



Building Use Policies of the CUMC Board Of Trustees

INTRODUCTION

The primary purpose of Christ United Methodist Church's (CUMC) building location is to facilitate the carrying out of the ministries of CUMC. Christ Church has an active ministry to children, youth, adults and senior adults. Our programs and our people are the top priority when it comes to the use of our church facility. Additionally, CUMC views an expansion of our mission is to extend our outreach into the community by offering the use of our facilities. Building use activities fall under the jurisdiction of the Board of Trustees which manages the use of building facilities. No commitment for building use is finalized until the Room Use Agreement has been completed and approved by the Board of Trustees or authorized Church Office representative.

CUMC Church has had a number of long-standing relationships with several community organizations with regards to ongoing use of our facility. Additionally, local organizations and individuals use our facilities for one-time or short-term usage as required. Availability for ongoing usage is limited, but can be considered. Our first priority is for the program and membership needs of Christ United Methodist Church. Lesser use priorities are (listed in order of priority):

1. Nonprofit groups that are supported by the church
2. Other nonprofit organizations
3. Members of the community
4. For-profit organizations

Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by Christ United Methodist Church. No activities or advocacy may take place within our buildings or grounds that conflicts with the policies and the practices of Christ Church and The United Methodist Church.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Rules and Regulations of the CUMC Board of Trustees
- Fees for Building Usage
- Building Use Agreement Form

FACILITY USE SCHEDULING - 3 STEPS

1. **Fill out a Building Use Agreement** - One is included in this guide or you may obtain one from the church office or at our website – www.CUMCLansdale.org .
2. **Attach additional information** that might be useful in helping us determine if we can accommodate your group.
3. **Return the completed Room Use Agreement to the Church Office** at least 3 weeks in advance of the event. The Church office and/or The Board of Trustees will then evaluate your request and you will be notified if it is approved. Upon approval, applicable fees are due at the Church Office at least 1 week prior to the event.

BUILDING USE RULES AND REGULATIONS

BREAKAGE - All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the Application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the CUMC Board of Trustees has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

ROOM SETUPS - All rooms have been designated with a standard room setup. Any setup changes should be discussed with the church office prior to the event.

ORGAN AND PIANO USE - Permission to use the organ or piano must be granted by the CUMC Director of Music. If the user wishes to have instruments tuned, a craftsman approved by the CUMC Director of Music or Organist will tune them at the user's expense. Pianos cannot be moved except by permission from the Director of Music or the Board of Trustees.

SANCTUARY FURNITURE - Sanctuary furniture cannot be moved except by permission of the Board of Trustees (this also applies to chancel furniture).

SANCTUARY SOUND AND/OR VIDEO SYSTEM - The Sanctuary sound reinforcement or video recording systems may be made available upon request. The systems may only be operated by CUMC sanctuary systems technicians (at a cost of \$75 per event) or by technicians pre-approved by the Board of Trustees. Group-provided sound, recording, or video equipment may not be attached to church systems (including the electrical system) through cables or connectors without prior approval.

SMOKING POLICY - All members of all groups using our facilities shall abide at all times by a "no smoking" rule on church property. Violation of this rule is sufficient ground for a church staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

ALCOHOL/SUBSTANCE POLICY - The serving, consumption, or use of alcoholic beverages, marijuana, or other controlled substances shall not be permitted at any time on church property, including the outdoor areas and parking lots.

NO GAMES OF CHANCE - Church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles and lotteries.

SUPERVISION OF CHILDREN AND YOUTH - This church has adopted the policy of **Safe Sanctuaries** for children and youth. All users of the facility are expected to follow the guidelines of this policy including but not limited to the following:

- No fewer than two adults must be present at all times during any program or event involving children. These adults must be 18 or older.
- Adults involved with children must receive annual training related to child abuse prevention.

Any questions regarding this policy should be directed to the Pastor or Board of Trustees.

FOOD AND DRINK - No food or drink is allowed in the Sanctuary except for water. All other food and drink requires approval in advance as noted in the **Room Use Agreement**.

DECORATIONS - All decorations require prior approval of the Board of Trustees or their designee. Decorations may only be attached to wooden trim and wooden doors with masking or painters tape only. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event.

CUMC Building Use Policies (Continued)

STARTING AND ENDING TIMES -

- Monday through Friday from 8:30 AM through 9:30 PM.
- Weekends from 9:00 AM through 6:00 PM.
- The building must be completely cleared no later than 10:00 PM on weekdays or 6:30 PM on weekends. Exceptions to these times must be approved in advance by the Board of Trustees and may be subject to a custodial surcharge.

RECYCLING - Receptacles for recycling glass, plastic, aluminum and paper will be available for your use.

STORAGE - There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for the storing of their materials offsite.

BICYCLES AND SKATEBOARDS - No sport bicycling or skateboarding is allowed on church property. No bicycles or skateboards are allowed inside the church facility.

PARKING - Parking in the church parking lot or designated handicapped parking spaces is available only during the period of time that a group has contracted to use the facility. Any damage to vehicles is at the owner's expense. The church is not responsible for theft or damage to personal property.

SECURITY - Our church works to maintain a safe and secure environment within the facility. However, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

FINAL DECISIONS - In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Board of Trustees or their delegated representative shall decide the matter and all individuals and groups shall abide by the Board of Trustees' directions or forfeit immediately the use of any part of the facility. Arrangements for access to the church facility will be made upon approval of the **Building Use Agreement**.

EMERGENCY SCHEDULING CONFLICTS - The church reserves the right to pre-empt any facility use for its own use in cases of emergencies, such as funerals or other unscheduled events. Notice will be provided as early as possible.