements for the church.

DISTRIBUTION OF CHURCH KEYS AND CHURCH SECURITY

1. Anyone requesting an external door church key for one time or continuous use must sign out the key through the church office. All external door keys are stamped with a two letter alpha code to identify the signer.
2. Key holders must recognize their responsibility in maintaining church security. Theft and vandalism is a problem. All groups must cooperate in making sure the building is locked and secure at all times.
3. The key holder should return their key to the church office immediately upon completion of the time period agreed on. The Board of Trustees will annually review all the key holders and determine if that person needs to continue as a church key holder.
4. If a key is lost, the key holder will be assessed a \$250.00 fee to cover the cost of changing all the external locks and cutting new keys.
5. All key holders must recognize their responsibility for security of the entire building.
6. If key holders open the building, they are responsible for closing it including all windows and external doors.
7. If multiple key holders are using the church at the same time, it is incumbent on those users to secure the building. The last key holder out has the responsibility to secure the church.
8. Church external door key related items
 - a) Keys are to be used only by the person to whom the key is issued.
 - b) Keys are not to be duplicated.
 - c) Keys are to be returned promptly to the church office after the intended use.
 - d) Keys are not to be transferred to others.
 - e) Keys are not to be issued to children.
 - f) Keys must be surrendered upon demand of the Board of Trustees.