

# Faith United Methodist Church

## Policies and Procedures for Events, Trespassing, Visitors, and Building Security

Any group or person desiring to use the building must complete an Application for Scheduling Event form and submit it to the office for approval and scheduling. Any use of the building by an outside group is not to interfere with the building's use for church purposes. Use of the facility, are determined by the Church Trustees or a Church's designated Representative in coordination with church staff, officers and committees. Depending on the nature of the event and the group, a group may be asked to provide a certificate of liability insurance. The office will notify the applicant upon approval or denial of the request. Organizations using the building on a regular basis must renew this application prior to January 31st each year. A fee of \$100.00 will be required if keys are issued to the applicant. If a key (keys) are not returned an additional rekeying charge will be assessed. When keys are not issued, a use fee of \$100 will still be assessed. If the facilities are damaged, require maintenance, repair or unusual cleaning costs due to building use, Faith United Methodist Church will bill the group or individual for such additional costs.

### Weekday Management:

Entrance to the office should be through the entrance next to the bell tower. Other exterior doors will remain locked. The glass door can be unlocked electronically after the visitor identifies themselves through the use of the doorbell intercom and the security camera. While the office is open, the security camera can be monitored by those working in the front office. Unless attending an event, all persons who enter the building must report immediately to the office. Unless well known, no person entering the building will be allowed to walk the building alone.

### Check list for leaving building after an event:

- a. Leave the facilities in as good, if not better shape, as found. Facilities must be cleaned up after use
- b. Put all furniture and equipment back in its original location. Sweep up and/or mop the floor and wipe surfaces clean if needed
- c. Take away or throw away all items you brought (coats, hats, books, papers, cups, etc.)
- d. Carry trash out and place it in the dumpster
- e. Remove all candles from the building
- f. Make sure all lights are off, including bathrooms
- g. All toilets should be flushed and not running
- h. Make sure coffee makers and associated heating units are turned off or unplugged
- i. Insure that the Parking Lot and Grounds are clean
- j. Close and lock all windows and all doors and set the security system before leaving
- k. All breakage or malfunction of equipment should be reported to the church office

## Trespassing Policy:

Faith welcomes all who wish to worship according to our Statement of Beliefs. The building is open for business at designated times and secured at designated times. Persons who trespass on church property are subject to prosecution under state law. Faith reserves the right to check the identification of any persons on church property, if a person is suspected of violating a church policy or state law.

### A trespasser is:

- a. A person who enters or remains in the church building when she/he is not privileged to do so. Privilege comes from a legitimate reason to be in the building.
- b. A person in a part of the building not consistent with privilege granted.
- c. A person who defies a lawful order by a church representative to leave the building or grounds
- d. A person on the grounds of the church or within the church who is disrespectful or disruptive to the premises, congregation or a church activity.

### IMPLEMENTATION PROCEDURES:

If individuals are determined to be trespassing by the church representative:

- a. Warn the individuals that their continued presence on Faith property will be considered

Trespassing and that they will be directed to leave.

- b. If a trespasser refuses to leave the church site after having been warned, the church's representative should seek police assistance.

- c. Individuals who fail to comply with the directive to leave will subject themselves to criminal prosecution on the charge of trespassing.

## VISITORS

### Building Security

Since our church staff is small and this is mostly a volunteer organization, it is imperative that everyone works to see that people and the building are safe and secure. If doors are left unlocked, people can wander into our building and rummage through rooms and equipment. We want our church to be inviting to others. We also want our members and employees to be safe while on Faith Church's property. It is important to keep our building secure and clean for those who use our building facility. Those who have keys to the building always need to be aware of security issues. All exterior doors need to be locked during times when activities or programs are not in progress. All interior room doors leading into hallways should be locked when the room is not in use. When programs or activities are in progress, all exterior doors in the immediate area of the activities should be unlocked. It is advisable if you are in the building alone to carry the church keys, a cell phone or, if available, a security panic button/fob.

There are six entrances to the building. Everyone should check Entrance doors when leaving the building. Doors that have been problem areas are the entrance to the original kitchen next to the chapel. If any of the following procedures are not followed, an intruder can wander throughout the building without any difficulty.

When leaving the building:

1. Make sure that it is locked or there is someone else who will secure the building
2. Turn out all Lights
3. Lock all hallway doors
4. Set Security alarm
5. Check all bathrooms including handicapped in the education wing

Report any problems within the building to a Trustee immediately.

Forms are at the end of the document.

Form A. Application for Scheduling an Event (1 of 3)

Please return completed form to \_\_\_\_\_ in the church office

Date: \_\_\_\_\_ (Group or Individual requesting use) \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ If recurring - Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Time of day: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Member or regular attender who will be present: \_\_\_\_\_

I will need access to the building and a key. Yes \_\_\_\_\_ No \_\_\_\_\_

\*Facilities needed .Reserve as far in advance of date requested as possible to confirm your reservation.

8. \*Equipment needed:

TV/VCR/DVD, Boom box, Overhead Projector, PowerPoint, Sound System, Coffee Pot(s),Other

\_\_\_\_\_

Use Guidelines.

Signature of this form indicates acceptance of all applicable fees and guidelines. Please explain activity to be

held: \_\_\_\_\_

Estimated number of people involved: \_\_\_\_\_

The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly. The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (See "Responsibilities after Building Use & Kitchen Etiquette")

Signature of Responsible Party \_\_\_\_\_ Date: \_\_\_\_\_

For office use only:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

CC: \_\_\_ (Office) \_\_\_ (Trustee Chair) \_\_\_ (Ministry Coordinator) \_\_\_ (Other)

#### Form A. Application for Scheduling an Event (2 of 3)

##### Responsibilities after Building Use

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into bags and take it out to the dumpster located by the in the back parking lot
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event.  
Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
6. Remove any items put up on the walls or set out in connection with your event.
7. If the building is not in use when finished, please check that all doors/windows are locked and lights are off. Then lock up. (Set the alarm if you are the last person leaving.)\*Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed.

##### KITCHEN ETIQUETTE

1. Check with church office for availability of date desired.

2. There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the church office before you bring your supplies to the kitchen. (If you buy things on sale before your event, have an extra refrigerator at home that you can store items in.)

3. Please return items to designated cupboards. Cupboards are labeled for your convenience.

4. Please take home all food and beverage items. We have limited space to store these in our one refrigerator.

5. Clean-up: Please do all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor if needed. Leave used dish cloths and towels in the sink. They will be picked up and laundered.

Form A. Application for Scheduling an Event (3 of 3)

6. Trash should be picked up and tied. Dispose of bags in the church dumpster. Recyclables should be placed in correct containers.

Thank You for your co-operation. Help us with these guidelines. This will allow us to better serve the needs of everyone who uses the kitchen. If you have any questions, you may contact the Committee

Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Helpers: \_\_\_\_\_ Phone: \_\_\_\_\_

Helpers: \_\_\_\_\_ Phone: \_\_\_\_\_

Helpers: \_\_\_\_\_ Phone: \_\_\_\_\_

Helpers: \_\_\_\_\_ Phone: \_\_\_\_\_

FORM B. Release of Liability for Minor and Adult Participants Form

In consideration of myself and/or my family and/or specifically: \_\_\_\_\_, my minor child, being allowed to participate in events and practices held at Faith United Methodist Church of West Monroe (Faith UMC), and particularly those referred to as being associated with the Boy Scouts or Cub Scouts, related events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. The risk of injury to myself and/or my child from participating in the activities involved in these programs might be significant, including the potential for permanent disability and death, and while rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and,
2. For myself, spouse, and children, I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the releasees, or others, and assume full responsibility for my and my child's participation; and
3. I willingly agree to comply with the program's stated and customary terms and conditions for participation, as well as any imposed by Faith UMC. If I observe any unusual or significant concern in my child's readiness for participation and/or in the program itself and/or in the facilities, I will remove my child from participation and bring such concern to the attention of the nearest official immediately; and

Releasees:

4. I, for myself, my spouse, my child, and on behalf of my/our heirs, assigns, personal representatives, and next of kin, hereby release Faith UMC, it's officers, officials, agents, members, and/or staff (volunteer or paid), other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event, with respect to any and all injury, disability, death, or loss or damage to person or property incident to my or my child's involvement in these programs, whether arising from the negligence of the releasees or otherwise, to the fullest extent permitted by law.

5. I, for myself, my spouse, my child, and on behalf of my/our heirs, assigns, personal representatives, and next of kin, hereby indemnify and hold harmless all of these releasees from any and all liabilities incident to my involvement or participation in these programs, even if arising from their negligence, to the fullest extent permitted by law.

I have read this release of liability and assumption of risk agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.

Understanding of Risk (One form must be completed per child & renewed each year)

I understand the seriousness of the risks involved in participating in this program, my personal responsibilities for adhering to rules and regulations, and accept them as a participant. Keys may be picked up three before your event and must be turned in three days after your event.

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Child/Children's Name(s): \_\_\_\_\_

Contact Information: (required)

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_