

Klein United Methodist Church

Policy Governing the Use of Church Facilities (Facility Use Policy)

I. PURPOSE

The purpose of this Policy is to provide a general framework for the use and protection of the facilities of Klein United Methodist Church (“KUMC”). This policy is meant to ensure that the ministry of KUMC is reflected in the use of its facility.

This policy will cover the use of all KUMC facilities including: All parts and rooms of the church buildings, the Scout Hut, the parking lot, the church fields, all KUMC vehicles, any equipment and/or other church facilities.

II. PERMISSIBLE GROUPS/PRIORITY/KUMC SPONSOR

A. PERMISSION AND AUTHORITY

The Trustees are responsible for the security, maintenance and oversight of all KUMC facilities and contents. If facility use conflicts arise that cannot be resolved by the Executive Pastor, then the Trustees shall have the final decision regarding the use of the KUMC facility. If there is a conflict and the outcome does not meet an organization’s requirements, then the sponsor has the right to request, to the Board of Trustees in writing, a meeting with the Church Council.

Day to day administration of this policy is delegated to the Executive Pastor.

Permission to use the facilities may be granted to the following organizations, groups, and individuals in the following priority order:

1. Regularly scheduled services and meetings of official groups and organization that are part of KUMC
2. KUMC Sponsored Groups (see section D for definition)
3. Weddings, wedding receptions, funerals, and special family occasions of KUMC members.
4. Other church groups and ecumenical organizations: wedding and funerals of non-members.
5. Community service organizations which are non-profit and non-political in nature. Support or self-help groups which are non-profit and non-political in nature.
6. Other organizations and individuals whose purpose for the building use requested is non-profit and non-political in nature.

B. RESTRICTIONS

KUMC facilities may not be used for political or for profit purposes unless approved by the Executive Pastor and Board of Trustees.

C. KUMC SPONSOR

One or more KUMC members agree to sponsor events that fall under categories II.A.2-6. Responsibilities include:

1. The Sponsor **will** serve as the primary KUMC contact for the event(s).
2. The Sponsor **will be** present at KUMC during the scheduled event(s).
3. For events outside of normal KUMC business hours, the sponsor **will ensure** that doors are unlocked prior to the event and that the doors are locked and lights are turned off following an event;
4. The sponsor will discuss, with appropriate church staff, the timing and requirements for the event. The sponsor is responsible for details regarding what to do and who to call if there are problems during an event and reporting any issues or problems encountered during the event to the Executive Pastor. The sponsor will insure that the facility is cleaned up as agreed.
5. The KUMC sponsor **is responsible** for insuring that the KUMC facilities are returned to their pre-event condition.

D. KUMC SPONSORED GROUPS

1. To become an approved KUMC Sponsored Group, the Executive and Senior Pastors must recommend the group and group facilities use fee to the Trustees who must approve the recommendation. The approval is for a one year period and may be renewed with the recommendation of the Executive Pastor and approval of the Trustees. It's suggested that the sponsor be present when presenting to the Trustees.
2. KUMC Sponsored Groups are non-profit groups or organizations that have been approved as KUMC Sponsored Groups. The current list is maintained in the church office.
3. Each KUMC Sponsored Group shall have an KUMC Sponsor and shall execute the Facilities Use Request Form and Facilities Use Contract
4. A KUMC Sponsored group will be assessed additional custodial or facility fees for special events outside of their normal meetings (Example: special events, parties, Pinewood derby, etc.). Special events must be scheduled through the KUMC office.

E. REGULAR AND CONTINUING USE

All regular and continuing use of the Church by groups or individuals other than KUMC Sponsored Groups shall be limited to individuals and/or groups approved by the Executive Pastor, on an annual basis. Any concerns about a group's classification will be reviewed by the Trustees. The individual or group may be required to submit a Facility Use Request Form and Facilities Use Contract.

F. EMERGENCY OR "LAST MINUTE" REQUEST OF FACILITY USE

Emergency or "Last Minute" request shall be considered for approval at the discretion of the Executive Pastor.

III. FEES

A. REGULARLY SCHEDULED SERVICES AND MEETINGS

1. Use of the Church is at no cost for groups in category II A 1
2. KUMC Sponsored Groups in category II A 2 may be charged a lesser fee or no fee upon recommendation of the Executive Pastor. Any conflicts will be reviewed with the Trustees.

B. Others – Category II A 3-6

All other groups and individuals, Church Members and Non-Church Members may be assessed a reasonable fee for the use of the Church. See the Facility Usage Fee Schedule (addendum C).

Direct costs such as additional custodial expenses or additional cleanup costs may be assessed at any time.

IV. KUMC VEHICLES

A. KUMC VEHICLES MAY ONLY BE USED AND DRIVEN BY CHURCH MEMBERS OR STAFF

1. A Facilities Use Request Form (Addendum A) must be filled out in advance.
2. Driver's license (with current formation and valid expiration date required) and proof of insurance must be presented when turning in the form.
3. Arrangements for picking up and returning the keys will be made at that time
4. Only groups sponsored by KUMC may use church vehicles.

V. PROCEDURES FOR RESERVING CHURCH FACILITIES

A. FACILITIES USE REQUEST FORM AND FACILITIES USE CONTRACT

The Facility Use Request Form and Facilities Use Contract must be completed and signed by a person responsible for the group or individual, as well as the KUMC Sponsor where required. The request must be submitted in writing to the KUMC Administrative Assistant at least one month prior to the date of the event. The Executive Pastor shall make every effort to approve or reject the request within 5 business days from the date on which it is received.

All Fees will be in accordance with the Facilities Usage Fee Schedule (addendum C).

B. HOLD HARMLESS AND INDEMNIFICATION

Klein United Methodist Church may not be held responsible in any way whatsoever for any injury, loss of life or property damage incurred in the building, on the grounds or parking lot areas. The Renter/User assumes full responsibilities for such eventualities during the time he/she is at Klein United Methodist Church.

The Renter/User agrees to indemnify and hold harmless Klein United Methodist Church from and against any and all claims, demands, action, including counsel fees and other costs defending against the same for loss, damage, or facilities by the Renter/User, its members, guests or invitees. (A Certificate of Insurance may be required.)

C. INSURANCE

KUMC may request that the individual or group reserving the church facilities have liability insurance in an amount sufficient to provide protection to KUMC. General Liability limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate, Combined Single Limits for Bodily Injury, Personal Injury and Property Damage, with an insurer acceptable to KUMC, and that the individual or group user/renter name KUMC as an additional insured on such policy.

VI. SCHEDULING

1. WEDDINGS – See KUMC Wedding Policy
2. FUNERALS – See KUMC Funeral Policy
3. RESERVATION ORDER – Facilities will be scheduled on a first come, first served basis in order of priority. However, once a date has been officially approved, it will be honored for any user and can only be cancelled in accordance with the cancellation provisions of this agreement

INTERPRETATION AND CONFLICT - The Executive Pastor has authority to interpret this policy and to resolve any scheduling conflicts concerning use of the facilities.

VII. POLICIES GOVERNING ACTIVITIES ON CHURCH PROPERTY

A. GENERAL

1. All children and/or youth must have adult supervision present at all times while using the Church.
2. Safe Sanctuary rules will be followed for any activity involving children and youth from birth to the age of 18.
3. If nursery service is provided, regular KUMC nursery workers must be used and paid for by the group utilizing their service. The Nursery will be managed and staffed by KUMC personnel only.
4. Day to day administration of this policy is delegated to church staff as designated by the Executive Pastor.
5. The Executive Pastor or his/her designate will make the final decision on office and class room assignments.

6. Church staff member, KUMC Sponsor or person designated by the Executive Pastor must be on premises whenever the Church is in use. Janitorial service staff will be present if requested (or required).
7. Regulated activities:
 - a. Alcoholic beverages or controlled substances shall not be consumed or used on Church property.
 - b. No smoking in any church building or on any church property
 - c. No fireworks, firearms, weapons or other incendiaries are permitted on Church property. The only exception to this would be licensed Peace Officers in the performance of their duties or as required by law.
 - d. No animals or pets other than registered and approved service dogs are permitted on Church property. Animals required in extracurricular activities must receive approval from the Executive Pastor.
 - e. Alterations to thermostat settings for heating and cooling shall be made by authorized personnel only.
8. Decoration to Church property should be undertaken only after receiving permission from the Executive Pastor.
9. The piano and organ may not be used without permission of the KUMC Music Director and Executive Pastor.
10. All audio visual, video and sound equipment must be used under the direct supervision of a designated KUMC sound A/V specialist only.
11. The use of all kitchen equipment and supplies must be with the approval of the KUMC Events Manager.
12. No office equipment, computers, telephones, or copy machines are available for use.
13. No KUMC equipment or furnishing may be removed from the premises unless approved by the Executive Pastor and the Trustees.
14. No items shall be glued, taped, stapled, or tacked to any pews, walls, doors or windows and no nails, screws or hooks shall be placed on any wall or door. Bulletin boards provided should be used with the consent of the Executive Pastor.
15. Food and/or drinks are not allowed in the sanctuary or chapel. Glasses, dishes, food items, etc. shall not be carried away from the rented/reserved area.
16. Items donated for church use (example: Scout projects, IT/AV Equipment, musical equipment etc.) become the property of the church and thus, their use and ultimate disposal will be managed by the Trustees.
17. No outdoor equipment including, but not limited to, tents and sports or recreational equipment shall be used, placed on the grounds or brought to the church without prior approval of the Executive Pastor.
18. Shower and laundry facilities may be used upon recommendation of a KUMC Sponsor working with an outreach program provided that the sponsor is present in the building while the facilities are being used.
19. The persons and/or organizations requesting use of the KUMC facilities and the KUMC Sponsor of the event is responsible for all set-up and clean-up associated with the event.
 - a. Detailed set-up plans describing what will be moved and what will be brought to KUMC must be submitted and approved at least two weeks before the event and previously approved on the Facilities Usage Request.
 - b. Upon conclusion of an event, KUMC facilities must be restored to their pre-event condition.
 - c. If KUMC is requested to perform set-up or clean-up services, KUMC will provide the services at the rate provided in the Facilities Usage Fee Schedule (addendum C).
20. This policy will be reviewed and updated each year.
21. All food and drink will remain **ONLY** in the designated areas and rooms that were reserved.
22. Attendees must stay in their rented areas or their respective rooms.

B. SANCTUARY

1. The Sanctuary may only be reserved for activities and rehearsal for such activities as follows:
 - a. Sunday Worship
 - b. Weddings – arrangements shall be made and fees charged pursuant to the Wedding Policy.
 - c. Funerals – arrangements shall be made and fees charged pursuant to the Funeral Policy.
 - d. Others – as approved by the Executive Pastor.
2. Flash photographs may not be taken while any service is in progress, unless previously agreed to with the Executive Pastor.
3. Candles are forbidden except with prior approval by the Executive Pastor.

C. KITCHEN FACILITIES

1. All kitchen equipment and supplies must be used under the direct supervision of the KUMC Events Manager or designee.
2. No KUMC kitchen equipment may be removed from the premises without written permission from the Events Manager and the Executive Pastor.

3. The church may provide paper goods and drink condiments (i.e. sugar, sweetener, creamer packs) for special occasions, if they are requested. No food will be provided. However, drinks may be provided when deemed necessary. Each event will be reviewed individually to decide how to meet serving and clean up needs, and what fees will be assessed, if any.
4. Kitchen Cleanup Procedures (addendum E) will be utilized when cleaning up kitchen.

VIII. CANCELLATION AND RENEWAL

A. CANCELLATION

Except for weddings, KUMC reserves the right to terminate, without cause, any previously approved KUMC Facilities use reservation with 30 days' notice. See the Facilities Usage Request Form (Addendum A).

B. RENEWAL

An approved Facilities Use Agreement may be renewed for subsequent cycles of facilities use provided such renewal is approved by the Executive Pastor and the Trustees.

IX. REVISION

A. Revisions

Proposed revisions to the Policy shall be initiated by the Executive Pastor and Board of Trustees. Requests by Church members for policy revisions should be made in writing, provided to the Executive Pastor and thereafter placed on the agenda of the next meeting of the Board of Trustees following receipt of the written request revision. Following Trustee approval, the revisions will be presented to Church Council. This policy will be reviewed and updated as necessary every year.

B. Applicable Policies

Facility Use Policy
Wedding Policy
Funeral Policy

C. Applicable Forms, Schedules and Procedures

1. Facilities Use Request Form, Addendum A
2. Facility Use Contract, Addendum B
3. Facilities Usage Fee Schedule, Addendum C
4. Wedding Use Contract, Addendum D
5. Kitchen Cleanup Procedures, Addendum E

X. KUMC STAFF CONTACT INFORMATION

Dr. Jerry Pennington, Senior Pastor: 281-353-8202, jerry@kleinumc.org
Rev. Lawrence Young, Pastor: 281-353-8202, lawrence@kleinumc.org
Rev. Carrie DeLeon, Executive Pastor: 281-353-8202, carrie@kleinumc.org
George Cathcart, Associate Pastor: 281-353-8202, george@kleinumc.org
Jennifer Jordon, Associate Pastor: 281-353-8202, jennifer@kleinumc.org
Esmeralda Ramirez, Event Coordinator: 281-353-8202, esmeralda@kleinumc.org
Allison Hicks, Communications Administrator: 281-353-8202, allison@kleinumc.org
Wayne Steinert, Media Administrator: 281-353-8202 ext 332, mediatech@kleinumc.org

Facility Use Fee Schedule
Klein United Methodist Church
For KUMC Sponsored and Other Groups

<u>Area</u>	<u>2 Hr. Block</u>	<u>4 Hr. Block</u>	<u>Full Day</u>
Sanctuary	\$100	\$200	\$400
Christian Life Center (CLC)	\$150	\$200	\$400
CLC and Kitchen	\$200	\$300	\$500
Classrooms	\$100	\$125	\$200
Special Classrooms (Choir, Youth, large conf. room)	\$100	\$150	\$250
Refundable Security Deposit	\$100	\$200	\$400
KUMC Sponsored Group's <u>"Special Events Only"</u> :	50% discount below the listed rates		

Notes:

1. Audio/Visual requires additional fee for trained staff personnel - \$75/hour
2. Additional Janitorial fees are required for events ending after 10 PM during the week and if the event is on a Saturday or Sunday.
3. If required, Nursery cost will be a minimum of \$25/hour for KUMC nursery workers. The number of required nursery workers will change dependent on the age and number of children

Set Up Fees:

12 tables and/or 100 chairs:	\$100
13-32 Tables and/or over 100 chairs:	\$200
Table Linens:	\$6/cloth