

First United Methodist Church  
Midlothian, Texas

# BUILDING USE POLICY

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Adopted October 21, 2010  
By Board of Trustees  
Ratified January 27, 2011  
By the FUMC Church Council

# BUILDING USE POLICY

Church Mission That Guides Our Building Use:

*Be Loved. Belong. Believe. Become!*

## 1) Goals

- a. To use this space in a Christian way
- b. To treat visitors as honored guests

## 2) Statement of Policy

The First United Methodist Church (FUMC) of Midlothian has been blessed with a wonderful facility to carry out the mission of the church; therefore, proper oversight must be given to these facilities to ensure that:

- a. Adequate facilities exist to effectively carry out the ministry objectives and goals;
- b. Users exercise proper care and safety;
- c. Facilities are properly protected against loss or misuse;
- d. Wise stewardship is expressed through energy conservation, cost reductions and safety measures; and
- e. The life of the facilities is extended through a proper maintenance program.

## 3) The Priority of Facility Use Shall Be As Follows:

- a. Church Services (i.e. worship services, Sunday school)
- b. Funerals, memorial services, and receptions which follow these services.
- c. Weddings and receptions that follow the wedding
- d. Regularly scheduled church activities (i.e. Emmaus reunion groups, committee meetings, small group meetings, Bible Study)
- e. Connectional ministries within FUMC (i.e. Boy Scouts, Girl Scouts)
- f. Individual parties and special events
- g. Other requests ( sports events, etc.)
- h. Non church members and/or outside groups require approval of Board of Trustees (BOT) (i.e. home school, outside church groups, recitals, demonstrations, etc.)

## 4) Questions to be considered in approving building use:

- a. Does the activity fit with the FUMC beliefs and mission statement?
- b. Is space available?
- c. Does the requested use of the facility impact other programs concurrently in session?
- d. Does the requested use of the facility pose any safety or legal issues?
- e. Does the group requesting use of the facility understand that they must treat the property with respect?

## 5) Making a Reservation

- a. Church events, excluding weddings and receptions that follow, and church-related meetings may be scheduled in advance as early as deemed appropriate by contacting the Administrative Assistant (AA) and requesting a meeting/event be placed on the church calendar.
- b. All other events including weddings require an *Event Registration Form* (ERF) to be submitted to the (AA) at least two weeks in advance. ERF's are available in the church office or on the FUMC website:
- c. The AA shall consult with user regarding church usage and shall provide a copy of current Building Use Policy (BUP) and *Fee Schedule* (FS).
- d. All children's or youth activities groups requesting use of church facilities must have and adhere to *Protection Guidelines* (see attached) regarding minors.
- e. A deposit of \$150 shall be paid at the time of scheduling an event. Total payment shall be due two weeks before the scheduled event. The custodial deposit will be reimbursed following the event contingent upon the facility being left clean and undamaged as originally found. See *Fee Schedule*.

## 6) Approval Guidelines

- a. All activities shall be approved pending availability of space and adherence to the priority schedule, and must be consistent with FUMC's mission statement and the building use statement.
- b. No date shall be placed on the calendar until the ERF has been submitted and approved by the appropriate person( s).
  - i. All worship related activities require the approval of the senior pastor.
  - ii. All wedding ceremonies require the approval of the pastoral staff prior to placement on the church calendar;
  - iii. All other usage requires the approval of the AA unless approval of the BOT is required as outlined in the BUP.
  - iv. Facilities **are not** available to outside groups for fund raising or for profit -making activities except at the discretion of the BOT.
  - v. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs; however, the facility is eligible to be used as a polling place for elections.
- c. Long-term impact on the facility and equipment shall be taken into consideration as part of the approval process.
- d. Outside groups shall submit an ERF as soon as possible and no later than 2 weeks before the event. The AA must advise the user that once the BOT approves the event (if approval is necessary), every effort will be made to honor the commitment; however, unplanned church events such as funerals and memorial services may require changes to this commitment.
- e. User shall confirm that the requested event is listed on the master church calendar either by contacting the church office or by checking the calendar on the church website.

## 7) Responsibilities of the Building User

The user is responsible for the following:

- a. Submitting to the AA the *ERF* including a diagram of the desired room set up. Additional forms requesting any special equipment needs and sound equipment must also be completed.

- b. Cleaning up all the areas used after the event. The area should be returned to the same condition as before use. After the event the user is responsible for all clean up in order to receive a deposit refund.
- c. Reporting any maintenance problems and/or damages to AA.
- d. A *Certificate of Liability and Property Damage* insurance coverage naming First United Methodist Church of Midlothian as an additional insured may be required prior to the date of the event by all outside groups for the purpose of covering liability and property damage or accidents that might occur on church property.

## **8) Publicity and Promotion for Outside Groups**

- a. Any outside group using publicity material and/or making public service announcements in which the FUMC name is used must have prior approval by the Senior Pastor.
- b. The sale of admission tickets to the event requires approval by the BOT.
- c. Postings of any kind adhered to the walls of any of the FUMC facilities is prohibited.

## **9) Facility Use Guidelines**

FUMC has a wide range of ministries utilizing the facility. Our desire is for everyone to realize and respect the fact that many individuals/groups utilize these facilities. To make every event enjoyable, safe, and non-chaotic, please adhere to the following guidelines:

- a. The conduct of all persons attending programs/events is expected to be respectful of the property including, but not limited to, maintaining noise levels that respect others in adjoining spaces.
- b. Activities and programs are limited to the space that is assigned.
- c. Use of tobacco products, display or consumption of alcoholic beverages, possession or use of illegal/controlled substances, and anything that would distract from a Christian atmosphere are not permitted in the buildings or on the grounds of the church.
- d. The user is expected to leave the building clean and in the same condition it was prior to the event. Immediately following the event, the user must remove all decorations, equipment, and other items associated with their program/event. Floral arrangements to be used for the following Sunday service may remain in the facility.
- e. In an effort to maintain the quality of the building's furniture and equipment, and prevent damage, the user of the Sanctuary is encouraged not to move Sanctuary furniture. Any requests to move Sanctuary furniture shall be approved by the Senior Pastor.
- f. The user will be held responsible for any damage done to church property.
- g. FUMC will not be responsible for any personal items brought onto church property.
- h. The user assumes liability for injuries to persons attending the event and damages or loss of user's property.
- i. Programs in the Sanctuary or Family Life Center (FLC) that require the use of the sound system must have one of the church's sound technicians on duty. This service will require a usage fee. See *Fee Schedule*.
- j. When children are in attendance they must be under the control of their parents or adults at all time and are not permitted to roam freely on church property. All activities of youth or children shall be supervised by a minimum of two (2) adults over the age of 21 at all times. See Child and Youth Safety Policy.
- k. Ministry furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of FUMC, and may not be removed from the premises without office approval.
- l. Decorations

- i. Nothing shall be placed on the altar table other than the appropriate Christian symbols and flower arrangements.
- ii. Pew bows or any type of floral arrangement or any supplemental decoration should not be attached in such a manner that will damage the structure or finish.
- iii. All candles must be either votive, hurricane lamp or "paradise" type, placed in appropriate containers or candelabras. Proper safeguards must be taken to protect carpet and furnishings from wax drippings.
- iv. Helium balloons are prohibited from use in the FLC.
- n. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.

## **10) Use of all Kitchen Facilities**

The primary use of the kitchen facilities will be for church-wide functions such as banquets, Wednesday night meals, Lord's Acre Lunch, Bereavement meals, UMW luncheons, Men's Breakfast, and other pre-arranged meal functions.

Organizations using the kitchen(s) will be required to comply with the following procedures:

- a. Read posted instructions carefully before using dishwasher, coffee makers, ovens, or request training prior to event.
- b. Clean, dry, and put away all dishes and utensils. Counters and dish drainers should be left clear.
- c. Wash all counter tops and work areas with cleaner.
- d. Check refrigerator to assure that no leftovers remain.
- e. Check stove, oven, and other appliances to make sure they are turned off and nothing is left inside the oven.
- f. Remove overflow garbage to dumpsters.
- g. Place Family Life Center dirty laundry through opening by the ice machine. Leave Fellowship Hall (FH) dirty laundry in the FH kitchen. Notify church office that there is dirty laundry.

## **11) FUMC Documents**

Building use Policy  
 Building Use Fee Schedule  
 Child and Youth Safety Policy  
 Certificate of Liability and Property Damage Content Sheet & Agreement to follow building use policy and child/youth Policy  
 Event Registration Form  
 Certificate of Liability and Property Damage