

Christ United Methodist Church

BUILDING USE POLICY

Approved by Administrative Board January 2006

I. INTRODUCTION

The Administrative Board of Christ UMC, upon recommendation from the Board of Trustees, establishes building use policies to be executed by the church staff. Questions of interpretation of these policies shall be determined by the Pastor or Trustees. A master calendar for scheduling the use of church space will be maintained in the Church Office.

This Building Use Policy statement will be reviewed periodically by the Board of Trustees. It may be amended or adjusted by the Administrative Board at any time deemed necessary, upon the recommendation of the Board of Trustees. Written notice will be provided to the appropriate groups or individuals by the Board of Trustees whenever the Building Use Policy is amended or adjusted.

II. AVAILABILITY OF FACILITIES

A. Church ministries and activities have precedence over any other scheduled activities and may at any time preclude non-church related activities. The Buildings and Properties of Christ United Methodist Church will be used in the following order of priority:

1. Church activities
2. Church sponsored groups
3. Active church members for non-church activity
(On a one-time basis only and not for profit, political, or similar events.)
4. Other groups or individuals, **on a limited basis and w/special permission of the Board of Trustees**

B. Generally speaking, only members or member affiliated groups may use the Church and its facilities. Beyond those members and groups, and upon approval of the Trustees, only non-political and non-profit groups may be authorized for one-time events, subject to rules and fees herein. There will be no charge imposed for (1), (2) or (3) above. However, in the case of (3), the active member requesting use of space or equipment for a non-church activity must assume full responsibility for any keys issued or damage done.

III. RESERVATION POLICIES

- A. All requests for facilities use shall be made thru church office on a “*Reservation Form.*”
- B. The facilities are to be scheduled through the Facilities Manager at least one week in advance. Use of any portion of the property shall conform to all city, fire and safety ordinances.
- C. User will make arrangements to open and close the Church, and for operating necessary equipment, including all lighting, heating and air conditioning, and sound systems.
- D. A “*Use Agreement*” must be completed at the time reservation is made. For non-members, the damage deposit and building use fees (if any) will also be required at that time. The following are fees for non-member usage:

Damage Deposit	\$100	
(Refunded if no damage and keys returned)		
Classrooms	\$25	per room per hour
Reception Room/Kitchen	\$35	per hour
Fellowship Hall	\$50	per hour
Kitchen in Education Wing	\$35	per hour
Nursery Rooms	\$35	per room per hour
Gymnasium	\$100	per hour
FLC Kitchen	\$75	per hour
Tri-Room	\$75	per hour
Sanctuary	\$250	per hour

Space reserved must be paid for in full even if not used, unless the Church office is notified at least two weeks prior to the scheduled usage.

- E. The group representative making reservations shall be responsible for all equipment, conduct of group, and any damages.
- F. Use of church property must be limited to only those activities for which the space was reserved. Wandering into other areas or using other parts of the facilities than those reserved is also prohibited.
- G. Use of the facilities may not start before 8:00 AM. All areas of the building must be vacated by 10:00 PM. Any exception to these times must be approved by the Pastor, Trustees Chair or the Facilities Manager. Designated time schedules must be kept and no individual or group may extend beyond the designated time scheduled.
- H. Groups reserving a facility are responsible for leaving it clean and in proper order, **ESPECIALLY THE FLC KITCHEN.**

IV. CLEAN UP, LOCK UP AND GENERAL USE/ CARE OF FACILITIES

- A.** The Trustees are responsible for ensuring that the facilities and grounds of the Church are kept in good operating condition. The Trustees designate the Facilities Manager to ensure that the facilities and grounds are maintained in a safe, clean and good operating condition and to report any exceptions to the Chair of the Board of Trustees.
- B.** The Facilities Manager will make regular inspections of the facilities and inform the Trustees Chair of any problems found. If property is in need of repair the Facilities Manager is authorized to make repairs up to \$1000.00. Any repair over this amount requires approval by the Trustees.
- C.** The Facilities Manager will coordinate a regular lockup of facilities thru designated lockup people.
- D.** The Trustees shall post an emergency notification sheet by all entrance doors. The purpose of this sheet is to provide emergency contact information to building users in case of an emergency.
- E.** User groups are responsible for proper use of the facilities and are obligated to pay for any damages incurred. (See Appendix A-9) The Facilities Manager is responsible for checking for any such damage within 48 hours after function is over.
- F.** Use of the facilities on Sundays will be limited to the designated activities of Christ United Methodist Church. Recreational facilities of the church will not be open for use during Sunday School or Worship.
- G.** Keys are not to be duplicated and/or lent by the holder to any other individual or group. Individuals holding entrance door keys must be trained to operate the building security system.
- H.** There will be no smoking in Christ United Methodist Church facilities.
- I.** Alcoholic beverages and illegal drugs will not be brought on or into the church premises. This includes all buildings and grounds.
- J.** Profanity will not be tolerated.
- K.** All gambling is prohibited, as defined by state law and The United Methodist Book of Discipline.
- L.** Food and drinks will be allowed in designated areas only and with proper supervision. Neither is allowed in the sanctuary or the narthex at any time, with the exception of Communion Elements.

- M.** No pets are allowed in the building. The only exception is a service animal for the disabled and caged animals for educational purposes in CDP classrooms.
- N.** Unauthorized entrance into the buildings and misconduct in the buildings may result in the suspension of the right of the offending individual(s) to the use of the facilities.
- O.** The church telephones are to be used only for emergencies and will not be used for conducting non-church related business.
- P.** The use of the sanctuary and sanctuary sound system will be limited to worship services, funerals, special programs, and other services at the discretion of the pastor. Operators of the sound system must be formally trained and properly certified by the church.
- Q.** No Christ UMC equipment or furnishings shall be removed from any room in any building except for directly related church activities or functions and then only when approved by the Pastor or his/her authorized representative. Equipment and furnishings include items such as electronic equipment, athletic gear and equipment, kitchen furnishings and equipment, musical instruments, chairs and tables, etc.
- R.** Groups and/or individuals decorating facilities for their use must get approval from the Facilities Manager and are responsible for removing such decorations. Failure to do so will result in the user forfeiting their deposit.
- S.** All groups are expected to exercise good judgment in using utilities. When function is over all lights and appliances, etc, should be turned off and thermostats returned to the default setting. Chairs, tables and all furnishings should be returned to their original position in the room or to appropriate racks in storage rooms. All closet, storage and classroom doors should be closed.
- T.** Trash is to be taken to the outside trash container by the group using the facility. (This is particularly important for large meetings when meals are served.)
- U.** The Facilities Manager will be responsible for scheduling the facilities and keeping the reservation records. (See Appendix A-1)
- V.** Any function that could contravene the United Methodist Church Discipline, violate the City of Farmers Branch zoning codes, or be unlawful would be strictly prohibited.
- W.** The Pastor may voice an opinion by requesting the Board of Trustees to specifically approve or disapprove of a proposed usage.
- X.** The Board of Trustees reserves the right to impose special conditions on any user. Examples of such conditions would be special insurance or bonds to cover personal injury claims.

- Y. Garage sales are authorized on Saturdays only with set up the day before. Items for sale will not be brought to the church before the Sunday prior to the day of the sale. Temporary storage of items will be in the north end of the gymnasium. Sponsor group must dispose of all unsold items immediately after the sale ends. Items are not to be put in the church dumpster, returned to the gymnasium or left on church property.

V. INDIVIDUAL AREA POLICIES

A. Sanctuary

1. Any use of the Sanctuary, other than regular worship services, special services, the Church's Music Dept or individual Church ministries must be approved by the Board of Trustees and/or the Pastor. All activities, other than regular worship services and Music Dept practices must be scheduled on the church calendar.
2. Weddings are a form of worship and separate Wedding Policy is available.
3. Funerals, due to their sensitive nature are left to the Pastor's discretion.
4. Special music programs are also a form of worship and must be approved by the Pastor, Minister of Music or other designated person.
5. No food or drink shall be allowed at any time except for Communion Elements.
6. Any use of Sanctuary equipment, furnishings, etc. shall be only by authorized, trained personnel and must be restored to original condition or location.

B. Kitchen

1. Use of the kitchen will be scheduled through the Facilities Manager and placed on the church calendar.
2. Kitchen equipment and utensils are not to be removed from the kitchen or loaned out by anyone.
3. Consumable products such as plates, cups, napkins and all other consumable supplies; coffee, tea, sugar, artificial sweetener, salt, pepper, etc. will not be furnished by the church except for church functions.
4. Any group using the kitchen is responsible for cleaning and leaving the kitchen in SPOTLESS condition.

5. Cleaning: no bleach is to be used on the kitchen floor. Appropriate cleaners are available in the kitchen.
6. The refrigerator is for food items only. Do not use for non food items, except flowers. Items left over in the refrigerator will be discarded.
7. An emergency contact information sheet is posted by the entrance doors.
8. A fire extinguisher is located in the kitchen. Follow instructions for use.

C. Gymnasium

1. Exterior doors shall be kept closed to conserve energy and minimize insect invasions.
2. When leaving turn off all lights and return all thermostats to “Run Program” feature.
3. Balls will not be allowed in hallways.
4. No equipment will be loaned out.
5. All tables, chairs, athletic equipment, etc. must be placed on appropriate racks and returned to the gym storage room.

D. Classrooms and/or Other Facilities

1. The use of classrooms and/or other facilities will be scheduled through the Facilities Manager and placed on the Church calendar in the same manner as with the Sanctuary.
2. Use of the facilities is encouraged as much as possible to coincide with other activities to minimize the building having to be opened and closed and to conserve use of utilities.
3. **No use of pins, glue, nails, staples, tacks, or tape is permitted in or on the walls.** This is necessary to preserve the walls from scarred appearances and deterioration. Clip strips have been installed at approved locations for display of artwork and information. All decorations require prior approval by Facilities Manager.
4. Users of classrooms are responsible for arranging furniture as it was found in the classroom prior to its use.

5. No furniture or fixture shall be moved or removed from its assigned areas without permission.
6. Outside doors are to be kept closed to conserve energy and minimize insect invasions.
7. Candle usage is authorized only in the Sanctuary. Usage in any other area requires prior approval by the Pastor, Trustees Chair or Facilities Manager and if approved only dripless candles may be used. **All candles must be extinguished when function is over.**
8. The nursery rooms will not be used without permission nor without a babysitter. The church does not provide babysitters for non-church functions. Use of nursery rooms is an additional charge. (see fee schedule)

VI. FURNITURE AND EQUIPMENT USE

A. Removal and Borrowing Property

Church property such as folding chairs and tables will be lent only to church members for church related activities and only with specific authorization from the Facilities Manager. A list of property being borrowed must be completed and submitted to the Facilities Manager. Loaned property must be returned the next day (24 hours duration) unless other arrangements have been made through the Trustees Chair or the Facilities Manager.

B. Acquisition of Equipment by Gift

The Church cannot accept furniture unless it is in superb condition and is in harmony with the decorative theme throughout the facilities. Yard equipment, playground equipment and toys must be in excellent condition before they can be accepted. Any donated equipment, furniture or furnishings, either internally or externally located, must have the approval of the Board of Trustees prior to being placed into service.

C. Musical Instruments

Pianos and other musical instruments may not be moved or used by any group unless specifically approved by the Minister of Music, Pastor or Trustees Chair.

**APPENDIX A
INFORMATION SHEET
FOR USERS OF CUMC OF FARMERS BRANCH**

Welcome to Christ United Methodist Church. We hope that our Church facility will be useful and that you will feel comfortable. We are proud of this facility and wish to keep it in excellent condition. Some general guidelines are listed to help you understand our conditions for your use.

1. You are required to complete a “*Reservation Form*” and return it to the Facilities Manager.
2. The group using the facilities shall be ultimately responsible for insuring that the space is returned to its original condition after its use. Additionally, groups using the kitchen shall be responsible for cleaning and leaving it in spotless condition.
3. Any trash should be taken to the dumpster on the north end of the parking lot.
4. No alcoholic beverages, illegal drugs or firearms are allowed on the property. Smoking or the use of tobacco products is not permitted inside any of the buildings.
5. Should an emergency arise there is an emergency contact information sheet located at each entrance.
6. Lights and/or any appliances must be turned off, thermostats returned to default position and building locked. Please use good judgement if another group is using the building.
7. Any church group has first priority for use of the facilities. Your group will not be unreasonably preempted. However, in case of conflict, you will be given ample notice so that you can make other arrangements for your meeting.
8. You should vacate the buildings no later than 10:00 PM.
9. Should any damage or theft of church property or equipment occur, the user group will be held liable to pay any and all costs incurred to repair or replace such property.
10. Violation of any of these rules may result in forfeiture of deposit, denial of future use of building or other actions deemed appropriate by the Trustees.