

University City United Methodist Church
Policy 55-1
Facility Use Policy

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Introduction:

UCUMC facilities and properties are first and foremost places of worship, entrusted to the watchful care and safekeeping of the congregation. Many Christian believers, past and present, have made heartfelt, faithful contributions to the life and ministry of this church and to its beauty. The giving of tithes and offerings, time, talent, and love to this church over the years has created a place which must be maintained and preserved as a living testimony of affection and devotion to our Lord. UCUMC has a rich heritage that should be respected primarily as a spiritual and holy place deserving of reverence and preservation. The spiritual ministry and mission of the church will always be the first and foremost consideration when requests are made for using the church buildings and grounds.

A spirit of cooperation exists with community, civic groups, other non-profit organizations, and individuals regarding the use of the Church's buildings and grounds. While it is the church's desire to share its facilities within reasonable and established limits, at no time will any outside entity be allowed to interfere with functions that represent one of UCUMC ministries and worship services. The church and staff regret that we are unable to schedule all requests from outside groups that have building use needs. However, the growing needs for room use of our church programs have required the church to set guidelines for facility use. *The Book of Discipline of the United Methodist Church* takes precedence over any rule or guideline in this policy that may conflict in any way. Trustees of UCUMC are overseers of the policy.

All events not deemed to be a part of the direct ministry of UCUMC require extra work, heating/cooling, clean-up, wear and tear on facilities, etc. The church will recover these costs through deposits and fees assessed for the use of the facilities.

General Policy:

Use of any of the UCUMC facilities and equipment will be at the risk of the user. UCUMC does not assume any liability or responsibility for injury to a user of the facility or equipment. Furthermore, University City United Methodist Church does not make any implicit or explicit warranty of the premises, equipment, machinery, fixtures or furniture. All groups must finish activities and vacate the building by 9:30PM.

Reservation Request Process:

- Meeting leaders/activity leaders/wedding directors/staff members and all others using the facilities are responsible for scheduling the room/area set-up by completing and signing a **Facility Reservation Agreement** and submitting it on line to the church office.
 - The reservation agreement shall be completed in order to schedule the use of rooms, facilities, equipment or grounds. Requests will not be considered until the proper documentations have been completed.
 - Facility Reservation Agreement form is available on the website – www.ucumc.org. Reservations are not considered approved until they have been acknowledged and accepted by the Church office.
 - Facility may not be reserved more than 6 months in advance with the exception of weddings. (see wedding policy).
 - One and only **one** contact person from the group reserving the facility shall be assigned to handle these details for each event, and will be responsible for compliance with this policy and shall be in attendance during the event. The name of the contact person must appear on the reservation agreement,
 - Deposit required for all rentals. This is refundable if room is left in appropriate condition. (See fee schedule.)
 - The reservation request shall include time for set up and take down.
- If a kitchen facility is to be used, the Facility Reservation Agreement must include a request to use the kitchen – and the extent to which the kitchen will be used.

Non-UCUMC Affiliated Groups:

- Non-UCUMC organizations, non-profit or religious groups may be considered on an individual basis provided documentation of liability insurance is included with the Reservation Request. This documentation shall include an insurance agent's name, company name, policy number, and contact telephone number.
- For-profit groups shall not use facilities unless they have been invited/sponsored by one of the UCUMC ministries or unless conducted for the express benefit of the congregation and approved by the Finance Committee and Trustees.
- Organizations or groups may be requested to present by-laws, charter and/or mission statement for review prior to the event being placed on the calendar. A determination will

be made regarding the compatibility of the information with the church's religious faith and biblical principles.

Prioritization of Requests:

1. In approving and scheduling events, first priority for use of buildings and facilities shall be given to ministry groups and organizations that are an integral part of the ministry and mission of UCUMC. Funeral services for members and their families who request support from the UCUMC Pastoral staff will be a top priority. This may necessitate a room change. We will make every effort to accommodate scheduled events.
2. Second priority will be given to the scheduling of weddings for church members who request support from the UCUMC Pastoral staff (see Wedding Policy).
3. Third priority will be given to requests from groups or institutions that are budgeted directly or indirectly through the general operating budget of the church.
4. Other groups or functions may be allowed if approved through the Reservation Request Process.

Cancellation Policy:

- UCUMC requires 48 hours cancellation notice to refund use fees.
- Ongoing events. Should your event end before the initial scheduled date the Maintenance Manager should be notified. If the event is not cancelled the fee will be applied.

Appropriate Use of Facilities:

- The contact person shall be present at all times during the function, shall be responsible for any damage and shall ensure compliance with this policy.
- Individuals and groups who use the church facilities shall treat the property with respect and dignity, and keep the property in as-found (or better) condition.
 - Lights shall be turned off prior to vacating the facility.
 - All rooms/areas used shall be clean.
 - All trash and waste from the room/area shall be placed in trash receptacle:
Worship Center – LL Administrative Workroom (between room 105 – 106)
Disciple Center – LL Activities room
Fellowship Hall – Kitchen Area
 - Room/area shall be reset to original configuration.
 - Variable fee may apply for after hour's maintenance and cleanup.

If the event ends early, the contact person shall call The Maintenance Manager 704-747-5002 to ensure that the building is locked and HVAC adjusted.

Set-up & Take-down

- Individuals and groups using the UCUMC facility shall be responsible for set-up, take down and proper storage of tables and chairs.
 - There are pictures of the "room layout" (how the room is normally configured) posted in classrooms. Each group is encouraged to rearrange the room as needed (chair placement, tables, etc.) but shall return the room to the posted layout.

- Displays of materials on walls shall use staples, not tape.

Prohibited Activities: (on church property unless otherwise stated)

- Church facility use for personal or business monetary gain (or for-profit enterprises) unless conducted for the express benefit of the congregation and approved by the Finance Committee and Trustees.
- Children are not allowed unsupervised.
- Food and drinks shall not be served or consumed in the Sanctuary or Chapel.
- Alcoholic beverages or possession of illegal drugs or other controlled substances. (Should anyone be found using alcohol or illegal drugs in the parking lots, Charlotte-Mecklenburg Police will be called.)
- Smoking inside the buildings.
- Use of the facilities for local, city, state or national politics except an election polling location.
- Possession of firearms.
- Operating any church audiovisual equipment without the permission of the Audiovisual Tech Team or Minister of Worship and the Arts.
- Operating any office equipment without the permission of administrative personnel.
- Candles other than drip-less candles. (Drip-less candles may be used only under the supervision of a wedding director or staff.)
- Use of profane, vulgar, or indecent language, music or symbols.
- Use of audiovisual materials (photos, videos, films, posters, compact discs, tapes, etc.) containing profanity or violent or sexually explicit images.
- Reckless driving.
- Rollerblading, skating or cycling.
- Loitering.
- Open fires.
- Use of dumpsters for personal refuse.
- Littering the parking lot or grounds. If littering does occur, an appropriate clean-up fee will be assessed to the violator(s).
- Excessive noise or the use of loud equipment (including radios) in the parking areas.

Parking Lot:

Any organization wishing to use any of the parking areas for special events other than parking for church functions and services must complete a Facilities Reservation Agreement.

- UCUMC will not be responsible for the security of any person, vehicle or property of those using the parking spaces.
- Parking lot use is limited to congregational parking.
- Only those attending services, functions, meetings, etc at UCUMC are authorized to park on church property. The Trustees may authorize other parking (e.g. construction or maintenance vehicles).
- Vehicles parking in a “fire” zone will be towed at the owner’s expense without warning.

- Vehicles parked in the church parking lots shall not have any offensive bumper stickers, decals, signs or other objects that are, in the sole discretion of the Trustees, Pastoral staff or member of the congregation deemed to be objectionable.
- Only passenger vehicles will be allowed in the parking areas. No heavy construction vehicles, construction equipment, construction material or large commercial trucks will be allowed on church property unless specifically authorized by the Trustees or Senior Pastor.

Anyone who violates these conditions will be asked to move his/her vehicle from the church's property. If the vehicle is not moved, it is subject to being towed at the owner's expense.

Security & Fire Procedures:

- Should the Security Alarm be activated, Security is automatically called.
- Should the Fire Alarm sound, ALL PERSONS evacuate the buildings immediately. The fire department is automatically called, and only the Fire Chief may declare the building safe to re-enter.
- Doors should not be propped open.

Specialty Equipment:

Sound/Video System:

Members of the UCUMC Audiovisual Tech Team are the only persons authorized to "set-up" audiovisual. There may be a fee for the set-up and running of audiovisual equipment. Please consult the **Guidelines for Use of Church Facility** for more information.

- No church owned electronic/video equipment may be removed from the UCUMC facility unless approved by the Audiovisual Tech Team or Minister of Worship and the Arts.
- If rented, borrowed, or purchased equipment is brought into UCUMC for special events, the equipment must be removed immediately after the event.
- UCUMC equipment may not be used in conjunction with other equipment without the approval of the Audiovisual Tech Team.

Use of the Kitchen:

All groups reserving the kitchen should fill out a Hospitality use form.

The policies on display in the kitchen **will** be followed – without exception – by all organizations.

Wedding Policy:

Please refer to the **UCUMC Wedding Policy** for information.

Facility Use Fees:

Use fees are established based on users and space needs. Donations beyond use fees will be gratefully accepted to help offset the cost of personnel, additional wear and tear on the facilities & equipment, cost of utilities and maintenance. Variable fee may apply for after hour's maintenance and cleanup. Fees are based on use of the space for 4 hours.

Fee Schedule:

Subject to change at the discretion of the UCUMC Board of Trustees.

Facility or Room (Room Capacity)	UCUMC Church Groups	UCUMC Members (personal events)*	Other Groups	Deposit
Regular Classroom (25)	no cost	\$25	\$50	\$25
Large Classroom (45)	no cost	\$35	\$75	\$35
Choir Room (50)	no cost	\$35	\$75	\$35
Hospitality Suite (75)	no cost	\$35 per section	\$50 per section	\$35
Kitchenette	no cost	\$25	\$35	\$25
Kitchen				
Full Service	no cost	\$125	\$150	\$150
Serving Only	no cost	\$25	\$50	\$25
Sanctuary (900-1000)	no cost	\$250	\$350	\$150
Fellowship Hall (200-300)	no cost	\$150	\$275	\$100
Chapel (100)	no cost	\$75	\$150	\$75
Sound/Video Tech	no cost	\$25 per hour / 2 hour minimum		

* Parties for retirements, anniversaries, birthdays, showers

UCUMC Contact

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Policy Review Schedule:

The Trustees approved the **Policy for Facility Use** June 1, 2010. The Trustees on an annual basis will review the policy. Any recommendations for changes to the policy will be presented to the Trustees for consideration.

Forms & Attachments:

Guidelines for Use of Church Facility

Kitchen Policy

Wedding Policy