

FACILITY USE POLICIES AND PROCEDURES

First United Methodist Church
Fort Collins, CO

Purpose

Our church facility is a resource that has come to us as a gift from God through the many people who have preceded us here. It is our mission to provide **Open Hearts, Open Doors, and Open Minds. At the same time there is a need to provide care for our facility and to ask groups using it to participate in its maintenance. The following Policies and Procedures provide the means to accomplish this.**

Building Use Request Procedure

Step One

Fill out the *Application for Building Use* web-form and submit it (to the Parish Secretary.) The form is available on the web site (<http://www.formexperts.com/forms/YDD28CTR9IVO>) or in the church office. It can be submitted by e-mail, faxed (970-221-5833), or brought to the church office.

Step Two

The Scheduling Team meets to make a decision about the request, estimates the charge for hosting the event and makes a decision about the request. They will then determine if the event needs an Event Coordinator assigned to oversee the event.

Step Three

A member of the Scheduling Team will contact the group with the decision and if approved, will advise them of the charge. Any changes needed for the event must be communicated as early as possible with the Event Coordinator. Changes in the event may incur additional charges.

Appeal

If the group applying or others in the congregation wish to request a review of a Scheduling Team decision, they may take any appeal to the Senior Minister for review. The Senior Minister will consult with the Scheduling Team and review the decision, informing interested parties of any change.

If this appeal does not resolve the issue, then the group applying or others in the congregation may take the matter to the Administrative Council for a final review.

Facility Use Fees

The proposed fees are determined based on the category in which the group resides.

Group A

- Activities and ministries sponsored by First UMC
- District and Conference sponsored events (with no admission charges)
- Special Events scheduled by Members

Group B

- Non-profits
- Schools
- Civic Organizations
- Government Organizations
- Non-members Special Events

Group C

For profit events and organizations

Group D

The process for scheduling weddings is described in the wedding policy. The scheduling team is involved to establish space availability.

Room Usage Rates

	A	B ^{1,2}	C
Sanctuary	\$0	\$75	500
Sanctuary Organ			³
Chapel	\$0	\$50	\$75
Fellowship Hall	\$0	\$100	\$150
One Section	\$0	\$50	\$100
Two Sections	\$0	\$75	\$125
Parlor	\$0	\$50	\$100
Choir Room	\$0	\$50	\$100
Classrooms	\$0	\$20	\$50
Kitchen**	\$0	\$50**	\$75**
Property use outside the Church *	\$0	\$20-100*	\$20-100*

NOTE

The fees are for a one-time use of the designated area.

Facility fees are determined based upon space and time requests and also on type of event. All groups must agree to and follow the "Policies and Procedures for Use of First United Methodist Church's Facilities."

Fees for custodial service and special requests may be added to the above room usage fees for any event.

Contracts will be required for Group C.

* Rate will be determined by the Event Scheduling Committee depending on the extent of use.

**Approval from the Kitchen Committee is required and may result in additional fees. See the Kitchen Use Information Sheet which is available from the church office or from the church's website at: <http://www.fcumc.net/about/forms/Kitchen-Use-Information.pdf>

¹ - It is the practice for this church to provide use of the sanctuary or chapel for *memorial services* at no charge. There will be a charge associated for use of other facilities within the church for the B category when used in conjunction with a *memorial service*.

² - Occasionally, classrooms in the basement are used for overnight events by church groups outside of this church. It is the practice of this church to accept donations for overnight stays/mission activities.

³ - Scheduling practice time using the church's organ requires the following: 1) Permission must be granted by the FUMC church organist for use by the applicant. 2) The sanctuary must be

available for the requested times. 3) Two hours of practice time per week will be allowed with no charge. Additional practice time, may be scheduled with a charge rate of \$10/hour.

Policies and Procedures for Use of First United Methodist Church Facilities

Reservations are not set until approved by the Scheduling Committee and entered on the calendar.

1. Request by non-church groups should be submitted no more than 6 months in advance.
2. Rooms must be returned to their original condition.
3. Windows must be closed and lights turned off.
4. Rowdy behavior, gambling, and the use of illegal drugs, tobacco or alcohol are not allowed on the premises.
5. Furniture, except folding tables and chairs, are not to be moved unless the custodian is first consulted.
6. "Athletic use" of the building and grounds is not permitted by non-members of the church without specific authorization in writing.
7. If you are planning to use any of the church kitchens, please review and complete the Kitchen Use Information Sheet which can be obtained from the church office or from the church's website: <http://www.fcfumc.net/about/forms/Kitchen-Use-Information.pdf>
8. A current copy of the group's Certificate of Liability Insurance with at least \$1 million general aggregate liability per incident must be on file at First UMC (for groups not sponsored by First UMC).
9. The party using First UMC facilities and/or property shall be responsible for all damage to the facility. All automobiles should be locked with valuable contents either removed or out of sight.'
10. All scheduled events must be concluded by 9:00 p.m. at which time the building will be closed. Any group remaining after 9:00 p.m. may be subject to additional charges. Under most circumstances, church staff will be present when the building is in use. There may be some circumstances when a trained and trusted, responsible individual will be identified to be present and take responsibility for checking the building security (assuring that the building is vacant and the doors are all locked and for setting the alarm system.) The judgment about selecting/identifying a responsible individual will be the responsibility of the clergy member associated with this activity.
11. Groups are to use only the areas assigned to them and are not permitted to wander through the halls or building.
12. No food or drink is allowed in the Sanctuary or the Chapel at any time.

Scheduling Team Guidelines

The Scheduling Team

The Scheduling Team is charged with receipt and approval of all building use requests, establishing procedures as needed, communicating and coordinating events and the setting of any cost recovery for events using the church facility.

The Scheduling Team is made up of the Parish Secretary (in charge of the official church calendar), one lay member, and the Designated Event Coordinator. There will also be consultation with the Facility Manager and Business Manager on staffing and cost recovery issues as needed.

Basic Guidelines

The following guidelines will be considered by the Scheduling Team:

1. Any group's request will be considered in the light of the mission and ministry of the church.
2. Church groups are given priority for building use. These groups are asked to plan events and submit the Application for Building Use form as soon as possible. Outside groups will be generally asked to submit requests no more than six months in advance to allow church groups time to plan, but exceptions will be considered.
3. The following will be taken into consideration when reviewing a Request for Building Use:
 - a. Does the schedule make it possible for us to accommodate the room(s), equipment and staffing required for the event?
 - b. What issues have come up as a result of previous events for a particular group and how might they be addressed?

Team Meetings

The team will meet regularly (usually once a week) to evaluate new requests and coordinate building use in general.

Procedures

Outside Groups: The total charge will be communicated to the contact person(s) for the event. The Business Manager will be advised of this charge and the group will be asked to pay the fee to the church no less than two weeks prior to the event.

Church Groups: The total charge for the event will be communicated to the contact person(s) for the event. The business manager will be advised of the charge and that amount will be charged to the budget of the group applying.

Weddings: Fees related to weddings have long been established and the only time weddings will be considered by the Scheduling Team is to determine if the building is available.