

# FIRST UNITED METHODIST CHURCH (FUMC)

## MAIN BUILDING 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.

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 organizations responsibilities to enforce these standards.

*Please Initial \_\_\_\_\_*

### DATE AND TIME USAGE

**No Events will be scheduled during Holy Week or on Sundays.** It is necessary for all dates to be approved by the Minister, Youth Director or Trustees Chairperson and shall not interfere with FUMC activities. Therefore, all dates must be made at least 30 days prior to the event. If it is not possible, the Minister or Youth Director may authorize the usage.

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 may be required to cover breakage or damages.

Sunday School Classrooms upstairs are for Sunday School/Mother's Day out Activities ONLY.

*Please Initial \_\_\_\_\_*

### MAKING THE RESERVATION

A tentative reservation can be made by a church member telephoning the church secretary. A reservation will be confirmed only after the deposit has been made, all paper work completed, and upon the approval of the Pastor, Youth Director, Church Secretary, and/or Trustees Chairperson.

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 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 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)**

*Please Initial \_\_\_\_\_*

### **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 in each level 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.

*Please Initial \_\_\_\_\_*

### **KITCHEN OVEN/STOVE USAGE**

Must comply with vent-a-hood policy, otherwise will be responsible for \$800 service charge.

*Please Initial \_\_\_\_\_*

### **MUSIC AND MUSICIANS**

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

The Church Organist must approve an alternate organist.

Sound System usage must be approved by Sound Technician.

*Please Initial \_\_\_\_\_*

### **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.

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

**EVENT COORDINATOR (\$35 INCREMENTS EVERY THREE HOURS)**  
 (i.e. Hours 1-3=\$ 35, Hours 3-6=\$ 70, Hours 6-9=\$ 105)

**MEMBERS**

**FEES COLLECTED:**

Sanctuary Use Fee	Love Offering	_____
Reception Hall Use Fee	Love Offering	_____
Janitorial Fee	\$75 (if necessary)	_____
Deposit	\$100*	_____
*deposit will be refunded if all responsibilities are met.		
<b>Total Collected:</b>		_____

**Non-Members or Non Church Sponsored Activities**

Sanctuary Use Fee	\$300 (per day)	_____
Jeter Hall Use Fee	\$100 (per day)	_____
Kitchen	\$100 (per day)	_____
Janitorial Fee	\$75	_____
Deposit	\$100*	_____
*deposit will be refunded if all responsibilities are met.		
<b>Total Collected:</b>		_____

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

\_\_\_\_\_  
**Name** **Date**

**ROOMS REQUESTED:**

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

**SANCTUARY:** **BEGINNING TIME:** \_\_\_\_\_

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

**JETER HALL:** **BEGINNING TIME:** \_\_\_\_\_

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

**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: \_\_\_\_\_