

Foley United Methodist Church

Policy for Use of Buildings and Facilities

6-20-2017

Governing Principles:

1. Mindful of the Christian commitment to serve, this policy is in compliance with and supplements the Discipline of the United Methodist Church and the mission of Foley United Methodist Church, which is *Called and unified by God's grace, we are a grateful and diverse congregation of believers. From our contemporary coastal location strengthened by community, worship and study, we humbly strive to emulate the life of Christ. Sustained and empowered by our Christian faith, we go into the world to make a difference, joyfully serving all of God's creation.*
2. The Church, through its Pastor and Church Council, reserves the right to make final determinations as to whether a group may use Church buildings, facilities or equipment.
3. Any group or individual (using the buildings, facilities or equipment of Foley UMC) found to be in violation of these guidelines or found to be in conflict with the purposes and/or mission of Foley UMC may have those usage privileges revoked.
4. Use of the buildings, facilities and equipment results in expense to the Church. This policy details fees that will be used to defray this expense.
5. The Church reserves the right to have a Foley UMC representative at any meeting or event on the premises.
6. Fees collected for the use of Church buildings, facilities and equipment will be used to defray operational expenses at Foley UMC.
7. A separate Policy governing the use of facilities for weddings and funerals is available at enclosure. (to do)

Group use of the Church buildings, facilities and equipment in order of priority

- Category 1. Foley United Methodist Church groups using the facilities as part of the ministry of the Church.
- Category 2. Other United Methodist groups outside of Foley's immediate congregation, if availability permits.
- Category 3. Church members.
- Category 4. Non Profit service groups.
- Category 5. Commercial groups.

Policies and Provisions-Requests for meeting or activity space

1. All requests for facility use must be made through the Church office. The office is open 9:00 a.m. to 4:00 p.m. Monday through Thursday, Fridays 9:00 a. m. to 12 noon.
2. All requests should be made on the attached application. This application is available online at foleyumc.org, print and submit to the church office. A confirming email will be sent if your request to use the facilities is honored.
3. All application requests must include all required information as noted on the application.
4. Requests from Category 1 (identified above) can be approved by the Church calendar coordinator. All others must be approved by the Pastor and Facilities Manager or Asst. Facilities Manager.
5. The date and facilities to be used are entered on the building use calendar, including the use of the kitchen. The Church calendar coordinator is the only person authorized to enter events on the Church/Building use Calendar.
6. All buildings, rooms & areas must be vacated and cleared Monday through Friday by 9:00 pm and on Saturday by 8:00 pm. This is necessary due to cleaning time before use on Sunday. Approval for additional time must be approved by the Pastor and/or the Facilities Manager or Asst. Facilities Manager.

Restrictions

1. **NO TOBACCO SMOKING OR SMOKLESS TOBACCO IS ALLOWED IN THE CHURCH BUILDINGS OR ON THE PREMISES.**

2. **NO ALCOHOL OR ILLEGAL DRUGS ARE PERMITTED IN THE BUILDINGS OR ON THE PREMISES.**

3. No furnishings or equipment shall be borrowed or removed from the buildings or the grounds without approval of the Pastor and the Facilities Manager or Asst. Facilities Manager.

4. Animals are not permitted unless they are service animals used in aiding an individual or when approved by the Pastor and Church Council; for example, blessing of the animals takes place in the Sanctuary.

5. The Sanctuary facility is to be used for the worship of God. Use for any purposes other than religious ceremonies and meetings for the purpose of carrying on the business of the Church must be approved by the Pastor and Facilities Manager or Asst. Facilities Manager.

6. There will be a one (1) hour setup time prior to an event. The need for additional setup time will be included in the application. Additionally a one half hour is included for clean-up time.

7. Events and activities involving children/youth are required to have one (1) adult per ten (10) children/youth. No children/youth under the age of eighteen (18) shall be left unattended at any time. All Foley UMC functions involving youth must abide by the United Methodist Church Safe Sanctuaries Policies.

8. Spirit Center

a. No equipment or material will be brought into the Spirit Center great hall or stage area prior to the day and time of use as outlined in the Rental Agreement.

b. All equipment and material will be moved out of the Spirit Center at the end of rental hours.

c. Setup of FUMC tables and chairs will be by **FUMC personnel** only.

d. Only special painter's tape may be used to secure cables to floor or walls. Duct, masking or packaging tape may not be used. No screws, tacks, or nails may be used without special permission of the Facilities Manager.

e. All extension power cord and cables must be unplugged after each use, by order of the City of Foley, Fire Marshall.

f. No tape of any kind will be used on any door. If a note, printed instructions, or "this way" sign is needed, it will be affixed to a door with a magnet or suction cup hanger.

g. Door latches MUST NOT be taped so as to remain unlocked for entry into the buildings.

h. Lighting equipment will be returned to the same condition as it was originally. If lights no longer function, they must be replaced by the renter or the cost of replacing will be deducted from your security deposit. Lighting arrangement and angle of focus will be returned to its original state.

i. All props, stage design, and equipment (podiums, platforms, and risers) will be returned to its original state after final use.

j. Completely monitor your area of use and restrooms for trash items (water bottles, drinking cups). Please pick up after yourself. **Failure to adequately clean up after yourselves could result in a custodial fee of \$100.00.**

Liabilities and Proof of Insurance

1. Damage to the buildings or facilities and broken or missing equipment is the responsibility of the group using the facilities. Any damage will result in the forfeiture of the security deposit. Any person or persons caught damaging or defacing any part of Foley United Methodist Church, inside or out, will be prosecuted to the fullest extent of the law.

2. Insurance:

a. Foley UMC is not responsible for accidents, injuries or loss of personal property in connection with any of its facilities. Depending upon the risk factor of the facility use activity, Foley UMC may require liability insurance in an amount of one million dollars (\$1,000,000.00). Certificate of insurance must be submitted with application for all events requiring liability insurance. Insurance must list Foley UMC as "additional insured endorsement" for up to one million dollars (\$1,000,000.00) for specific locations and dates of the event.

b. Exceptions can be made on approval of the Facilities Manager to accept a signed waiver (see the attached "Waiver of Liability and Hold Harmless Agreement") of liability by groups or individuals desiring to utilize the facilities.

3. All nonprofit groups requesting use of facilities must provide proof of non-profit status.

Environmental Requirements

1. Groups using the buildings are responsible for turning off the lights and removing trash to the dumpster.

2. Heating and cooling controls are preset and should not be disturbed or adjusted.

3. All furnishings and equipment should be returned to their proper place and condition before leaving the building. This may require custodial service.

4. At the conclusion of any activity, all food and personal items must be removed.

5. Damage to FUMC grounds by patron, customer, user or backer of the renter must be restored or reclaimed to the prior state before the rental or the renter will be charged for restoration or reclaiming costs.

Security

1. The designated group leader must agree to and support all Foley UMC security practices in force at the time of use of the facility.

2. Unlocking and locking the doors are the responsibility of the group leader (the individual identified on the use request as group leader). At no time should exterior doors be left ajar compromising the security of the buildings. In addition, the group leader should not admit anyone other than those known to be a member of their group. Group leaders knowingly doing so may risk having their group's use of the facilities forfeited by such actions.

3. The group leader designated on the application for use request is expected to be responsible for making sure all persons exit the premises and that the Church premises are secure.