

Independence First United Methodist Church

Facilities Usage Policy

adopted December 2016, reviewed annually

Independence First United Methodist Church (IFUMC) is blessed with a nice facility from which to base our ministry, and we're happy to offer it to members and outside not-for-profit groups for meetings or other events whenever possible. We hope you'll be a steward of God's resources and treat them with the same respect and care that God shows for you.

Fees

For meetings or events that are not part of IFUMC's ministry initiatives, certain fees have been established. Specific fees apply to weddings (see wedding policy.)

Refundable Security Deposit: \$150 (* Please see Security Deposit page)

One-Time usage of Kitchen/ Fellowship Hall: (birthday party, wedding shower) \$30

Recurring usage of Kitchen/ Fellowship Hall: \$15 monthly to meet once a month, or \$10 per meeting if meeting more than once a month.

One-Time usage of meeting room: \$20

Recurring usage of meeting room: \$15 per meeting if meeting more than once a month.

Overnight Groups: \$35 usage fee plus \$4 per individual per 24 hour period.

For instance, a group of 15 arriving Friday evening and staying into Saturday morning would be $\$35 + \$60 = \$95$. The same group arriving Friday evening and leaving Sunday evening would be \$155.)

(Approval for overnight stays may only be approved by IFUMC's Leadership Team, and only if strict Safe Sanctuaries procedures are adhered to.)

Usage of sanctuary: \$100 (usage of sanctuary may only be approved by IFUMC's Leadership Team.)

Usage of IFUMC approved sound/media technician: (generally applies to sanctuary) \$50 per tech.

If a fee presents a hardship, an appeal can be made to IFUMC's Leadership Team to reduce or waive the fee.

Usage Policy

PRIORITIES

1. Meetings or events supporting IFUMC ministries or programming will always have first priority.
2. United Methodist District and/or Conference meetings or events will have second priority.
3. Other requests for usage of IFUMC facilities will be given consideration as third priority.

SCHEDULING REQUIREMENTS

- Scheduling for church members, church groups, or church ministries may be made twelve (12) months prior to the event. Scheduling will be done on a first-come/first-serve basis. Outside groups may request facility usage six (6) months prior to the event.
- Reservations made more than three (3) months in advance may be asked to reschedule to accommodate one of IFUMC's primary ministry programs.
- In the event a conflict should develop in scheduled usage of IFUMC facilities, a group or organization may be required to move to a different room or cancel usage of IFUMC's facilities. In the event of such cancellation, any deposit and/or fees paid in advance shall be refunded.
- All requests for usage of IFUMC facilities and/or equipment are subject to approval by IFUMC's Leadership Team, Lead Pastor or designated staff member.
- Every group or organization is required to abide by all IFUMC's guidelines, requirements and other restrictions regarding usage of our facilities, which are outlined in this policy.
- Each outside group or organization is required to complete a signed Facilities Usage Agreement form and pay all applicable fees thirty (30) days in advance of the event date(s). Outside groups are required to vacate church property no later than 9:00 p.m.
- IFUMC may require, in addition to any usage fees, the payment of a refundable deposit, which is to be refunded to the applicable group or organization after a post-event inspection by IFUMC staff. The deposit will not be refunded if the facility shows damage or guidelines have not been followed.
- A standard Facilities Usage Agreement form outlining the number of participants, specific needs of the event, time needed (including set-up and clean-up), and the person(s) responsible for the event must be filled out at the time the reservation is made. No event will be added to the Church calendar without a completed form.
- After the reservation form has been submitted and has been approved by the proper group or staffer, the event will be placed on the official church calendar. When cancellations, additions, etc. are to be made to that event, those changes must be communicated to the office immediately.

SANCTUARY OR CHAPEL USAGE

- All events requesting usage of the Sanctuary will require a personal meeting with a designated member of IFUMC's staff to discuss full event details and gather any information in an attempt to determine whether or not the event is acceptable use of sacred space.
- The Lead Pastor will review the event request to determine if there are any conflicts or if the event contradicts the United Methodist Book of Discipline and social principles.
- All sound, lighting or graphics must be operated by IFUMC technicians. A minimum of one technician will be required for all events needing these services. Technicians are an additional charge.
- Food and/or beverages are not to be taken into or consumed in the Sanctuary.

USER RESPONSIBILITIES

- Those using IFUMC facilities agree to release, protect, defend, indemnify and hold harmless IFUMC and its Trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their usage of any IFUMC's facilities.
- In the event of damage to IFUMC facilities, those using the facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined by IFUMC's Trustees or their designee and shall pay IFUMC for such repair and replacement costs upon demand.
- For children and youth events the applicable group or organization must provide adequate adult supervision for all usage and abide by IFUMC's Safe Sanctuary Policy or a similar policy approved by IFUMC Leadership Team. Adults and supervisors must insure that those for whom they are responsible remain in the area allocated for their usage. Roaming the building will be considered an infraction of the usage policy and may be deemed cause for disallowing the groups usage of the facility in the future and will be cause to forfeit deposit. Noise must be maintained at a level that will not impact other groups meeting in the building.
- Failure to return moved items to proper place will result in forfeit of deposit.
- The nursery, children's Sunday school rooms and children's chapel are not available for meetings or other events that are not an IFUMC ministry.
- The transfer or passing on by any group or organization of permission to usage IFUMC's facilities to any other persons or organizations is strictly prohibited.
- Users may not take tables and/or chairs, and/or other items, from the premises of IFUMC's facilities. No furniture or equipment in the Sanctuary or Chapel may be moved without explicit permission.

- IFUMC's musical instruments may not be used without the direct consent of our Director of Music and Worship Arts. A request to play the organ will be granted only after the person who is to play the organ has been approved by IFUMC's church organist.
- In no event shall IFUMC be responsible or liable for any loss or theft of, or any damage to, any articles of property of any group or organization of any member thereof.
- No paints, tapes, glues, or other substances may be used, nor carpentry, electrical or other construction work done, on IFUMC's premises without prior approval of our Trustees.
- No signs, posters, banners, flags, streamers or other items are to be attached or hung within or outside our facilities without prior approval.
- The usage of alcoholic beverages (including champagne) or drugs is strictly prohibited on IFUMC property, including the parking lot. Tobacco products may be used out of doors only, and only if waste is properly removed.
- No group or organization (whether or not an IFUMC member, affiliate or affiliated organization) may use any IFUMC facility in any manner or for any purpose that is in conflict with or contradicts the United Methodist Book of Discipline or the mission or principles of IFUMC.
- Users of IFUMC facilities shall make every effort to turn off all unnecessary lights, especially when leaving the building. Check room lights, hall lights, bathroom lights, TV's, video recorders, fans, coffee makers, etc.
- Close and lock all windows before leaving. If you unlock any outside door, it is your responsibility to see that it is locked again once your group has arrived, and as the last member of your group departs.
- Those who use the kitchen shall wash all dishes, leave the space clean, remove leftover food and take out their trash.
- If you desire heat or air-conditioning in your area and you adjust the thermostat, please re-set it at its original setting (80° for summer; 65° for winter) when you leave. Thermostats are to be set no higher than 70° in the winter or no lower than 74° in the summer.
- When using tables and chairs, please do not sit on tables or stand on chairs as this may result in damage to the equipment or result in accidents. Damaged or broken items must be reported to the church.

Independence First UMC Facilities Usage Agreement

Name of Group/Organization: _____

Address: _____

Phone Number(s): _____

Contact Person: _____

Email: _____

Date(s) and time(s) of meeting or other event: _____

Nature of meeting or other event: _____

Room(s) being reserved: _____

Facility Usage Fee: \$ _____

The above-named group or organization (1) acknowledges receipt, from IFUMC, IFUMS's Facilities Usage Policy, and has read and fully understands all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy. (2) Requests usage of IFUMC's facilities as indicated above, and (3) accepts, agrees to, and will in all respects fully and timely comply with the Facilities Usage Policy. Any additional requirements and restrictions may be communicated to the above named group or organization prior to or in the course of such usage.

Date: _____

Signature: _____

Print Name: _____

Title: _____

Accepted by IFUMC:

Date: _____

Signature: _____

Title: _____

SECURITY DEPOSIT

Rented space must be returned to an approved condition. As the renter of the space, it is your responsibility to see that everything is taken care of before leaving the premises. Please use the following checklist to ensure the return of your security deposit.

FELLOWSHIP HALL:

Please Note: If you are renting the Fellowship Hall, please be aware that the classrooms and children's chapel are not part of the rental fee. Any disturbance to these areas will cause forfeiture of deposit.

- Key to building is returned to the church office within 48 hours of event being completed
- All trash is to be taken out to the trash dumpster and new trash bags placed in trash cans
- All tables are to be wiped clean
- No trash is left on tables or in children's area
- The floor is swept of any crumbs or debris and the floor is mopped if sticky or excessively dirty.
- If tables/chairs or items are moved, they must be moved back to how they were found.
(Suggestion: photograph the space prior to using.)
- Nothing is broken or missing
- Restrooms are left the way they were found
- All doors are locked/secured upon leaving the building

SANCTUARY:

- Key to building is returned to the church office within 48 hours of event being completed
- No debris/trash is left in the pews, hymnal racks or floor
- Nothing is missing or broken
- All furniture is put back to it's original location
- All doors are locked/secured upon leaving the building

LIBRARY:

- Key to building is returned to the church office within 48 hours of event being completed
- The table is wiped clean
- All furniture is put back to it's original location
- Nothing is missing or broken
- All doors are locked/secured upon leaving the building

Note: If your event requires that the doors be left unlocked, a door monitor must be posted at each unlocked door for the duration of the event, to make sure those that are entering the building are there for your event.

Space is reserved for a set amount of time. A \$5 charge will apply for every 10 minutes past the time reserved. Please be courteous to those that are waiting for you to vacate the building.