

Rules and Information for Use of Faith Community UMC Facility

I. Statement of Purpose

Faith Community UMC (FCUMC) serves the community by making its physical facility available for activities, gatherings and meetings that are consistent with the social principles and ecumenical objectives of the United Methodist Church as stated in the United Methodist Book of Discipline and the mission statement of the church.

II. Approval Priorities for Eligible User Groups

- a. First priority: activities and events sponsored by FCUMC
- b. Second priority: activities and events sponsored by FCUMC members
- c. Third priority: non-profit organizations (e.g. community based volunteer groups, Scouts, NA/AA groups, YMCA, League of Women Voters)
- d. Fourth priority: private interest groups (e.g. wedding receptions, recitals, birthday parties, exercise groups and social-service groups such as cancer or stroke survivor groups)
- e. Fifth priority: for-profit organizations

III. Application and Approval Process

- a. All groups or individuals using FCUMC must have a current, completed and approved application form on file in the church office.
- b. Requests to use the FCUMC facility are made through the church office. Requests must include name, contact information, type of activity, date, time and size (number of people expected) of event. If the date is available, the request will be forwarded for approval.
 - i. Approval may be granted by members of the Space Use Committee or the Board of Trustees
 - ii. The Pastor's approval is required for all events with religious significance
- c. Once approval is given, a completed application and deposit are required to reserve the space.
- d. Approved groups/individuals will be provided with the name and contact information of their Church Liaison person
- e. Use of the Sanctuary
 - i. The Sanctuary is a place of worship; use of the Sanctuary for non-religious events requires the approval of the Board of Trustees and the Pastor.
 - ii. Use of the Sanctuary for weddings and other religious events that include the services of an ordained minister are referred to the Pastor for approval. The Pastor may request a meeting with the individuals involved prior to granting approval.

IV. Responsibility

- a. The signer of the application for facility use is responsible for adhering to the terms of the agreement, including the conduct of the members of the group or those attending the event.
- b. Damages to church property:
 - i. Should be reported promptly, by phone or in person and in writing to the Church Liaison person.
 - ii. The signer of the application is responsible for any and all damages that occur to church property during the activity/event. Full reimbursement will be required.
- c. The signer of the application is responsible for complying with the FCUMC Safe Sanctuary Policy for activities/events involving children.
- d. If the signer of the application cannot attend the function, he/she must designate an alternate.
 - i. Provide the alternate with a copy of the **Rules and Information for Use of Faith Community UMC Facility**.
 - ii. Provide the church office with the name, address and phone number of the alternate

V. Conduct on Church Premises

- a. Appropriate behavior during the activity/event is expected of all users.
- b. Alcoholic beverages are not allowed in the building or on church property.
- c. Smoking is not allowed inside the building. Smoking is allowed outside the building using the receptacles located outside the Gibbons Avenue doors.
- d. Children and teenagers under the age of 16 must be supervised by an adult while on church property. They may not leave the activity/event unless accompanied by an adult.
- e. No animals, with the exception of service animals (e.g. those used by the visually impaired) are allowed on church property.

VI. Care of the Facility

- a. Users must leave the facility in the same condition as they found it; restoring the facility to its original order
 - i. Put away all tables and chairs
 - ii. Place all trash in the containers provided. Large amounts of trash should be bagged and placed in the dumpster in the parking lot near the kitchen exit.
 - iii. Turn off all lights, including those in the hallways and bathrooms
 - iv. Secure doors and windows. Close the door of each room you have used when the last person leaves. Close and lock all windows and doors. Pull on doors from the outside to confirm that they are locked.
- b. Kitchen use:
 - i. Do not use FCUMC kitchen items (tableware, cooking equipment, etc.) without prior permission.
 - ii. All kitchen items that are used must be cleaned and properly returned to storage.
 - iii. Kitchen work surfaces and equipment (stove, oven and refrigerator) must be wiped clean.
 - iv. All trash must be tied and placed in the dumpster, and the floor swept.
 - v. Users are expected to provide their own paper cups, plates, napkins, table cloths and cleaning supplies.
- c. Notify the church promptly if:
 - i. You are unable to close and lock a window or exterior door
 - ii. Damage to the facility or church owned equipment occurs
 - iii. A potentially hazardous situation develops
- d. All events must end by 12-midnight

VII. Spaces Available for Use

- a. Accessibility - Most spaces are accessible to persons with physical disabilities. An access ramp leads from the Gibbons Ave. sidewalk and the parking lot to the main entrance. A lift inside the main entrance provides access to the lower and main floors of the building. The third floor is not accessible to persons with physical disabilities.
- b. Descriptions
 - i. Sanctuary - capacity 400 seated, 2 aisles organ, choir stalls, lecterns, grand piano, air conditioned, coat room in hallway.
 - ii. Upper Fellowship Hall - capacity 300 seated with chairs only, 180 table and chair seating; stage, not air conditioned, adjoins the kitchen, coat room in hallway.
 - iii. Kitchen - 10-burner gas stove with double ovens, double sink, wash basins, garbage disposal and dishwasher, refrigerator, freezer, serving counter, coffee maker, 2 microwave ovens
 - iv. Great Room (# 108) - capacity 15-30, sofa, chairs; meeting table that seats 12-15; air conditioned
 - v. Chapel - capacity 40-50 seated, altar, lectern, piano
 - vi. Lower Social Hall - capacity 150 seated, stage
 - vii. Classrooms - various sizes, limited availability, lower level and third floor.
 - viii. Parking Lot - 100 car capacity; 2 handicapped parking areas.
- c. Users are responsible for providing their own audio-visual and sound system equipment.

VIII. Fees and Donations

- a. Donations are expected based on the following schedule. The Board of Trustees may adjust the requested donation according to the nature of the user group (e.g. non-profit vs. for-profit) or the purpose of the activity/event on a case by case basis.
- b. A refundable security deposit of 10% (but not less than \$25) of the donation is required for all single-use events. The security deposit will be refunded if the terms of the agreement are adhered to and no damage is done to the facility.
- c. A non-refundable janitorial fee is required for all single-use events. This fee covers janitorial services and supplies for cleaning of the space and associated areas (e.g. bathrooms, hallways, grounds) following the event. The fee is determined by the space used, size of the group and the length of time of the event.
 - i. \$40 -groups utilizing one space, with less than 50 people and lasting less than 4-hours
 - ii. \$60-groups utilizing one or more spaces, with greater than 50 people and lasting 4 or more hours
- d. Upon review, the Board of Trustees may determine that a security guard is needed on-site during an event. The cost of this individual will be added to the requested donation.
- e. Donation Schedule:

	Community based, volunteer or non-profit groups	Private interest or for-profit groups
Sanctuary	\$100/hour	\$100/hour
Upper Fellowship Hall	\$100/hr	\$150/hour
Kitchen with equipment	\$25/hr	\$30/hr
Great Room	\$35/hr	\$40/hr
Chapel	\$35/hr	\$40/hr
Lower Social Hall	\$75/hr	\$80/hr
Classrooms	\$20/hr	\$25/hr

- f. 1-hr set-up time for single-use events is included in the hourly rate. Set-up time beyond that hour is charged at 50% of the space hourly rate.
- g. Regular building users, i.e. those groups which use space on an on-going basis, who wish to use additional space for a single-use event will be given a 50% discount. This discount **does not** apply to individual members who wish to use space for personal events, e.g. parties, receptions, etc.
- h. Payment
 - i. A deposit of 1/3 the total donation amount is required to hold the reservation for single-use events. A deposit of one month's donation is required for on-going events. Deposits will not be refunded for single-use events cancelled less than one week prior to the event.
 - ii. For single-use events, the remainder of the donation is due one week prior to the event.
 - iii. Donations for on-going events are due monthly.
 - iv. Payment may be made by cash, money order or check; and may be left at the church office or mailed. Checks should be made payable to **Faith Community UMC**. Indicate the group or individual, space and date of the event on the check.
 - v. No out-of-state checks will be accepted.
 - vi. Security deposits will be refunded within 2-weeks of the event.

IX. **Faith Community UMC, its staff, officers and volunteers are not responsible for any disability or personal loss incurred on church property.**

Faith Community UMC Facility Use Agreement Single-Use Events

Name of Group or Individual _____

Date of Application _____

Space requested: _____ Sanctuary _____ Great Room
_____ Upper Fellowship Hall _____ Chapel
_____ Kitchen with equipment _____ Lower Social Hall
_____ Classroom (Room # _____)

Event Date _____ Time _____

Estimated attendance _____ Children/Youth _____ Adults _____

Type of event _____

Donation: Space _____

Additional set-up _____

Sub-total _____

Less Discount _____

Sub-total _____

Security deposit _____

Janitorial fees _____

On-site security _____

Total _____

Deposit received _____ Date _____ Cash/Check # _____

Balance due _____ Date due _____

Balance received _____ Date _____ Cash/Check # _____

Church Liaison _____ contact number _____

The undersigned agrees to abide by the conditions and terms set forth in the **Rules and Information for Use of Faith Community UMC Facility**. The undersigned agrees to assume responsibility for damage, loss or other liability arising from the use or misuse of the facility. Faith Community UMC reserves the right to limit or terminate the agreement in the event of problems or conflicts.

Signature _____ Date _____

Name (printed) _____ Phone _____ home

Address _____ cell