

## 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 and equipment, and cost of utilities and maintenance. Variable fee may apply for after hours 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
Kitchen -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				

**June 2010**  
 Board of Trustees  
 University City United Methodist Church  
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## Guidelines for Use of Church Facilities

The purpose of these guidelines is to provide information and guidance for the utilization of the facilities by members and non-members of University City United Methodist Church. The objective is to provide information so that the request for the use of church facilities is clear and easily understood. Situations not covered in these guidelines shall be referred to the Board of Trustees, which has the authority and responsibility for the use, maintenance, and care of all church facilities. **The detailed Facilities Use Policy is available at [www.ucumc.org](http://www.ucumc.org) or at the church office.**

Guidelines were established after considering the following criteria:

- ◆ Availability of facilities for church and non-profit use
- ◆ Prohibition against use by for-profit groups and events
- ◆ Requirements for Certification of Insurance
- ◆ Custodial services, maintenance, and utility costs
- ◆ Sponsors or persons responsible
- ◆ Special provisions for kitchen use

## 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.

## General Policy (cont.)

### 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 online 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 documentation has been completed.
  - Facility Reservation Agreement form is available on the website – [www.ucumc.org](http://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, 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 rooms 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 hours maintenance and cleanup.
- If the event ends early, the contact person shall call the Maintenance Manager at 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.