

COMMUNITY UNITED METHODIST CHURCH

FACILITY USE POLICY

General Statement of Purpose for Use of Church Property and Facilities

At Community United Methodist Church stated hereafter as “CUMC”, we believe the facilities are placed in our trust and are designed, built, and used for service and mission, and stand for the glory of God. The buildings and grounds are to provide a place for Christian worship, education, and fellowship for all believers. They also exist to help prepare persons to be in ministry in the wider community and world. Whenever possible, the facilities will be available as a meeting place for members, for use by the denomination, and as appropriate, a meeting place for non-profit groups or organizations in the community.

General Qualifications from the United Methodist Church Book of Discipline for use of Church Property and Facilities

The primary purpose of CUMC property and facilities is that it be used, kept, and “maintained as a place of divine worship of the United Methodist ministry and members of the United Methodist Church” (Book of Discipline, paragraph 2503).

The CUMC Leadership Team is charged with supervision, oversight, and care of all the property and equipment of the church. The Senior Pastor, or his/her designee, is granted authority to determine what religious services or other proper meetings of The United Methodist Church shall take place on church property. The Senior Pastor, or his/her designee, may also grant permission to others for the use of the “property for religious services or other proper meetings or purposes” (Book of Discipline, paragraph 2533).

The CUMC Leadership Team retains responsibility for these guidelines and may modify them in conjunction with the Senior Pastor. Outside organizations and groups may request the use of church property for purposes other than religious services or meetings. “Permission can be granted [to use church facilities] only when such use is consistent with the Social Principles [of The United Methodist Church] (Book of Discipline, paragraph 160-166) and its ecumenical objectives” (Book of Discipline, paragraph 2533.3). Generally, those outside organizations or groups that may be granted permission to use church property will be religious or charitable organizations. Groups other than religious or charitable organizations may be granted permission if they are deemed to have a useful purpose to The United Methodist Church, or its members, and to their Christian commitments. These outside groups or organizations are usually non-profit organizations. Permission will not be granted for any group or organization that jeopardizes the 501(c) (3) status of the church. Permission to use the facilities of the church may be granted to for-profit organizations if it is in conjunction with a mission, ministry, or program of the church.

Use of the Sanctuary and Chapel

Normally, the Sanctuary and the Chapel are used for worship and religious ceremonies. The Sanctuary and the Chapel are places where you would not normally expect to be required to buy a ticket to be admitted. However, there are legitimate circumstances, such as a church sponsored seminar or training/learning program, where the Sanctuary and the Chapel are the only suitable spaces to accommodate the program, and where it may be appropriate to require a registration fee to cover the church’s costs for providing the space. All use of the Sanctuary and the Chapel for other than worship and religious ceremonies will be considered on a case-by-case basis through the normal approval process. Out of respect for the spaces, and the activities conducted therein, there will be no food or beverages used in the Sanctuary and the Chapel.

Priority for Use

Priority for the use of the facilities will be given to CUMC and denominational use. The church will make reasonable effort to fulfill approved requests. The church reserves the right to cancel an approved request to use the facilities if it conflicts with a church activity or need. The church reserves the right to cancel an approved request for any recurring non church event with thirty (30) days' notice in writing to the designated contact person for the group. The church is not responsible for any cost (financial or otherwise) resulting from the cancellation or rescheduling of a space requested.

Use by CUMC Members for Special Occasions

It is desirable and appropriate for individual CUMC members to want to celebrate special occasions such as anniversaries, reunions, etc. at the church; so the use of suitable spaces may be approved if the church's schedule permits. The individual member will be responsible for all arrangements and return of the space to its normal condition.

Weddings and Funerals

Use of church facilities for weddings and funerals is available to our members and nonmembers. Weddings and funerals will normally be held in the Sanctuary or Chapel. With respect to funerals, typically there is visitation time with the families for a period of time just prior to the service. However, families may desire visitation time at the church the evening before the funeral service. Such a request will normally be granted provided that care of the body, or cremated remains, are strictly the responsibility of the attending funeral home. The body, or cremated remains must be returned to the funeral home overnight and remain there until the funeral service. The church will only provide appropriate space, and the attending funeral

home will be responsible for all arrangements.

Space/Facility Use Request Form(s) and Approval Process

All requests for use of facilities will be made electronically at <https://cumcvb.org/forms/building-room-request> at least two (2) weeks prior to the desired date of the event to allow time for scheduling and coordination. Requests from individual CUMC members, and requests from a non-CUMC organization, group, or individual will be submitted through the above link. The Senior Pastor, or his/her designee, will determine if the requested use meets these guidelines, and the Social Principles and ecumenical objectives of the church. The Senior Pastor, or his/her designee, may find it necessary and appropriate to consult with the Leadership Team before granting permission to use a space.

Fees for Use of Facilities, Equipment, Staff Support, and Custodial Services

<u>Facility/Space</u>	<u>Non Member Fee</u>	<u>Member Fee</u>
Sanctuary – 3 hours or less	\$250	\$150
Sanctuary – more than 3 hours	\$250 + \$50/hr over 3	\$150 + \$50/hr over 3
Chapel	\$200 + \$50/hr over 3	\$125 + \$50/hr over 3
Room 117	\$200 + \$50/hr over 3	\$125 + \$50/hr over 3
Classrooms - each	\$100	\$50
Social Hall- only	\$400 + \$100/hr over 3	\$200 + \$75/hr over 3
Social Hall & Kitchen	\$500 + \$150/hr over 3	\$300 + \$100/hr over 3
HoFspitality Area	\$100	\$50
Sound Tech	\$150 + \$50/hr over 3	\$75 + \$25/hr over 3
Music Accompaniment	\$200 + \$75/hr over 3	\$150 + \$50/hr over 3
Refundable clean/damage fee	\$300	\$250

Fee schedule applies as follows: (Please note: There will be a Sound Tech fee charged to all who wish to use Audio Visual and/or sound Equipment. Contact CUMC Sound Tech for details.

- Business and individual use, both CUMC members and non-CUMC members:
Any activity where funds are generated - All fees apply.
- Community Service Organizations such as Boy Scouts, Girl Scouts, AARP, Lions

Club, Kiwanis:

No fee required except for Sound Tech and refundable clean/damage fee.
Donations accepted and appreciated.

- District United Methodist organizations such as District Training and District Organizations:
No fee required except for Sound Tech and refundable clean-up/damage fee.
Donations accepted and appreciated.
- CUMC affiliated groups and activates such as Sunday Schools, UMM, and UMF:
No fee required except for Sound Tech.
- CUMC members for personal functions where funds will not be generated:
Determination of required fees will be on a case-by-case basis. Fee Sound Tech and refundable clean-up/damage fee apply.
- Any in-door facility usage for sporting events must be preapproved by the Leadership Team.
- Fees will be refunded if facilities are not available or if reservation is cancelled at least 48 hours prior to event.

Note: The provision of the Social Hall & Kitchen Usage Procedures document, provided separately, must be followed in their entirety to ensure the safe, effective, and economical operation of the facilities and user personnel.

Clean-up/Damage Deposit

In addition to the foregoing, a Clean-up/Damage Deposit will be required upon scheduling the Social Hall, Kitchen, and/or the Hospitality Area and will be refunded if the facilities are in the same degree of cleanliness and material condition as before the event began.

- For non-CUMC and non-UMC affiliated group/activity, and CUMC Members' private functions - \$400 Deposit
- For CUMC and UMC affiliated group/activity – No Deposit

All persons using CUMC facilities will respect the Christian environment on our church campus. Safe use of the facilities will be the responsibility of the users. The user assumes responsibility for injuries to persons attending the event. Groups, organizations, or individuals using the facilities are responsible for all damage to UMC property resulting from that use. Liability is both individual and collective.

The Leadership Team expects that users of CUMC facilities will respect and use them as they would their own property. We also expect users will take care to leave the facilities in a clean and orderly state upon completion of any scheduled event, as stated in the use policies which are distributed to all groups using the facility. If however, the facilities are not cleaned appropriately, and no deposit was collected, custodial fees will be billed to the responsible party. If the facilities are left in an unacceptable state, permission to use the facilities for subsequent events may be denied.

If assistance is needed to set up the event, or to clean up after the event, you may contact the church office for assistance. A custodial fee is expected, appropriate to the amount of work required. This is above the other fees charged. If a key was issued, you must ensure all doors are locked upon leaving the event.

No hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought onto the premises or used in any way while occupying any portion of CUMC property.

No amusement rides or attractions, including but not limited to, trampolines of any type, enclosed or air supported structures of any type, climbing walls, climbing ropes, firearms or shooting activity, bow and arrow activity or equipment or devices related thereto will be brought onto the premises or used in any way while occupying any portion of the Church property unless approved by the Senior Pastor or his/her designee.

RECEIPT AND ACKNOWLEDGMENT

I do hereby acknowledge receipt of a copy of this Facility Use Policy, understand, and will comply with all requirements.

NAME: _____

SIGNATURE: _____

DATE: _____