

Fort Collins
FIRST UNITED METHODIST CHURCH
1005 Stover Street
Fort Collins, CO 80525

POLICY NAME: FACILITY USE POLICIES AND PROCEDURES

RESPONSIBLE CHURCH COMMITTEE: Board of Trustees

DATE OF ADOPTION: July 19, 2016

I. Purpose

Our church facility is a resource that has come to us as a gift from God through the many people who have preceded us here. It is our mission to provide **Open Hearts, Open Doors, and Open Minds**. **At the same time there is a need to provide care for our facility and to ask groups using it to participate in its maintenance. The following Policies and Procedures provide the means to accomplish this.**

Building Use Request Procedure

Step One *(applications must be submitted 2 weeks in advance of your requested 'use date')*

Fill out the *Application for Building Use* web-form and submit it (to the Parish Secretary.) The form is available on the web site at <http://fcfumc.net/church-media/forms> or in the church office. It can be submitted by completing the form on-line, faxed (970-221-5833), or brought to the church office. *(Note – there is a requirement for a Certificate of Liability Insurance for outside groups – see page 6 item 8.)*

Step Two

The Event Scheduling Committee meets weekly to make a decision about requests, estimates the charge for hosting the event and makes a decision about the request. They will then determine if the event needs an Event Coordinator assigned to oversee the event. If an event coordinator is required, the expectations will be outlined and communicated to the application contact who will be the event coordinator.

Step Three

A member of the Event Scheduling Committee will contact the group with the decision and if approved, will advise them of the charge. Any changes needed for the event must be communicated as early as possible with the Event Scheduling Committee liaison. Changes in the event may incur additional charges.

Appeal

If the group applying or others in the congregation wish to request a review of an Event

Scheduling Committee decision, they may take any appeal to the Church Council Chairperson(s). The Church Council Chairperson(s) will consult with the Scheduling Team and the clergy and inform interested parties of any change.

Facility Use Fees

The proposed fees are determined based on the category in which the group resides and the services requested. These fees may involve a building-use fee, a custodial fee, a refundable deposit, and technical support fee.

Group A

Activities and ministries sponsored by FUMC
District and Conference sponsored events

Group B

Special Events scheduled by church members or regular attendees.
Outside non-profit groups with which church members or regular attendees are involved and the church members or regular attendees request access for and plan to participate in this activity. *(Note – there is a requirement for a Certificate of Liability Insurance for outside groups – see page 6 item 8.)*

Group C

Non-profits
Schools
Civic Organizations
Government Organizations
Non-members Special Events

Group D

For profit events and organizations – Ticketed Events

Group E

The process for scheduling weddings is described in the Wedding Policy. The Event Scheduling Committee is involved to determine space availability.

Custodial Fees are charged on a per hour basis - \$25/hr

Technical Support fees - \$35/hr

These service fees will be charged based on the following guidelines:

Custodial and Technical Support Fees:

- Fees are not charged for Group A events.
- If the Set-up and take-down requirements involve significant changes in the area's standard configuration, these fees will be charged on a per hour basis. If the event is scheduled requiring an extension of the church's normal hours, custodial fees will be charged (See note following Building Hours). If technical support services are required, these fees will be charged.

- These fees will be estimated and communicated for review and acceptance by the client prior to scheduling the room/event.
- If Technical support is requested with the room reservation, these fees will be estimated and communicated to the client before the room/event is scheduled.
- If the equipment and/requirements indicate that Technical support is required, this will be determined and communicated to the client prior to scheduling the event.

Refundable deposits:

In some cases, refundable deposits are required. The purpose of the deposit is to encourage the facility user to return the room(s) to their original set-up and cleanliness configuration. The deposit will be returned upon satisfaction of this requirement within one week. These refundable deposits will be required for Groups C and D and may be required for others under special circumstances.

Refundable deposit levels:

Classroom - \$25
Parlor or Fellowship Hall - \$50
Sanctuary - \$100

Room Usage					
	Group A	Group B	Group C	Group D	Footnotes
Sanctuary	\$0	\$0	\$120	\$600	
			footnotes 1, 2		
Sanctuary Organ	Footnote 3	Footnote 3	Footnote 3	Footnote 3	
Chapel	\$0	\$0	\$60	\$90	
Fellowship Hall (3 sections)	\$0	\$0	\$120	\$180	
One Section	\$0	\$0	\$60	\$120	
Two Sections	\$0	\$0	\$90	\$145	
Conference Room w/o kitchen	\$0	\$0	\$30	\$60	
Conference Room w kitchen	\$0	\$0	\$60	\$90	
Parlor	\$0	\$0	\$60	\$120	
Choir Room	\$0	\$0	\$60	\$120	
Classrooms	\$0	\$0	\$25	\$60	
Village Commons	\$0	\$0	\$60	\$120	
Kitchen** - Main kitchen	\$0	\$0	\$60	\$90	footnote **
- Parlor kitchen	\$0	\$0	\$35	\$35	
Gathering Place	\$0	\$0	\$30	\$70	
Church grounds and parking lots*			\$30-120	\$30-120	footnote*

NOTES -

The fees are for a one-time use of the designated area on one day.

Facility fees are determined based upon space and time requests and also on type of event. All groups must agree to, and follow the Building Use Guidelines on page 5.

Fees for custodial service and special requests may be added to the above room usage fees for any event other than Group A events.

Contracts will be required for Group D.

* Rate will be determined by the Event Scheduling Committee depending on the extent of use.

**Approval from the Kitchen Coordinator is required and may result in additional fees.

See the Kitchen Use Information Sheet which is available from the church office or from the church's website at: <http://fcfumc.net/church-media/forms> .

¹ - It is the practice for this church to provide use of the sanctuary or chapel for *memorial services* at no charge. There will be a charge for use of other facilities within the church for the C category when used in conjunction with a *memorial service*.

² - Occasionally, classrooms in the basement are used for overnight events by church groups outside of this church. It is the practice of this church to accept donations for overnight stays/mission activities.

³ - Scheduling practice time using the church's organ requires the following:

- 1) Permission must be granted by the FUMC church organist for use by the applicant.
- 2) The sanctuary must be available for the requested times.
- 3) Two hours of practice time per week will be allowed with no charge. Additional practice time may be scheduled with a charge rate of \$25/hour.

Building Hours* - Normal Hours for Church Access

Monday thru Thursday	8:00 am – 9:00 pm (<i>see page 5 item 10 for special request</i>)
Friday	8:00 am – 5:00 pm
Saturday	9:00 am – noon
Sunday	7:30 am – 9:00 pm

* One or more custodians will be on duty during normal building hours and during all church approved events that support the on-going and regular mission and ministry of the church. Events schedules outside of normal hours for Group A users will be covered by custodians as staffing allows. Group A users should understand when planning events outside of normal building hours that custodial staffing is limited and that it may be impossible to provide custodial staffing. The Scheduling Committee will coordinate with the Facilities Manager as soon as possible after the building use request is received and if custodial coverage can be arranged the user will be so notified. If custodial staffing cannot be provided due to staffing limitations the user should be prepared to organize a volunteer effort to provide the needed custodial services including setup, clean up and configuration of the space used for the next use if required or reschedule the event. The provisions of page 6 item 10 also apply to this situation. Events scheduled on Saturday afternoons are particularly critical as commonly used spaces such as Fellowship Hall and the Parlor will have to be configured for Sunday morning use after the Saturday event is complete. This can require a significant amount of time and effort.

Building Use Guidelines

Reservations are not set until approved by the Event Scheduling Committee and entered on the calendar.

1. Requests by non-church groups are not accepted when submitted for more than 6 months in advance.
2. Rooms must be returned to their original condition.
3. Windows must be closed and lights turned off.
4. Rowdy behavior, gambling, and the use of illegal drugs, tobacco or alcohol are not allowed on the premises.

5. Furniture, except folding tables and chairs, are not to be moved unless the custodian is first consulted.
6. "Athletic use" of the building and grounds is not permitted by non-members of the church without specific authorization in writing.
7. If you are planning to use any of the church kitchens, please review and complete the Kitchen Use Information Sheet which can be obtained from the church website: <http://fcfumc.net/church-media/forms>.
8. A current copy of the group's Certificate of Liability Insurance naming the church as an additional insured and listing the names of responsible parties using the church facilities, which provides at least \$1 million general aggregate liability per incident must be on file at FUMC for groups not sponsored by FUMC e.g. Groups B (Outside non-profit groups), C, D.
9. The party using FUMC facilities and/or property shall be responsible for all damage to the facility. All automobiles should be locked with valuable contents removed.
10. All scheduled events must be concluded by 8:45 p.m. Monday through Thursday at which time the building will be closed.
Under most circumstances, church staff will be present when the building is in use. There may be some circumstances when a trained and trusted, responsible individual will be identified to be present and take responsibility for checking the building security (assuring that the building is vacant and the doors are all locked and for setting the alarm system.) There is a process to obtain the necessary keys and alarm code. Contact the Facilities Manager for further instructions.
11. Groups are to use only the areas assigned to them and are not permitted to wander through the halls or building.
12. No food or drink is allowed in the Sanctuary or the Chapel at any time.

Event Scheduling Committee Guidelines

The Event Scheduling Committee

The Event Scheduling Committee is charged with receipt and approval of all building use requests, establishing procedures as needed, communicating and coordinating events and the setting of any cost recovery for events using the church facility.

The Event Scheduling Committee is made up of the Office Manager (in charge of the official church calendar), one lay member, and the Facilities Manager

Basic Guidelines

The following guidelines will be considered by the Event Scheduling Committee:

1. Any group's request will be considered in the light of the mission and ministry of the church (e.g. when use is consistent with the Social Principles and ecumenical objectives of the church in accordance with the Book of Discipline). Funeral requests may result in a need to reschedule events that are on the calendar. Every effort will be made to avoid this, but events should be scheduled, recognizing this possibility.
2. Church groups are given priority for building use. These groups are asked to plan events and submit the Application for Building Use form as soon as possible (note the two-week advance notice for all requests – page 1). Outside groups will generally be asked

to submit requests no more than six months in advance to allow church groups time to plan. Exceptions will be considered.

3. The following will be taken into consideration when reviewing a Request for Building Use:
 - a. Does the schedule make it possible for us to accommodate the room(s), equipment and staffing required for the event?
 - b. What issues have come up as a result of previous events for a particular group and how might they be addressed?

Team Meetings

The team will meet regularly (usually once a week) to evaluate new requests and coordinate building use in general.

Procedures

Outside Groups: The total charge will be communicated to the contact person(s) for the event. The Bookkeeper will be advised of this charge and the group will be asked to pay the fee to the church no less than one week prior to the event.

Weddings: The process for scheduling weddings is described in the Wedding Policy. The Event Scheduling Committee is involved to determine space availability.

Appendix A

Expectations for groups A and B using the facilities for an approved event.

Reserve your room/space in accordance with the above procedures.

At the end of our event:

1. Return the room to its original condition and configuration (leave it the way you found it).
2. Put away any materials and power off and put away any equipment that was used.
3. Windows should be closed, lights turned out, trash and recyclables put into the appropriate containers (custodians will empty the trash and recycling containers).
4. If toward the end of the day, notify the on-duty custodian that you are finished and leaving the church.

Appendix B

Outside Groups (groups C-E) that have requested and been approved to conduct the clean-up, maintenance, and restoration tasks associate with their utilization of the church facilities.

This document outlines the agreement between FC FUMC and the building user group.

It is an honor to have you in our Church building, and we hope that everything will turn out in the best possible way, knowing that if we work together, things will. With that said, please carefully review the items below, noting what is being asked of your group in exchange for your use of rooms in our Church.

- Regarding rooms that will be used
 1. Pick up after yourselves as you would at home
 2. Any spills – Please clean up as much as possible, then let the Church Office know what happened and where so that no one is surprised by something out of the ordinary.
 3. Equipment that is in the room when you arrive – Please do not use unless given approval by FC FUMC personnel to do so.
 4. No furniture is allowed to be moved around the room without prior approval AND under the condition that it will be placed back as it was found.
 5. Nothing can be mounted on the walls
 6. Any walls written on or damaged for any reason will be your responsibility to pay to be repaired.
 7. If lights need to be replaced, please let your FC FUMC “Contact person” know. Do not do it yourself.
 8. Please empty your own trash can(s), putting trash in the assigned larger trash receptacle or in the dumpster outside on the west side of the 2-story education/classroom wing.

- KITCHEN, if used
 1. Prior approval needs to be obtained before using any and all appliances
 2. Kitchen floor(s) needs to be swept after each use and mop any spills that you or your group has caused
 3. No food is allowed to be left in sinks or on counters
 4. Please wipe down counters used with disinfectant
 5. Please only use sinks with garbage disposals to dispose of food
 6. If using refrigerators, please make sure to dispose of your own dated, bad, or unused food. When you leave, please dispose of all food you’ve placed in the refrigerator(s) or take it with you.
 7. Please empty your own trash can(s), putting trash in the assigned larger trash receptacle or in the dumpster outside on the west side of the 2-story education/classroom wing.
 8. Things that belong to the Church, e.g., table cloths, coffee, cups, etc., should not be used unless given approval beforehand
 9. Never turn off gas stove pilot lights in the main kitchen

- BATHROOMS
 1. Please empty your own trash can(s), putting trash in the assigned larger trash receptacle or in the dumpster outside on the west side of the 2-story education/classroom wing.
 2. Please flush toilet(s) after each use
 3. If any supply refills are needed, e.g., soap, toilet paper, paper towels, etc., please let your FC FUMC Contact person know.
 4. Any accidents or sickness – report to your FC FUMC Contact person
 5. Any damage done or caused by your group will have to be paid for

- IF STAYING OVERNIGHT, before “lights out”:
 1. Check all doors going OUTSIDE to be sure they are LOCKED.
 2. No one may sleep in rooms other than the rooms assigned for that purpose
 3. No rocks or other objects are allowed to be used to prop doors open
 4. Cigarette smoking is only allowed in designated areas. Please dispose of cigarette butts properly, so as not to litter the premises.
 5. Any problems encountered while staying overnight should be reported to your FC FUMC Contact person and/or Facilities Manager.