

# **BUILDING USE POLICY**

## **KINGSLAND FIRST UNITED METHODIST CHURCH**

*Revised by Board of Trustees 5/01/07; 11/12/07; 12/07/09; 3/08/11*

### **I. PURPOSE**

It is our intention that Church facilities be used in furtherance of the Purposes and Principles of the Kingsland First United Methodist Church. Building usage fees are designed to cover or contribute towards the costs incurred in or resulting from the use of the facilities, and include some contribution towards upkeep of the building. Accordingly Church facilities are available for use by person(s), groups, or agencies meeting the regulations governing use, as set forth herein.

### **II. APPLICABILITY**

This Building Use Policy is applicable to all users of Church facilities, based upon the category of usage. The three general categories are:

- (1) Church use: events which advance the programs and ministries of KFUMC and/or are the normal activities within the life of the congregation
- (2) Co-sponsored use: non-profit groups or agencies outside the structure of KFUMC, but have a ministry related to one of our committees, subcommittees, task forces, or members. (Ex. Scouts)
- (3) Non-church use: non-profit civic groups or organizations, or individuals, whose use of our facilities is not in conflict with the theological foundation of KFUMC, or the Social Principles of The United Methodist Church. Our facilities are not available for private organizations or for individuals who will derive profit from their use. This includes members of the church.

### **III. REGULATIONS GOVERNING USE**

#### **A. The following general criteria must be met by users of church facilities for co-sponsored or non-Church use:**

1. The group or event has purposes, goals, ideals, or philosophies that are not in conflict with the theological foundation of KFUMC or The Social Principles of The United Methodist Church, nor will users derive a profit from their use. If desired, such determination may be appealed to the Board of Trustees, in which case the determination is final, with the concurrence of the pastor.
2. The user(s) for non-Church events agrees to and signs the Church building use agreement, and the co-sponsoring entity agrees to and signs a co-sponsorship agreement;
3. The user(s) for non-Church events and the co-sponsoring church entity of co-sponsored events pay the fees set forth in the Building Use Fee Schedule, unless the Board of Trustees or pastor has waived the fee for building use.
4. The timing of the event does not conflict with a Church-sponsored event.

**B. Weddings and funerals of Church members or their immediate families shall have priority on the use of any and all Church facilities. Please see “Wedding Policies” of KFUMC for additional information regarding weddings.**

**C. The building use fees included in this policy may be changed upon action of the Board of Trustees.**

**D. A request for recurrent and continued use of the fellowship hall or classrooms shall be considered by the Board of Trustees. Contracts for recurrent use shall be drawn for no longer than a one-year period, and shall clearly define space rented, term of contract, fees, limits of liability, and the contracting User's insurance requirements. Recurring use of the Sanctuary is not permitted. See “Recurring Use Addendum”.**

**E. If the designated church staff member determines that a routine requested use meets the Building Use Policy, the staff person may process the request, on forms available from the church office, with notification to the pastor and the Chairperson of The Board of Trustees. Non-routine questions are to be referred to the Board of Trustees.**

**F. Use shall not be granted if it preempts previously scheduled Church sponsored activities that appear on the Church Calendar, or that have been previously scheduled through the pastor or church office.**

**G. No group will be permitted to use STAFF OFFICES.**

**H. No group shall have use of rooms not specifically approved in the signed Building Use Agreement.**

**I. Overnight accommodations at The Warehouse shall be for adult groups or high school students under proper supervision as indicated in KFUMC’s Sexual Abuse Prevention Policy and may be considered upon request.**

**J. KFUMC may require Church staff, a committee member, or a building use agent be present to assure adherence to the terms of the building use agreement or co-sponsorship agreement for the entire period of the usage. The Church staff person, committee member, or building use agent shall assure:**

(a) That the terms of the Building Use Policy and any building use agreement or co-sponsorship agreement are observed;(b) that church property is secured, which shall include the closing of the facility after the function; (c) that local ordinances are enforced, which shall include compliance with the fire codes and the requirements of the Church’s insurance policy; (d) that church facilities are properly cleaned and that trash is placed in the proper receptacles.

**K. All users of church facilities must, to the extent practicable, comply with the General Conditions of Building Use and Closing the Facility sections of the Building Use Agreement.**

**L. Personal use of any of our facilities will be permitted on weekends (Friday, Saturday, and Sunday) on a case by case basis with the approval of the Board of Trustees or Pastor, with the exception of weddings and funerals.**

#### **IV. FEES**

A. The Fee Schedule for building use is applicable to co-sponsored use and to non-Church use. For all other use, the fees, including the security deposit, are waived.

B. The pastor may waive all or part of the otherwise applicable fees for certain events, Also, the Chair of The Board of Trustees, on an emergency basis, and the Board of Trustees may waive all or part of the fees for meetings, gatherings, etc.

C. Non-member or non-church use fees are as follows, provided they may be changed, as The Board of Trustees deems necessary: An additional custodial clean-up fee is \$100 for Worship Center, Gathering Place, and Sanctuary and must be paid by every one.

Kitchen-\$150; Classroom-\$25; Sanctuary-\$500; Worship Center-\$600

Warehouse-\$150; Old Fellowship Hall (Gathering Place)-\$150; Sound Technician-\$50. Organist-Negotiable. In addition to the above fees, a security deposit of \$125 is required. All fees, plus the security deposit is required at the time of reservation.

D. Members using the facilities for weddings or any personal use require a custodial fee of \$75. No fees are required for funerals.

#### **V. GENERAL CONDITIONS OF BUILDING USE AGREEMENT**

1. The Building User is responsible for any damage of KFUMC property and equipment. Known damage must be reported to the church office within 24 hours after the use of the facilities.
2. User is responsible for the safety and actions of any people it brings onto KFUMC property.
3. No items may be affixed to any surfaces without the consent of The Board of Trustees.
4. User is responsible for providing adequate security to ensure that unauthorized people do not gain access to church property because of the permitted use.
5. User must clean up area, including returning all furniture and other items to the proper places.
6. No permission is given to use church materials or supplies, including the materials in the classrooms or closets. User must replace any supplies consumed, taken, or damaged during use.
7. Any material brought onto KFUMC property must be removed immediately after the use, unless advance arrangements are made.
8. No alterations or additions to the buildings may be made without the express written permission of The Board of Trustees.
9. No food or drink is allowed without permission.
10. Floors are to be restored to the condition they were prior to the building use.
11. All trash and garbage generated by the user must be removed from the building and placed in the trash enclosure located in back parking lot of the church.
12. If additional cleaning is needed to restore the building to its original condition, a fee equal to the actual expense incurred and/or the reasonable value of labor and supplies required to restore the building will be deducted from the security deposit.
13. Equipment not from the church must be removed from the facility within 24 hours or before 8AM on Sunday (whichever comes first) unless special arrangements have been made.
14. **Thermostats are not to be adjusted or altered in any way.**
15. Smoking or the use of any tobacco products is not permitted inside the building. Smoking is permitted outside the building only, and all smoking material must be extinguished and placed in appropriate receptacles.

16. Do not temporarily affix anything on a wall, door, or other part of the building or furnishings with tape, tacks, nails, or any other item that will leave marks or holes
17. The Minister of Music, the Pastor, Board of Trustees and authorized persons (i.e. organists, sound technicians and pianist) have jurisdiction over the musical instruments and sound system. Groups needing use of sound system will be required to use approved KFUMC sound technician(s). KFUMC Sound Technicians will be subject to availability.
18. Kitchen area use is only by written authorization.
19. All children and youth groups should be adequately chaperoned and supervised by adults. All groups must complete appropriate forms regarding the church's Sexual Abuse Prevention Policy, and agree to abide by the policy.
20. No alcohol or illegal drugs permitted on church property
21. It is recommended that any group using the facility under a Building Use Agreement have its own insurance as protection against liability suits.
22. Behavior in and around building must be with respect and consideration of the primary purpose of building and properties.
23. No child or group of children must ever be left alone in a church facility.
24. Agreed dates and times will be determined when KFUMC confirms an entry on its scheduling calendar and User pays the required use fee and security deposit. If User requests more dates and time than specified in this agreement to set the use fee, even if KFUMC confirms scheduling on those dates, the use fee will be increased in proportion to the amount of additional use. If User exceeds the permitted use without prior confirmation, KFUMC may charge an additional fee.
25. Do not name KFUMC as the sponsoring organization in any advertising or promotional literature for your event, unless it is a Kingsland First United Methodist Church event.
26. Do not publish KFUMC phone number as the number to call for further information about your event.
27. KFUMC is not responsible for items lost, damaged, or by stolen.
28. No pets are allowed in KFUMC buildings
29. Service animals are authorized. A service animal is any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.
30. Handicap parking spaces are restricted to authorized vehicles 24 hours daily

#### **IV. CLOSING THE FACILITY**

The duties involved in closing the facility are as follows:

1. Returning all furniture and equipment to the original area and arrangements
2. Securing all windows.
3. Turning off all lights.
4. Locking all doors. Doors must be checked from the outside since they may appear locked, and in fact, be open.
5. Closing all open fire doors.
6. Check all thermostats, please leave on 78° air conditioner (summer) or 70° heat (winter).