

**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 24, 2018**

**Vision**

The Vision of First Church is to be an inclusive, deeply relational community inviting all people to experience God's presence today.

**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 intention to be a positive resource and gathering place for our community. **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.**

*All people are welcome at First Church and we do not discriminate on the basis of age, race, class, gender, sexual orientation, economic status, or ability. We expect all who use our facility to be welcoming and respectful toward all people, regardless of differences.*

**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 Administrative Assistant.) The electronic application form is available on the church website at:

[http://fcfumc.net/index.php?option=com\\_uniform&view=form&task=form.view&form\\_id=5](http://fcfumc.net/index.php?option=com_uniform&view=form&task=form.view&form_id=5)

The hard copy of the application can be downloaded from the church's website at:

[http://fcfumc.net/images/images/documents/application\\_for\\_building\\_use\\_1\\_16\\_1.pdf](http://fcfumc.net/images/images/documents/application_for_building_use_1_16_1.pdf) (Locate the downloaded .pdf file in the download folder on your computer.)

It can be submitted by completing the hard copy form and 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 Building Scheduling Committee meets weekly to review requests, estimates the charge for hosting the event and makes a decision about the request.

## **Step Three**

The Administrative Assistant will contact the applicant with the decision and if approved, will advise them of the charge incurred and request a signed liability waiver and insurance certificate where applicable. Any changes needed for the event must be communicated as early as possible to the Administrative Assistant. Changes in the event may incur additional charges or cause the reservation to be cancelled. The client will communicate with the Administrative Assistant providing communications with the organization about additional needs, changes, questions, etc.

## **Step Four**

### **Appeal**

If the group applying or others in the congregation wish to request a review of an Building Scheduling Committee decision, they may take any appeal to the Lead Pastor, who will discuss the issue with the Building Scheduling Committee and inform the individual (s) requesting the event.

### **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.
- Non-profits
- Schools
- Civic Organizations Government
- Organizations and Non-members
- Special Events

### **Group C**

- Any event which has a charge for attendance/participation.

### **Group D**

- The process for scheduling weddings is described in the Wedding Policy.
- The process for scheduling funerals is described in the Funeral Planning Info & Arrangements

brochure and the associated Honoraria & Fees insert and in the Funeral Reception & Special Event Kitchen Use policy.

The Building Scheduling Committee is involved to determine space availability.

***There is a requirement for a certificate of liability insurance for outside groups – see page 6 item8.***

- Fees are not charged for Group A events
- The following fees are charged for Group B and C events.
  - Custodial Fees are charged on a per hour basis - \$30/hr.
  - Technical Support fees - \$45/hr.
- These service fees will be charged based on the following guidelines:
  - 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 is requested with the room reservation or if the equipment and/requirements indicate that Technical support is required, these fees will be estimated and communicated to the client before the room/event is scheduled.
  - Sanctuary - The use of the sanctuary requires the services of a custodian and, if the sanctuary audio or video equipment is to be used, a technical support person will be required.
- These fees will be estimated and communicated for review and acceptance by the client prior to scheduling the room/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 B and C and may be required for others under special circumstances.

Refundable deposit levels:

- Classroom - \$25
- Parlor or Fellowship Hall - \$50
- Main Kitchen - \$50
- Sanctuary - \$200

<b>Room Use Fees</b>			
	<b>Group A</b>	<b>Group B</b>	<b>Group C</b>
Sanctuary	\$0	\$120	\$600
		Footnotes 1, 2	
Sanctuary Organ	Footnote 3	Footnote 3	Footnote 3
Chapel	\$0	\$60	\$90
Fellowship Hall (3 sections)	\$0	\$120	\$180
One Section	\$0	\$60	\$120
Two Sections	\$0	\$90	\$145
Conference Room w/o kitchen	\$0	\$30	\$60
Conference Room w kitchen	\$0	\$60	\$90
Parlor	\$0	\$60	\$120
Choir Room	\$0	\$60	\$120
Classrooms	\$0	\$25	\$60
Cinema Room	\$0	\$60	\$120
Village Commons	\$0	\$60	\$120
Kitchen - Main kitchen	\$0	\$60	\$90
- Parlor kitchen	\$0	\$35	\$35
Gathering Place	\$0	\$30	\$70
Church grounds and parking lots		Footnote 4 \$30-120	Footnote 4 \$30-120

**NOTES -**

The room fees are for a one-time use of the designated area (for the requested interval) 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 pages 5 and 6.

Fees for custodial services, technical support and special requests will be added to the above room usage fees for any event other than Group A events.

Contracts will be required for Group C.

- <sup>1</sup> - It is the practice of this church to provide use of the Sanctuary or Chapel for *memorial services* at no charge. Specific charges for rooms and services other than the Sanctuary and Chapel are found in the Funeral Planning Info & Arrangements brochure and the associated Honoraria & Fees insert as well as in the Funeral Reception & Special Event Kitchen Use policy.
- <sup>2</sup> - Occasionally, classrooms in the south basement are used for overnight events by church groups outside of this church and other charitable service groups. It is the practice of this church to accept donations for overnight stays/mission activities.
- <sup>3</sup> - 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.
- <sup>4</sup> - Charges associated with the church grounds/parking lots will be determined based on extent of use.

## **Building Hours - Normal Hours for Church Access**

Building hours will be established by the staff. They will be posted at the east and south doors, on the church website and in other paper and electronic media as needed. While building hours for Saturday and Sunday will be as above, the entire building is reserved for church use on these days including events sponsored by specific ministries of the church, approved by their umbrella area staff representative and coordinated with/approved by the staff. Reservations for Group B and C events will not be accepted without consideration and agreement by the clergy, staff and Building Scheduling Committee.

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 Building 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 a) 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 b) reschedule the event. The provisions of page 6 item 8 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 Building Scheduling Committee and entered on the calendar.

Requests by non-church groups are not accepted when submitted for more than 6 months in advance. Waivers to this guideline will be considered by the Building Scheduling Committee after full coordination with the church staff.

1. Rooms must be returned to their original condition.
2. Windows must be closed and locked, lights turned off.
3. Thermostats must be reset to the original setting or temporary changes cancelled.
4. Rowdy behavior, gambling, and the use of illegal drugs, marijuana, tobacco or alcohol are not allowed on the premises.
5. Furniture, except folding tables and chairs, are not to be moved unless the Facilities Manager is 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 the church main kitchen, please indicate the items to be used in the application request.
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, that 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, C.
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.
11. 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, the doors are all locked and for setting the alarm system.) The judgment about selecting/identifying a responsible individual will be the responsibility of the staff member associated with this activity. There is a process to obtain the necessary keys and alarm code. Contact the Facilities Manager for further instructions.
12. Groups are to use only the areas assigned to them and are not permitted to wander throughout the halls or building.
13. No food or drink is allowed in the Sanctuary or the Chapel at any time.

# Building Scheduling Committee Guidelines

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

The Building Scheduling Committee acts as an agent of the Board of Trustees.

The Building 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 Building Scheduling Committee will maintain a listing of approved weekend (Saturday/Sunday) events for reference by the Committee and church staff.

## **Basic Guidelines**

The following guidelines will be considered by the Building 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).
2. 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.
3. Weather closures: When the public schools are closed due to weather (Poudre School District), the church also closes. If bad weather moves in later in the day, the decision for building closure will be made by the Lead Pastor followed by the Executive Pastor (if the Lead Pastor is not available) followed by the Facilities Manager (if no pastors are available to make the decision.) On Sundays, the decision is made by the Lead Pastor. Closures are posted on the website and on the phone greeting.
4. Church ministries are given priority for building use. All groups are asked to plan events and to 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.
5. 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?

## **Committee Meetings**

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

## **Procedures**

**Outside Groups:** An invoice with the estimated charge will be communicated to the contact person(s) for the event. The Financial Secretary 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 Building Scheduling Committee is involved to determine space availability.

## **Appendix A**

### **Expectations for group A 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 and locked, lights turned out, thermostats reset, 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 B and C) 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. Windows should be closed and locked, lights turned out, thermostats reset, trash and recyclables put into the appropriate containers in the room(s) (custodians will empty the trash and recycling containers).
  2. Pick up after yourselves as you would at home
  3. Any spills – Please clean up as much as possible, then let the on-duty custodian or Church Office know what happened and where, so that no one is surprised by something out of the ordinary.
  4. Equipment that is in the room when you arrive – Please do not use unless given approval by FC FUMC personnel to do so.
  5. 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.
  6. Nothing can be mounted on the walls
  7. Any walls written on or damaged for any reason will be your responsibility to pay to be repaired.
  8. If lights need to be replaced, please let your FC FUMC “Contact person” know. Do not do it yourself.
  
- 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., tablecloths, 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 the on-duty custodian or 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.