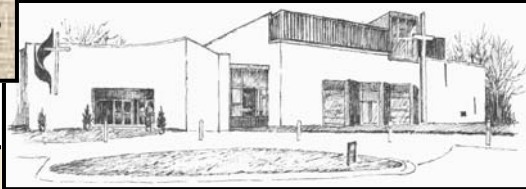


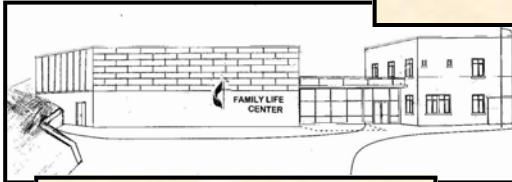
# FACILITY USE POLICY 2009

WORSHIP



SERVICE

EVANGELISM



MISSIONS

CHRISTIAN  
TEACHING

CHRISTIAN  
TRAINING

FELLOWSHIP

## FIRST UNITED METHODIST CHURCH

**301 SW Woods Chapel Road  
Blue Springs MO 64015**

# **First United Methodist Church Facility Use Policy**

## **Guiding Principles**

This Facility Use Policy is adopted with several important considerations in mind. First, the building is a stewardship from God. It is a blessing and has the sole purpose of advancing the ministries of First United Methodist Church (FUMC). Therefore, our aim is both to serve the needs of the congregation and to enable us to reach out to the community in mission and service. The priorities which guide this policy are to make this space available for ministries of the congregation, create opportunities for outreach, share it with our community, and ensure that it is properly maintained.

## **First United Methodist Church Facility Use Policy**

### **General Policy**

The buildings, grounds, and equipment of First United Methodist Church have been dedicated to God for the purposes of worship, evangelism, missions, Christian teaching and training, service and fellowship. All are welcome to use the facilities at First United Methodist Church for these purposes.

FUMC facilities are used by a number of different groups for a great variety of activities. It is important to remember that no one organization or group is permanently established in any one location. If scheduling conflicts arise, every effort will be made to work with groups to identify alternative arrangements to meet the needs of all groups.

It is likely that several groups will have events occurring simultaneously at FUMC at any given time. Please remember that your group is entitled to the space and equipment you reserved. If you have scheduled an event and find that you will need additional rooms or equipment, please contact the church office (816-229-8108) to add to your original request. Otherwise, you may find that additional resources have been reserved or are in use by another group on the day of your event.

Please remember to include setup time before your event and cleanup time following your event in the time frame you reserve. There may be another group scheduled to use the same space either before or after your event. Keeping to the time scheduled for your group will go a long way toward ensuring every group has a positive experience and a successful event.

Any organization or group utilizing FUMC facilities is responsible for proper care of the facilities. Prior approval from the Board of Trustees is required before permanently attaching

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anything to walls, doors, woodwork, or windows. It is also important to be considerate of other groups who use the same space at different times. Please do not disturb supplies, worship items or other equipment belonging to another group.

Items or equipment supplied by your group should be removed upon completion of your event. Please contact the church office about items or equipment you wish to keep on site for recurring events. Otherwise, FUMC may remove items or equipment not claimed within a reasonable period of time.

Alcoholic beverages or illegal drugs are not allowed anywhere on the church grounds. Smoking is not permitted in any of the church buildings.

### **Weddings**

Policies and procedures for weddings at FUMC are not included in this document. Please contact the church office (816-229-8108) to obtain a copy of the wedding booklet.

### **Normal Operating Hours**

FUMC facilities may be reserved for use during the normal operating hours of 7:00 a.m. until 11:00 p.m. unless approval is obtained for an overnight event.

### **Facility Use Policy and Agreement Form**

A copy of the Facility Use Agreement form is included as the center page of this booklet. Contact the church office (816-229-8108) to obtain additional copies of the FUMC Facility Use Policy and the Facility Use Agreement form. You may also download the Facility Use Agreement form from the FUMC website ([www.firstumcbs.org](http://www.firstumcbs.org).) To schedule an event, a paper copy of the form must be completed in full, signed by the party responsible for the event, and submitted to the church office.

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### **Type of Group**

These categories are used to determine usage fees, security deposits, procedural requirements for scheduling, building access requirements, and may also be used to establish priorities if scheduling conflicts arise.

<u>Category</u>	<u>Definition</u>
1. FUMC Group	Any group, class, organization, activity or ministry of First United Methodist Church—Blue Springs
2. FUMC Sponsored Group	A group that maintains a current charter with First United Methodist or has been approved by the Administrative Board as sponsored by FUMC
3. Nonprofit Community Group	A nonprofit group which has values consistent with those of the United Methodist Church and exists for the betterment of the community or provides a service to the community
4. Other Groups	Any group not described by the above definitions

### **Scheduling Your Event**

Non-FUMC groups (categories 3 and 4 above) should schedule events at FUMC as far in advance as possible but no more than six months in advance of the event date.

FUMC Sponsored Groups (category 2 above) may schedule events at any time. However, events more than six months in

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the future will be considered in “pending” status and approval for the event may not be given until the six-month window is reached.

All groups should allow at least 5 business days for the review process which is required to place an approved event on the official church calendar.

A completed FUMC Facility Use Agreement form must be submitted to the church office receptionist for all requests. Program staff may contact the church office receptionist directly to make a request.

Following receipt of the completed FUMC Facility Use Agreement form, the office staff will review the request and obtain the appropriate approvals for the request. The staff may involve the Board of Trustees, Administrative Board, or other FUMC leadership groups in the approval process as necessary.

When approval has been obtained and applicable fees and/or deposits have been received, the event will be shown on the church calendar as an approved event. The church calendar serves as the official record for reservations of church facilities.

### **Scheduling Recurring Events**

Non-FUMC groups (categories 3 and 4 above) may schedule a recurring event to occur for a period of time not to exceed three months from the date of the first event. At the end of that time, a new Facility Use Agreement form must be submitted and approval obtained for the next three months. The process must be repeated at three-month intervals as long as the group wishes to use FUMC facilities.

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The same guideline applies to FUMC Sponsored Groups (category 2 above), except the time frame is extended to six months.

It is the general policy of FUMC that all groups have access to the facilities as dictated by their needs. To that end, groups who have reserved a particular area of the facilities on a recurring basis may, on occasion, be asked to yield to the need of another group for that same space, provided that group submits their request to the church office no less than 21 days in advance of their event and alternative arrangements that meet their needs cannot be found.

### **Event Cancellation**

Please notify the church office as soon as possible if you need to cancel reservations for your event.

### **Kitchen Use**

The new kitchen space is currently unavailable to non-FUMC groups (categories 3 and 4 above.) When it becomes available, the Board of Trustees will develop and implement a policy and fee schedule.

There is a small food preparation area which may be used when reserving Room 112. Its purpose is to support events which occur in Room 112 rather than transporting food to other areas of the facility. This area has very limited capabilities and is suitable for warming and holding already prepared foods rather than cooking.

### **Audio/Visual Equipment**

Use of audio/visual equipment in any area of the building is subject to availability and approval. Audio/visual needs should be

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specified when the initial building use request is made. Depending on specific needs, a trained FUMC A/V tech may be required and a fee will be assessed.

### **Use of Organ or Pianos**

If you need a piano or organ for your event, please include that information in your initial request for building use. Use of the pianos at FUMC is subject to availability and approval. Generally, if your event requires the organ, FUMC will supply an organist and a fee will apply. Any outside organist must be approved by FUMC prior to the event.

No objects of any kind are to be placed on the pianos or organ.

### **Setting up Before Your Event**

Groups are responsible for arranging their own tables and chairs for their event and restoring the room to the seating arrangement in which it was found. Additional tables and chairs or other equipment, beyond what is normally in the room, must be requested when the initial request for use of the building or grounds is made. Please do not remove tables and chairs or equipment from rooms not reserved by your group as those items may be reserved for another group.

### **Cleaning up After Your Event**

All groups agree to use the utmost care when using FUMC facilities and to leave the facility in good, clean condition. Custodial services are available for a fee or, if your event is small, your group may clean up afterwards. Trash must be gathered up and placed in the appropriate receptacles. The space should be restored to its original condition. Any group leaving the facilities in untidy condition will be billed for custodial work required to

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restore the facilities to satisfactory condition and may jeopardize their future use of the facilities.

Custodial services provided by FUMC at a fee may be required for any event at the discretion of the Board of Trustees.

### **When you Leave**

Lights should be turned off and doors closed. If your group is the last one to leave the building, special care should be taken to ensure that all external doors are completely closed and locked upon your departure from the building.

### **Usage Fees**

All fees must be paid in full no later than one week in advance of the date of the event.

### **Security Deposit**

In addition to usage fees, FUMC may require the payment of a refundable deposit due in full before the event can be added to the church calendar. After completion of the event, the deposit will be refunded to the group or organization within 10 business days provided no damages to the facilities resulted from the event and FUMC Facility Use Policy requirements were met.

### **Fee Schedule**

The fee schedule includes the appropriate fee based on the area of the facility to be used and the type of group scheduling the event. For categories 3 and 4, the “Member” or “Non-Member” reference applies to the person who schedules the event and signs the FUMC Facility Use Agreement form as the responsible party for the event.

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The fee schedule will be reviewed periodically and is subject to change without advance notice. FUMC will honor the fees in effect when the event was approved and added to the church calendar.

While FUMC Groups and FUMC Sponsored Groups (categories 1 and 2) may generally use the facility without usage fees for regular recurring events, FUMC welcomes building use donations to help defray the cost of utilities and custodial services. FUMC may require a building use donation from these groups for special events.

### **Overnight Stay**

If a visiting group wishes to arrange an overnight stay, FUMC will work with the group to designate the areas of the facilities to be used by the group. It is anticipated that FUMC may use this space during the daytime hours for other events if necessary. Every effort will be made to meet the needs of all groups.

A minimum nightly fee will apply to groups of fewer than ten people. A “per person per night” fee will apply to groups of ten or more.

### **Proof of Insurance**

First United Methodist Church may request of the party responsible for the event, at time of payment of applicable fees, a certificate of comprehensive general liability insurance coverage.

### **Release from Liability**

First United Methodist Church does not accept liability or responsibility for any personal injury, disability, economic loss or property damage incurred during the use of church facilities.

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The signatory for the responsible party, and/or organization sponsoring the event, releases FUMC from any claims which may arise out of any accident, injury or loss sustained by the responsible party or any member, participant, or attendee in attendance at the invitation of the responsible party, when using FUMC facilities.

The signatory for the responsible party, the organization, and its members agree to indemnify and hold harmless First United Methodist Church, the pastors, officers, and members, in the event of any claim made against the church resulting from use of the church facilities by members or invitees of the responsible party.

### **Revision of Facility Use Policy**

The Board of Trustees, as owners of the Facility Use Policy, may initiate policy revisions at any time and must review and approve all policy changes.

**First United Methodist Church Facility Use Policy**

**Fee Schedule**

	<b>Category 1 FUMC Groups</b>	<b>Category 2 FUMC Sponsored Groups</b>
<b>Sanctuary/ Narthex</b>	No usage fee	No usage fee for regular recurring activities  <b>Donation may be required</b> for special events
<b>Multipurpose Room</b>	No usage fee	No usage fee for regular recurring activities  <b>Donation may be required</b> for special events
<b>Large Kitchen</b>	TBD when available	TBD when available
<b>Room 112 (and small food prep area)</b>	No usage fee	No usage fee for regular recurring activities  <b>Donation may be required</b> for special events
<b>Room 117</b>	No usage fee	No usage fee for regular recurring activities  <b>Donation may be required</b> for special events
<b>Basic Classroom</b>	No usage fee	No usage fee for regular recurring activities  <b>Donation may be required</b> for special events

**First United Methodist Church Facility Use Policy**

**Fee Schedule**

	Category 3 Nonprofit Community Groups		Category 4 Other Groups	
	Member	Non-Member	Member	Non-Member
<b>Sanctuary/ Narthex</b>	<b>\$70/hr</b> Usage fee	<b>\$80/hr</b> Usage fee <b>\$100</b> Refundable Security Deposit	<b>\$80/hr</b> Usage fee	<b>\$100/hr</b> Usage fee <b>\$100</b> Refundable Security Deposit
<b>Multipurpose Room</b>	<b>\$70/hr</b> Usage fee	<b>\$80/hr</b> Usage fee <b>\$100</b> Refundable Security Deposit	<b>\$80/hr</b> Usage fee	<b>\$100/hr</b> Usage fee <b>\$100</b> Refundable Security Deposit
<b>Large Kitchen</b>	TBD when available	TBD when available	TBD when available	TBD when available
<b>Room 112 (and small food prep area)</b>	<b>\$20/hr</b> Usage fee	<b>\$25/hr</b> Usage fee <b>\$25</b> Refundable Security Deposit	<b>\$25/hr</b> Usage fee	<b>\$30/hr</b> Usage fee <b>\$30</b> Refundable Security Deposit
<b>Room 117</b>	<b>\$20/hr</b> Usage fee	<b>\$25/hr</b> Usage fee <b>\$25</b> Refundable Security Deposit	<b>\$25/hr</b> Usage fee	<b>\$30/hr</b> Usage fee <b>\$30</b> Refundable Security Deposit
<b>Basic Classroom</b>	<b>\$15/hr</b> Usage fee	<b>\$20/hr</b> Usage fee <b>\$20</b> Refundable Security Deposit	<b>\$20/hr</b> Usage fee	<b>\$25/hr</b> Usage fee <b>\$25</b> Refundable Security Deposit

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**Fee Schedule**

	<b>Category 1 FUMC Groups</b>	<b>Category 2 FUMC Sponsored Groups</b>
<b>Lawn/ Parking Lot (no access to buildings)</b>	No usage fee (must pick up trash)	No usage fee (must pick up trash)
<b>Custodian</b>	No fee	<b>\$25/hr</b>
<b>A/V Tech</b>	No fee	<b>\$50/hr</b>
<b>Organist</b>	No fee	<b>\$50/hr</b>
<b>Overnight Stay</b>	No fee	< 10 persons <b>\$50 per night</b>  > 10 persons <b>\$5.00 per person per night</b>

**First United Methodist Church Facility Use Policy**

**Fee Schedule**

	Category 3 Nonprofit Community Groups		Category 4 Other Groups	
	Member	Non-Member	Member	Non-Member
<b>Lawn/ Parking Lot (no access to buildings)</b>	No usage fee (must pick up trash)	No usage fee (must pick up trash)	No usage fee (must pick up trash)	No usage fee (must pick up trash)
<b>Custodian</b>	<b>\$25/hr</b>	<b>\$25/hr</b>	<b>\$25/hr</b>	<b>\$25/hr</b>
<b>A/V Tech</b>	<b>\$50/hr</b>	<b>\$50/hr</b>	<b>\$50/hr</b>	<b>\$50/hr</b>
<b>Organist</b>	<b>\$50/hr</b>	<b>\$50/hr</b>	<b>\$50/hr</b>	<b>\$50/hr</b>
<b>Overnight Stay</b>	< 10 persons <b>\$50 per night</b>  > 10 persons <b>\$5.00 per person per night</b>	< 10 persons <b>\$50 per night</b>  > 10 persons <b>\$5.00 per person per night</b>  <b>\$100</b> Refundable Security Deposit	< 10 persons <b>\$50 per night</b>  > 10 persons <b>\$5.00 per person per night</b>	< 10 persons <b>\$50 per night</b>  > 10 persons <b>\$5.00 per person per night</b>  <b>\$100</b> Refundable Security Deposit



*the people of the United Methodist Church*

**Worship with us:**

**Saturday—5:30 p.m.**

**Sunday—8:00, 9:15 and 10:45 a.m.**

**Sunday School for all ages:**

**9:10 and 10:40 a.m.**

First United Methodist Church

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