

**FIRST UNITED METHODIST CHURCH (FUMC)  
CHRISTIAN LIFE CENTER (CLC)  
BUILDING USE POLICIES AND GUIDELINES**

**INTRODUCTION**

Serious study and serious judgments have gone into the preparation of the church's building use policy and regulations. They are the result of many years experience on the part of the Pastor, the staff and the church. They are not here to create difficulties for you or your organization, but to ensure the facilities remain a source of pride. You are urged to read the following material carefully and cooperate fully with the church in upholding the high standards which the church desires.

The CLC is a part of the overall ministry of FUMC and those participating should conduct themselves accordingly. No activities will be allowed in the facility which are contrary to the established church disciplines. The speech, dress, and conduct of all members, guests, and visitors will be in accordance with the highest Christian standards. Shirts and shoes, along with other appropriate apparel, must be worn at all times. There will be no loitering on the church premises. It is the leasing organization's responsibility to enforce these standards.

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**PARTICIPATION**

The Leader or responsible party of any outside organization, group(s) or individual(s) who use any of the facilities of FUMC on a regular basis, shall read the FUMC Safe Sanctuary Policy and sign the Indemnification and Release form (Appendix K) of the FUMC Safe Sanctuary Policy stating that they are in compliance with the FUMC Safe Sanctuary Policy.

The Leader or responsible party of outside organization, group(s) or individual(s) who do not use the facilities of FUMC on a regular basis, shall read the FUMC Safe Sanctuary Policy and sign the Indemnification and Release form (Appendix K) of the FUMC Safe Sanctuary Policy stating that they understand and are in compliance with the policies outlined herein, except Sections 3, 8, 9 and 10.

However, certified leaders (including but not limited to upon approval) the Boy's or Girl's Scouts of America, UM ARMY, Big House, or Texas Annual Conference Youth events shall be subject to their own respective organization's rules and regulations concerning safety of those individuals they are charged with caring for.

In every case, the more stringent guidelines shall be followed, but First United Methodist Church shall not be responsible for determining improper or inappropriate conduct defined by the outside organizations.

(Give copy of Safe Sanctuary Policy and Complete **Appendix K**) \_\_\_\_\_

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**SCHEDULE AND RESERVATION**

**No Events will be scheduled during Holy Week or on Sundays.** Event must be approved by the Minister, Youth Director, Secretary, or Trustees Chairperson and shall not interfere with FUMC activities.

No Profit Making ventures by outside groups or individuals are permitted (“fund raisers” by FUMC organizations/groups are excepted).

The facility will be available for use by outside groups if the activity conforms with the purposes, disciplines and social principles of the United Methodist Church and sponsored by FUMC or a church member.

A returnable deposit of \$100.00 may be required to cover breakage or damages.

The door at the top of the stairway should be locked at all times.

A tentative reservation for non church sponsored events can be made no more than two months (60 days) in advance by the *church member* sponsoring the event contacting the church secretary. A reservation will be confirmed only after a deposit of \$100, if required, has been made, all paper work completed, and upon the approval of the Pastor, Youth Director, Secretary, and/or Trustees Chairperson.

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**RESPONSIBILITIES**

1. The church will not be liable for loss, theft, or damage to any items belonging to a member of any group meeting.
2. The church does not assume any liability or responsibilities for any accident or injury on the church premises. FUMC does not express or implied warranty of the premises, the equipment, machinery, fixtures or furniture.
3. No alcoholic beverages or unlawful substances will be permitted or consumed on church property. No tobacco products, profanity or weapons of any kind will be permitted. The meeting will be canceled if these items are found to be anywhere on or near the premises of church property.
4. A general cleanup of any area used, including removal of all waste (food, trash, decorations, etc.) is required. Check bathrooms to assure toilets flushed, faucets turned off, and trash removed. This could result in loss of deposit.
5. Return all church furniture, equipment, and items to the position in which you found them. Neither furniture, nor equipment, shall be moved between the FUMC Christian Life Center and the FUMC Main Building.
6. Make sure all lights are turned off and ALL doors secured.
7. FUMC reserves the right to deny future use and privileges to any individual or group if these policies and procedures are not followed.

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**MUSIC AND MUSICIANS**

Appropriate music on church premises must be made in consultation with the Pastor or Youth Director.

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**EVENT COORDINATOR**

An Event Coordinator is required for all activities to open and close the facilities. The Event Coordinator will also be available to assist and to enforce the Building Use Policies.

**FEEES** (Following fees **MUST** be paid in full at least two (2) weeks in advance.)  
No charge for FUMC sponsored ministry or organization usage.

Deposit: \$100 (refundable)  
Event Coordinator: \$25

	<u>MEMBER</u>	<u>NON-MEMBER</u>
Activity Room Only:	Love Offering	\$50 fee plus \$10 an hour
Gym + Activity Room:	Love Offering	\$75 fee plus \$25 an hour

***I understand these policies and will abide by them.***

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**DATE**

**ROOMS NEEDED:** \_\_\_\_\_

**DATE NEEDED:** \_\_\_\_\_

**ACTIVITY ROOM:** **BEGINNING TIME:** \_\_\_\_\_

**ENDING TIME:** \_\_\_\_\_

**GYM:** **BEGINNING TIME:** \_\_\_\_\_

**ENDING TIME:** \_\_\_\_\_

**FEEES COLLECTED:** \_\_\_\_\_

**AMOUNT DUE:** \_\_\_\_\_

**Assigned Event Coordinator:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Completed Policy \_\_, Appendix K \_\_, Signed \_\_, Deposit/Fees Collected \_\_)

**Pastor's Signature:** \_\_\_\_\_

**APPENDIX K**

POLICY OF FIRST UNITED METHODIST CHURCH FOR THE PREVENTION OF ABUSE OF CHILDREN AND YOUTH

**HOLD HARMLESS AND INDEMNITY AGREEMENT**

First United Methodist Church

**WHEREAS, FIRST UNITED METHODIST CHURCH** (“Church”), has allowed \_\_\_\_\_ (“Organization”) to use its facilities;

**WHEREAS,** The Organization desires to use said campus facilities on a one time or repetitive basis;

**NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS** that for and in consideration of the Church allowing the Organization to use the Church’s campus facilities on a repetitive basis:

The Organization hereby **INDEMNIFIES, RELEASES, DISCHARGES AND HOLDS THE CHURCH HARMLESS** from and against any and all actions, claims and/or damages arising from the Organization’s use of the Church’s campus facilities;

The Organization hereby represents that it has read **The Policy Of First United Methodist Church For the Prevention Of Abuse Of Children And Youth “Safe Sanctuary Policy”**, and that it will adhere to all rules, policies and procedures set forth therein;

The Organization hereby agrees this Hold Harmless and Indemnity Agreement shall include all costs, including, but not limited to, attorney’s fees and costs of court;

The Organization hereby agrees that in the event that the Organization is notified of, or should have knowledge of, any action, claims and/or damages covered by this Hold Harmless and Indemnity Agreement, it shall promptly notify the Church’s Clergy in writing, and the Organization shall immediately assume the cost of defense of such actions, claims and/or damages.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_ (Signature)

Printed Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_