

# FIRST UNITED METHODIST CHURCH TAYLOR, TEXAS BUILDING AND FACILITIES USAGE POLICY

## **Governing Principles**

1. Mindful of the Christian commitment to serve, this policy is in compliance with and supplements The Discipline of the United Methodist Church and the mission of First United Methodist Church, Taylor which is: "We worship God, model Christ's love for all, serve all of God's children, make disciples of all, and cherish friendliness and fellowship."
2. The Church, through its Senior Pastor, Trustees, and Administrative Board reserves the right to make final determinations as to whether a group may use Church buildings, facilities or equipment.
3. Any group or individual (using the buildings, facilities or equipment of FUMC) found to be in violation of these guidelines or found to be in conflict with the purposes and/or mission of FUMC may have those usage privileges revoked.
4. Use of the buildings, facilities and equipment results in expense to the Church. This policy details fees that will be used to defray this expense.
5. The Church reserves the right to have a FUMC representative at any meeting or event on the premises.
6. Fees collected/ or donations received for the use of Church buildings, facilities and equipment will be used to defray operations expenses at FUMC.
7. There is a separate Wedding Policy governing the use of facilities for weddings.
8. There is a separate FUMC Church Green Policy which states that FUMC pledges to work toward following environmentally safe practices, whenever possible. The policy includes: limit water use, buy fair trade, organic, local foods and products whenever possible. Use recycled, post-consumer paper products, use cloth when possible. Avoid plastic and polystyrene. Use non-disposable glasses, jugs, plates, bowls and silverware most of the times. Do dishes by hand. Recycle, reduce, and reuse. There are recycle bins in the kitchen.

## **Use of the Church buildings, facilities and equipment**

- Category 1 - FUMC Taylor Church groups using the facilities as part of the ministry of the Church. This would include groups, work areas and committees sponsored by the various Ministries of FUMC and/or the Administrative Council.
- Category 2 - Other United Methodist groups outside of FUMC immediate congregation, if availability permits.
- Category 3 - Outside service, educational and charitable groups under the auspices of a FUMC ministry.
- Category 4 - Church members
- Category 5 -Independent outside social, civic, service, educational and charitable groups or individuals.

## **Policies and Provisions**

Requests for meeting or activity space

1. All requests for facility use must be made through the Church office to coordinate calendar events.
2. All requests shall be made on the attached application. This application is to be completed and submitted to the church office at a minimum of 2 weeks (10 business days) prior to the event. A confirming telephone call or email will be sent if your request to use the facilities is honored.
3. All requests must include a description and schedule of the planned activities.
4. Each request must include the name and contact information of the group leader.
5. Requests from Group 1 (identified above) can be approved by the Church office Requests from Groups 2 through 5 must be approved by the Senior Pastor, Trustees, and Administrative Council.
6. The date and facilities to be used are entered on the building use calendar, including the use of the kitchen.

## **Requests for special equipment or facilities**

### **1. Kitchen**

- All use of kitchen facilities must follow kitchen use guidelines.
- Outside groups utilizing the kitchen are expected to bring all food for their meeting or activity; FUMC food stores are not to be used, except for FUMC committees and ministry areas.
- Casual use of equipment and supplies is not allowed.
- Facilities must be cleaned and kitchen dishes washed and put away. Return the facilities to the condition, or in better condition, in which it was found.
- Use of kitchen stove / oven is prohibited unless prior approval is granted.
- Use of kitchen utensils is prohibited unless prior approval is granted.

### **2. Audio/visual equipment**

- For non-members use must be requested as part of the facility application to the Church Office.
- Approval in writing by the Director of Music Ministry in consultation with the Pastor is required for use of the organs, pianos or other musical equipment. Fees shall be determined by the Administrative Council, including any special maintenance and in consideration of appropriate insurance against damage.

## **Restrictions**

1. NO SMOKING IS ALLOWED IN THE CHURCH BUILDINGS.
2. NO ALCOHOLIC BEVERAGES ARE PERMITTED IN THE BUILDINGS OR ON THE PREMISES.
3. No furnishings or equipment shall be borrowed or removed from the buildings or the grounds without approval of the Trustees Chairperson.
4. No Church property will be used for business profit or any political purposes.
5. Certain rooms, facilities and equipment are not available; e.g., offices, copiers, computers unless approved.

## **Restrictions (cont.)**

6. Groups may only use rooms, facilities and equipment for which they have applied for and been approved.
7. The Sanctuary/Chapel facilities are to be used for the worship of God. Use for any purposes other than religious ceremonies, gatherings, and meetings for the purpose of carrying on the business of the Church must be approved by the Pastor and Trustees.

## **Liabilities and Proof of Insurance**

1. Damage to the buildings or facilities and broken or missing equipment will be the responsibility of the group using the facilities.
2. Insurance:
  - FUMC is not responsible for accidents, injuries or loss of personal property in connection with any of its facilities. Depending upon the risk factor of the facility use activity, FUMC will require liability insurance in an amount of one million dollars (U.S. currency). Certificate of insurance must be submitted with application for all events requiring liability insurance. Insurance must list FUMC as "additional insured endorsement" for up to one million dollars for specific locations and dates of the event."
  - Exceptions can be made on approval of the Board of Trustees to accept a signed waiver (see the attached "Waiver of Liability and Hold Harmless Agreement") of liability by groups or individuals desiring to utilize the facilities.
3. All groups requesting use of facilities must provide proof of non-profit status.

## **Environmental Requirements**

1. Groups using the buildings are responsible for returning the kitchen to its original condition, turning off the lights, locking doors when leaving and removing trash to the dumpster.
2. Heating and cooling controls are to comply with the directions on the thermostat. At times the group leader may be given special instructions.
3. All furnishings and equipment should be returned to their proper place before leaving the building. This includes chairs, tables, kitchen equipment and audio / visual aids.
4. At the conclusion of any activity, all food and personal items must be removed.

## **Security**

1. The designated group leader must agree to and support all FUMC security practices in force at the time of use of the facility.
2. Unlocking and locking the doors may be the responsibility of the group leader (the individual identified on the use request as group lead). At no time should exterior doors be left ajar compromising the security of the buildings. In addition, the group leader should not admit anyone other than those known to be a member of their group. Group leaders knowingly doing so may risk having their group's use of the facilities forfeited by such actions.
3. The group leader on the use request is expected to be responsible for making sure all persons exit the premises and that the Church premises are secure.

## **Fees**

### **One-time Use for Groups 2, 3, & 5**

1. Fees for one-time use of the facilities by Groups 2, 3 & 5 are on a half-day basis. For an entire day event fees should be doubled. With approval of the Board of Trustees these fees may be reduced.
  - Sanctuary \$200.00
  - Fellowship Hall \$100.00
  - Kitchen \$50.00
  - Parlor \$50.00
  - Choir or Hand bell room \$50.00
  - Classroom \$50.00
  - Other special situations will be assessed on a case-by-case basis.
  - A custodial services fee of \$50.00 may also be assessed for facility uses.
  
2. Additionally there may be a refundable security deposit of \$100.00 required at the time of any use request.

End of Policy  
Revised 2015

## Application for Use of First United Methodist Church of Taylor's Facilities

Please mail the completed forms to First United Methodist Church, P.O. Box 530 Taylor, Texas 76574 or submit the completed forms in person during church office hours.

Name of Group \_\_\_\_\_

Group Leader \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Application Date \_\_\_\_\_

FUMC Taylor Group?  Yes  No

Other United Methodist Group?  Yes  No

Outside Service Group sponsored by FUMC?  Yes  No

FUMC Member?  Yes  No

Independent Outside Group?  Yes  No

Are any of your group members of FUMC? If so, please list their names:

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Please Circle Appropriate Group: Social; Civic Service; Educational; Charitable.

Please briefly describe your activity: \_\_\_\_\_

Attendance: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time Needed : From \_\_\_\_\_ to \_\_\_\_\_

### One-time fees (half day) Ongoing Regular use (monthly)

Sanctuary: \$200.00  YES  NO Date Received: \_\_\_\_\_

Chapel: \$100.00  YES  NO Date Received: \_\_\_\_\_

Fellowship Hall: \$100.00  YES  NO Date Received: \_\_\_\_\_

Kitchen: \$50.00  YES  NO Date Received: \_\_\_\_\_

Parlor: \$50.00  YES  NO Date Received: \_\_\_\_\_

Classroom( includes 1 classroom):\$50.00  YES  NO Date Received: \_\_\_\_\_

Choir or Hand bell room: \$50.00  YES  NO Date Received: \_\_\_\_\_

Custodial Services Fee: \$50.00  YES  NO Date Received: \_\_\_\_\_

Special situations (e.g., overnight youth groups) TBD

Audio / visual equipment requested (list items, location and hours needed)? \_\_\_\_\_

I have read the policies and provisions for the use of the Church buildings and facilities and agree that our group or organization will to abide by them.

Signature (Group Leader): \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Approved by: \_\_\_\_\_, \_\_\_\_\_ Date \_\_\_\_\_

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