

# FIRST UNITED METHODIST CHURCH OF KELLER PROPERTY USE POLICY

## I. PURPOSE

The First United Methodist Church of Keller wants to share the church facilities with the community as well as with its members. The Purpose of these guidelines is to define the procedures for reserving and operating the facilities and the cost associated with the use of the facilities.

## II. SCOPE

These guidelines apply to the use of any First United Methodist Church of Keller property (including, but not limited to, building, grounds, and vehicles) by members and non-members for church events and special events (i.e. funerals, meetings, receptions, parties, seminars, etc.) The rules listed in Section VII concerning care for and operation of the facilities apply to **all** activities, church related or not. These policies have been reviewed and adopted by the Board of Trustees and approved by the Ministry Team.

## III. ANNUAL REVIEW

It will be the responsibility of the Board of Trustees to review this policy as necessary, but at least once per year, and recommend any changes/updates to be incorporated in this policy to the Ministry Team. Church members interested in making suggestions for changes should do so in writing to the Board of Trustees.

## IV. DISTRIBUTION

A copy of this policy is to be distributed to all officials of the church, including all church committees and teams. People requesting use of any church facility will be given a copy of this policy at the time a request is made. Additional copies will be available through the church office or online @ [www.kellerumc.com](http://www.kellerumc.com).

## V. ORIGINAL DOCUMENT

The church secretary will maintain an original of this document on file and make copies available for distribution.

## VI. SCHEDULING OF FACILITIES

Anyone wishing to use the church facilities for a church related function shall schedule the reservation for the event in the church calendar with the church secretary by filling out an event request form in person, by fax, or by email. Anyone wishing to use the church facilities for a non-church affiliated event shall make reservations in writing on the proper reservation form through the church office as far in advance as possible (recommended at least 60 days) to provide adequate time for approval by the church office (and the Board of Trustees if necessary).

The First United Methodist Church of Keller reserves the right to:

- a. Refuse to accommodate any group whose doctrinal position that deviates from Christian tradition;
- b. Reschedule or cancel any non-church related event if a scheduling conflict arises with said event and a church related activity; and
- c. Schedule other areas of the facility for use during any scheduled event that will cause minimal disruption to either event.
- d. Refuse to schedule any meeting, event, or activity that does not fall within the church hours of operation of 8:00 AM to 9:00 PM Sunday through Friday and 10:00 AM to 2:00 PM Saturday. (Exceptions are made)

## VII. GENERAL RULES FOR ALL OCCASIONS

This congregation built these facilities for the purposes of worship and service to GOD, so we expect EVERY person using our church facilities, whether member or non-member, to treat it as a HOUSE OF GOD.

- a. The church will not be used for any profit making endeavor, so no goods or services may be bought or sold to such end. This policy permits fundraising for approved church purposes only.
- b. Alcoholic beverages or illegal drugs are NEVER to be possessed or consumed/used on any church property (including, but not limited to, buildings, grounds, and vehicles.)
- c. No tobacco products can be used within church's buildings, entryways, or vehicles.
- d. Profanity by any person, member or non-member, will NOT be tolerated at any event, church related or not.
- e. No animals are permitted on church property (including, but not limited to, buildings, grounds, and vehicles) without the written consent of the Board of Trustees except for service animals.
- f. The facilities are to be left in the same condition that they are found. All trash must be placed in a trash receptacle. Failure to do so will result in an additional maintenance fee or, for non-church related groups' events, forfeiture of the security deposit.
- g. **NO** furniture/fixtures on the stage area of the sanctuary are to be moved without the assistance and permission of the staff. If the stage floor is scratched while moving furniture / fixtures without assistance and permission from the staff, you will be billed for the repairs.
- h. All materials to be attached to the wall must be affixed with pins or staples. No signage shall be hung on the walls of the Narthex without permission. Permission may be obtained for temporary signs through the office and permanent signs must be cleared through the Trustees. Items hung on carpeted walls should be affixed with "T" pins or velcro type fasteners only. Heavy items cannot be hung without approval of the Board of Trustees. (This policy permits

nailing or screwing structures to the flooring of the Family Life Center stage area for the purpose of supporting NECESSARY props for church related productions, such as plays or musical performances.)

- i. Any repair costs associated with a specific event are to be paid within fifteen (15) days by the sponsoring person(s) or group.
- j. No event should be scheduled to begin or end outside of normal operating hours without a custodian other authorized staff member present (as keys and security codes will NOT be given out to non-authorized persons for events). Groups using the church are responsible for making arrangements to enter and lock the facilities and turn off all lights. If arrangements are not made to have the building secured, any damage or theft resulting from any failure to secure the premises will be the financial responsibility of the sponsoring person(s) or group.
- k. Any spills should be immediately cleaned and reported to the church custodian or church staff. Additionally, NO red or purple beverages may be served at ANY indoor function (with the exception of Communion).
- l. No children (under age 18) will be permitted to use church facilities or accompany adults to events without CONSTANT and ADEQUATE adult supervision to maintain decorum and control.
- m. If the nursery is required for any church related activity, such arrangements must be made at the time the event is scheduled and must be confirmed with the office staff or nursery supervisor at least 24 hours in advance of the function. If a nursery/childcare is required for a non-church activity, it must be provided off premises.
- n. No open flames (other than on the communion table) are allowed on or in any church property (including, but not limited to, buildings, grounds, and vehicles) without the written consent of the Chairperson of the Board of Trustees or his/her designee. Fireworks are prohibited on any church property.
- o. Restroom and classroom lighting should be turned off when not in use.
- p. No group or group member should use or be in any facility (classroom, kitchen, etc.) not reserved. Use of additional space (i.e. unauthorized presence in the church kitchen) will result in forfeiture of security deposit.
- q. Roof access is prohibited unless required for maintenance and authorized by a church staff member. Person(s) requiring access will be responsible for any damage to property, self, or others. The church secretary will log all roof access.
- r. The church sound system will only be used at the direction of the church's sound technician, for a fee for non-church related events, and only if it has been reserved at the time of scheduling the event.
- s. Please see specific guidelines for use of the kitchen/dining facilities, vehicles (authorized members only), grounds (including east field), Hallelujah Center, and Sanctuary.

VIII. FEES ASSOCIATED WITH USE (for non-church related functions)

- | a. Standard User Fees:                           | <u>Member</u>              | <u>Non-Member</u>            |
|--|----------------------------|------------------------------|
| Sanctuary (non-wedding, includes sound tech)     | \$50/hour                  | \$100/hour                   |
| ** Please see Wedding Policy for weddings        | max: \$100                 | max: \$500                   |
| <br>Family Life Center All Purpose Area          | <br>\$40/hour<br>max: \$80 | <br>\$100/hour<br>max: \$200 |
| <br>Tables/Chairs in FLC APA                     | <br>\$0                    | <br>\$75                     |
| <br>Sound System/Technician for FLC APA          | <br>\$20/hour              | <br>\$35/hour                |
| <br>FLC Kitchen                                  | <br>\$0/hour               | <br>\$50/hour                |
| <br>FLC Classrooms (each)                        | <br>\$5/hour               | <br>\$20/hour                |
| <br>Hallelujah Center Classrooms (each)          | <br>\$5/hour               | <br>\$20/hour                |
| <br>Heating/Cooling (earlier than 2 hours prior) | <br>\$10/ hour             | <br>\$20/hour                |
- b. The church office staff, with approval of the Board of Trustees, may give special consideration regarding fees related to funerals, community service groups, and non-profit organizations. Any person requesting special consideration should submit a “Request For Reduction or Waiver of User Fees” to the Board of Trustees before or at the time of facility reservation..
- c. Member fees will be extended to active members. Active members must meet ALL of the following criteria:
- i. Have been members of the First United Methodist Church of Keller for a period of at least six (6) months;
  - ii. Attend worship / Sunday School an average of at least once per month for the past six (6) months; and
  - iii. Support the ministry of the church through committed time, talent, or giving.
- Any appeal of member status should be submitted in writing for consideration of the Board of Trustees.
- d. A child or parent of an active member is considered a member for the purpose of fees, though no one under the age of 18 is permitted to reserve church facilities or act as the sponsoring member in attendance of a function..
- e. If member fees are used, the sponsoring church member must be the person scheduling the event, act as the point of contact for the event, and must attend the event in its entirety.
- f. All fees are paid in advance. All reservations require a one hundred dollars (\$100) security deposit plus 50% of the projected user fees, due at scheduling.

This one hundred dollars (\$100) security deposit is in addition to, not in place of, user fees. The balance is due at least three (3) days prior to the scheduled event. The security deposit will be refunded in full within fifteen (15) business days if either of the following criteria are met:

- i. Cancellation notice is given to the office at least 2 weeks before the scheduled event; OR
- ii. After the event, the building was vacated at the appointed time, no areas other than the areas reserved were used, no trash or exceptional mess that requires cleaning in excess of normal, and no damage was caused (deliberate or accidental) to anything.

g. If member fees are used, the sponsoring church member must attend the function.

#### IX. RELEASE AND INDEMNIFICATION

At the discretion of the First United Methodist Church of Keller, organizations and individuals using the facility may be required to provide a Certificate of Insurance naming the First United Methodist Keller as additional insured with a Waiver of Subrogation and 30 day notice of cancellation. Required Limits of Liability will be determined on a case by case basis.

#### X. EXCEPTIONS

Questions regarding any matter not covered by these policies and any request for exceptions or changes to the policies should be submitted in writing to the Board of Trustees, who may, by majority vote and with adequate notice, grant exceptions or make changes to this policy. In cases when the church office staff exercises the right not to schedule an event, appeals may be made to the Board of Trustees in writing.

REQUEST FOR REDUCTION OR WAIVER OF USER FEES

Name of Group/Individual: \_\_\_\_\_

Name/Description of Event: \_\_\_\_\_

Requesting a reduction \_\_\_\_\_ or waiver \_\_\_\_\_

Reason for request and explanation of why fees should be reduced or waived:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Requesting Individual: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Contact Information (phone, email): \_\_\_\_\_

Please submit this form to the First United Methodist Church office for consideration by the pastoral staff and Board of Trustees. Please allow six weeks for the Trustees to meet, discuss the request, and approve or deny it.

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For Office Use Only

Fees Reduced (describe: \_\_\_\_\_ )  
or  
Fees Waived

Reviewed by Pastor? Yes No \_\_\_\_\_ (Pastor's signature)

Approved by Chairman of Trustees? Yes No \_\_\_\_\_ (Trustee signature)

Approved or Declined? \_\_\_\_\_ Date of Notification \_\_\_\_\_

Signature of Notifying Staff Member \_\_\_\_\_  
(or attach notification letter from Trustees)