

# **First United Methodist Church**

## **General Guidelines for Use of Facilities**

### ***Statement of Policy:***

First United Methodist Church in Franklin is a place of worship, fellowship, nurture, education, mission and outreach. All of these ministries are strengthened by maintaining a facility that is safe, accessible, attractive and useful. Significant financial resources have been invested in FUMC facilities by generous contributions from its members for over 200 years. Therefore, proper oversight must be given to these facilities to ensure that:

Adequate facilities exist to effectively carry out the ministry objectives and goals

Such facilities are properly protected against loss or misuse

Wise stewardship is being obtained through energy conservation, cost reductions and safety measures

The life of the facilities is extended through a proper maintenance program.

“We all sit under trees we didn’t plant.” Quoted by Ed Crump, past FUMC Pastor.

### ***Procedures:***

#### **1. Eligibility**

The program and activities of special groups requesting building usage must be consistent with FUMC’s vision and mission. It is to be understood that the facilities and equipment of FUMC exist for the primary purpose of being used by its members through its organizations and ministries.

Activities and programs are limited to the space that is assigned.

Regularly scheduled church meetings and activities of FUMC will have first priority in the use of its facilities. Other church related meetings and functions would have second priority. Groups outside the church which are nonprofit or ministry related in nature may use the facilities when they are not already scheduled for use by some

church function, and the purpose is ministry related.

FUMC services and programs have priority over any and all outside organizations requesting use of church facilities.

Facilities are not available to outside activities for profit making groups.

Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs.

An Event Order Form and Agreement for the Use of Facilities should be completed by all outside organizations requesting facility use.

The staff of FUMC will determine the eligibility of an organization to use the church's facilities, and if necessary, the Trustees and/or Board of Ministry will review for clarification.

A Certificate of Insurance must be provided by all outside groups to FUMC for the purpose of covering liability and property damage or accidents that might occur on church property. A minimum of \$1,000,000.00 (one million) umbrella. Additionally, overnight guests must have a member of the Church staff or an authorized member stay with them.

All outside groups requesting use of church facilities must also have and adhere to sexual molestation policies and procedures regarding minors. (Copy of Child and Youth Protection Policy and Procedures attached.)

### **Reservations**

An Event Order Form and a Use of Facilities Questionnaire must be completed by all outside groups and submitted to the Church Business Office. If an outside group uses the facilities on a regular basis throughout the year, new forms must be completed and updated each year.

### **3. Guidelines for Use of Facilities**

The conduct of all persons attending programs is expected to be respectful of the environment of the facilities of a Christian congregation.

When children through sixth grade are in attendance they must be under the control of their parents or designated adult(s) at all times and are not permitted to roam freely

on church property. Sixth grade youth to age 18 must be under supervision of designated adult(s).

If facility keys need to be issued, such keys must be obtained from the Church Business Office and returned immediately after use.

Smoking and the use of alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the church.

An assigned custodian will be on duty during the time of usage, and the user will be charged for this service. This individual will serve as the church's representative unless otherwise notified. If questions or needs arise during the event this individual should be contacted.

Dining or the serving of food is limited to pre-approved designated areas.

The user is expected to leave the building reasonably clean and remove all items associated with their program immediately following the event. If furniture or equipment is to be moved, it must be done by or under the supervision of church personnel to prevent damage to the building and church furniture and equipment. Additionally, the furniture is to be placed back in its original location.

The user will be held responsible for any damage done to church property associated with the scheduled event.

The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.

All groups using the facilities of FUMC must be furnished a copy of these guidelines when using our facilities.

#### **4. Building Use Procedures**

The leader of the group must submit an Event Order Form at least 10 days in advance of the activity with the Church Business Office to be reviewed at the weekly staff meeting.

If approved, the ministry leader or organization representative is responsible for the following:

Submit a Room Set-up Request diagramming set-up and requesting any special equipment needs.

If needed, secure building keys on the last business day before the event from the Church Business Office.

After building use, clean up all the areas used. The area should be returned to the same condition before your use. If using the church kitchen, follow all Kitchen Use Policies.

Turn out all lights (if requested).

Secure the building by checking all exterior doors. If the door was originally locked, please lock it back; if it was unlocked, please leave it unlocked.

Report any maintenance problems and damages to the Church Business Office or Plant Manager.

Turn in keys to the Church Business Office on the next business day.

If the use of the facilities is by an outside group, the assigned custodian will perform several of the above procedures.

## **Calendar Request Guidelines**

All dates for the Church Calendar must be submitted to the church office using an Event Order Form. Forms are available from the church secretaries.

No date is placed on the calendar until the form has been submitted and approved at the weekly staff meeting.

The Event Order Form must be completed at least 10 days in advance of the activity. The form should be turned in to the Church Business Office.

The Event Order Form provides for every area of the church. You must indicate specific areas and indicate other service needs (i.e. food, sound, parking area, etc.)

Event Order Forms will be reviewed by the staff each week to determine if there are any calendar conflicts. Requests are scheduled on a “first come, first served” basis.

After a request has been made and approved, or in case of any conflicts, a staff member will notify you as soon as possible.

The person in charge of the calendared event will be responsible for clean up and security (if necessary).

## **Schedule, Set-up and Clean-up**

The user, or a representative, must meet with the Plant Manager when the reservation is made to review conditions of the church for usage, the expectations and needs for the event and to set a schedule for room set-up and clean-up. The Room Set-up Request is a part of the Event Order Form and will be the basis for requesting and reviewing set-up.

A schedule of a requested donation or fee for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at the time of the reservation.

Additional time for rehearsals, the moving of equipment in or out, etc. must be approved by the staff at their weekly meeting.

## **Publicity and Promotion**

Publicity material and public service announcements in which the FUMC name is used must have prior approval by the staff at their weekly meeting.

The church expects to cooperate with the user of the facility. However, it must be understood that the work of ministry at FUMC is our priority.

PAGE 2

PAGE 4