

**FIRST UNITED METHODIST CHURCH**  
Lawrence, Kansas  
**DOWNTOWN CAMPUS**  
**FACILITIES USE POLICY**  
(Rev 9-2014)

**The Church's Mission and Facilities Use**

Decisions concerning use of church facilities, i.e., buildings and properties, will be guided by the fact that they have been dedicated to worship, Christian education, community service, and related activities. In addition to providing space for its own activities and members, First United Methodist Church (FUMC) offers meeting and activity space to organizations and groups which serve the needs and interests of the community and whose purposes and goals are consistent with the doctrines, beliefs, and social principles of the United Methodist Church.

Permission to use 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 organizations that are either a part of or sponsored by the First United Methodist Church; weddings, wedding receptions, funerals, and special family occasions (e.g., 50<sup>th</sup> wedding anniversary receptions) of FUMC members.
2. Other church groups and ecumenical organizations; weddings and funerals of non-members.
3. Community service organizations which are non-profit and non-political in nature.
4. Support or self-help groups which are non-profit and non-political in nature.
5. Profit-making organizations and individuals whose purpose for the building usage requested are non-profit and non-political in nature.

## **Scheduling Facilities Use**

All requests to schedule use of church facilities must be submitted in appropriate written form to the church office. Processing time for ALL requests is ONE week minimum. Forms and procedures for FUMC groups and non-FUMC groups are both available through the downtown office, or on the Website.

## **General Policies**

The use of decorations, the changing/moving of furniture (other than folding tables and chairs), the attachment of materials to the walls, etc., shall be done only with prior written approval of the Pastor, Office Manager, or Facilities Manager.

No permanent or temporary structure will be built anywhere on church premises without the prior written consent and supervision of the Pastor, Office Manager, or Facilities Manager. This includes, without limitation, such structures as platforms or devices that attach to the floor, wall or ceiling, or those that may damage coverings.

Publicity material and public service announcements in which FUMC's name is used must have prior approval of the Pastor or the Office Manager.

Dining or the serving of food is restricted to pre-approved designated areas.

Groups and organizations are to confine their activities to the room, area or land that has been assigned to them. Hallways are only to be used for access and are not meeting or program areas. Adequate supervision to insure participants do not interfere with other activities and groups using church facilities simultaneously is required.

A working cell phone MUST be present and available during all activities held at the church facilities. This number must be listed on the Facilities Use Form.

Use of church facilities shall conform to city fire and safety ordinances.

The participation of children or youth in church facilities usage will be governed by provisions of FUMC's Policy for the Protection of Children and Youth.

The following are NOT permitted on church property or in church buildings:

1. Possession or use of alcoholic beverages;
2. Possession or use of illegal drugs;
3. Illegal possession or any use of tobacco in any form;
4. Possession or use of weapons of any description;
5. Printed materials that violate provisions of the United Methodist Discipline regarding inappropriate sexually explicit materials.

Equipment, furniture and supplies belonging to FUMC are intended for use at church facilities. If a church function is being held off-site, needed equipment, furniture and/or supplies may be borrowed for off-site use at the discretion of the Pastor, Office Manager, or Facilities Manager. Church equipment, furniture and supplies are not available for loan or use at off-site locations for non-church functions. However, at the discretion of the Pastor, Office Manager, or Facilities Manager, an exception may be made for loan of a reasonable number of folding tables and/or chairs to an FUMC member for use at their home for a special family event. A \$200 refundable security deposit shall be collected for such use.

### **Additional Policy Provisions For Non-FUMC Groups/Users**

First United Methodist Church events and programs have priority over any and all outside groups and organizations requesting use of church facilities. While every effort will be made to honor approved space requests, earlier reservation by an outside organization does not assure space availability if a programming need for FUMC arises. When cancellation of a scheduled space is necessary, proper notice shall be given and efforts to provide alternate space will be made. If no acceptable alternate space can be provided, all fees will be refunded. PLEASE NOTE: FUMC **facilities** (both campuses) are CLOSED to outside groups on Sundays. Exceptions for special, single events can be made at the discretion of the Pastor or Office Manager, unless the event conflicts with any scheduled church activity.

Groups and organizations that are not a part of nor sponsored by FUMC are required to provide a *Certificate of Insurance* naming FUMC as an additional insured before requested facilities use can be approved and scheduled. The group or organization must have a minimum of \$1 million general liability coverage, and have coverage in areas appropriate to the requested use, in order for the *Certificate of Insurance* to independently meet the requirements of this policy. If the coverage is less than this amount or does not include relevant coverage's (e.g. if food preparation or serving is involved, then *products operations* coverage should be included), then a signed liability waiver which holds FUMC harmless for any and all occurrences during the use of the facilities must also be provided by the group. If a group does not have insurance, a liability waiver which holds FUMC harmless for any and all occurrences during the use of the facilities, and which is signed by a duly authorized representative of all members of the group as may deemed appropriate, may be accepted in lieu of the *Certificate of Insurance* at the discretion of the Pastor or Office Manager.

Pursuant to FUMC's Policy for the Protection of Children and Youth, usage of church facilities by non-FUMC groups shall be for adults only, or for adults and their own children when the event will be attended together, with each parent providing continuous supervision of his/her own child or children. No child care will be provided for non-church sponsored groups, nor may groups provide their own child care in the church facilities. However, at the sole discretion of the Board of Trustees or its designee, FUMC may make special arrangements with or for non-FUMC groups/users to cooperatively provide supervision and/or childcare for children and/or youth subject to the provisions of FUMC's Policy for the Protection of Children and Youth if the church

deems this to be advantageous to its ministry and mission and within its budgetary resources.

Non-FUMC groups are responsible for their own set up and clean up of the facilities being used. Groups using the church facilities are responsible for leaving the facility as they found it or as directed by FUMC. At the discretion of the Pastor, Office Manager, or Facilities Manager, a refundable cleaning deposit of up to \$100 may be charged.

## **Special Use Policies**

**USE OF THE CHURCH PIPE ORGAN:** The organ is under the care and supervision of the church organist; it may not be used without the Music Director's written consent.

**USE OF FACILITIES ON AN ONGOING BASIS:** Some non-FUMC groups may be approved to use specific facilities on an on-going basis. Use of facilities by these groups is to be reviewed annually by the Church Office Staff to insure that usage is still consistent with these policies. Please Note: FUMC **facilities** (both campuses) are CLOSED to outside, ongoing groups on Sundays.

**USE OF FACILITIES FOR WEDDINGS:** The use of FUMC facilities for weddings is subject to the approval and schedule of the FUMC Pastoral Staff. More Information specific to Weddings can be found on the FUMC website ([www.fumclawrence.org](http://www.fumclawrence.org)), or through the downtown office.

**USE OF FACILITIES FOR FUNERALS:** The use of FUMC facilities for funerals is subject to the approval and schedule of the FUMC Pastoral Staff.

## **Cost-Sharing Fees For Facility Use**

Members of First United Methodist Church may use all facilities for weddings (see Wedding Policy for further details), funerals, or the administration of the sacraments without cost-sharing, and for family 50<sup>th</sup> or greater wedding anniversaries, 75<sup>th</sup> or greater birthday celebrations, or other special family occasions as approved by the Pastor or Church Office Manager without cost-sharing.

The Great Plains Conference of the United Methodist Church may use the facilities of First United Methodist Church without cost-sharing for Conference sponsored events.

Non-profit community service groups and other groups whose purposes are deemed to be an integral part of United Methodist social principles may request waiver or reductions of cost-sharing fees for facility use. These requests should be made in the appropriate space on the "Facilities Use Request and Agreement Form." Such waivers are encouraged under this policy, but are at the discretion of the Pastor or the Church Office Manager. Generally, such waivers/reductions are granted for qualifying groups that are open to the general public (or a specific age or interest group of the general public) without selection or qualification, and for local events with attendees limited to the Douglas County area. NOTE: Setup and cleaning fees are NOT part of fee waivers.

Cost-sharing fees shall be paid in advance to First United Methodist Church and will be assessed as follows for the specified spaces:

Downtown Sanctuary	\$200 for up to 4 hours; \$25 for each additional hour.
Downtown Fellowship Hall	\$150 for up to 4 hours; \$20 for each additional hour. Includes: Access to serving area sink and counter space.
Downtown Gathering Area	\$100 for up to 4 hours; \$15 for each additional hour.
Downtown Classroom	\$ 35 for up to 4 hours; \$ 5 for each additional hour.

Downtown Kitchen \$ 75 for up to 4 hours; \$10 for each additional hour:

Access to east kitchen and serving area sinks and counter space to serve a meal that is prepared elsewhere and involves no use of church appliances, pots, pans, utensils, or dishes for preparation, serving or clean-up.

\$150 for up to 4 hours; \$25 for each additional hour:

Access to east kitchen and serving area sinks, counter space, appliances, pots, pans, and utensils for meal preparation and clean-up

Additional Kitchen fees and conditions:

- Use of church tablecloths:\$2.50 each (members only)
- Use of coffee pot when only serving area is accessed: up to 12 cup - \$5 each; larger - \$10 each
- Use of extra kitchen space (west kitchen): \$50
- Use of church dishes, china, and/or silverware: \$50
- Users are responsible for all clean-up of kitchens
- All consumables must be provided by the user (e.g., coffee, food, paper products, condiments, etc.)

Setup & Cleaning Fees

If facility use will require reconfiguration of space or additional cleaning by FUMC staff, \$50 for 1 hour minimum; \$25 for each additional hour. NOTE: Setup and cleaning fees are NOT part of fee waivers.

Cost-sharing fees for on-going facility use for regularly scheduled events may be adjusted at the discretion of the Pastor or Church Office Manager.

An event will not be scheduled on the calendar until it is approved and all fees and/or deposits paid in full.

When cancellation by an outside group is necessary, a cancellation charge of up to 20% of the fee may be retained by FUMC to cover administrative or other incurred costs.

### **Special Considerations**

If this Facilities Use Policy as approved by the Administrative Board is judged to be inadequate to cover a specific request or circumstance, the Pastor or Church Office Manager may confer with the Chair of the Board of Trustees and, if they deem necessary, they may ask for the guidance of the Administrative Board in reaching a decision.

*Revised September 2014*

For Office Use Only  
Date Received: \_\_\_\_\_  
Approved by: \_\_\_\_\_

**FACILITIES USE REQUEST AND AGREEMENT**  
**First United Methodist Church**  
**Downtown and Celebration Center**  
**946 Vermont and 867 Hwy. 40, Lawrence, Kansas 66049**

Name of Group or organization making the request: \_\_\_\_\_

Is the group/organization a:  501C(3)  A non-profit corporation  An informal non-profit group  
 A for-profit organization  Other (Please describe) \_\_\_\_\_

Does the group/organization have any political associations or purposes?  Yes  No  
If yes, please describe: \_\_\_\_\_

Please describe the nature and purposes of your group/organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A Certificate of Insurance naming FUMC as an additional insured before requested facilities use must be approved and scheduled. The group or organization must have a minimum of \$1 million general liability coverage, and have coverage in areas appropriate to the requested use, in order for the Certificate of Insurance to independently meet the requirements of this policy. Please notify your insurance agent to send a certificate of insurance to FUMC naming First United Methodist Church as an additional insured. This must be received before your request can be approved.

Name of Insurance Agency \_\_\_\_\_

Please describe the nature and purpose of the event you wish to have at FUMC and describe the activities involved:  
\_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_ Day of the Week of Event: \_\_\_\_\_

Time of Event: Starts @ \_\_\_\_\_ a.m./p.m. and ends @ \_\_\_\_\_ a.m./p.m.  
Access requested to facilities (including set up and clean up time) starts @ \_\_\_\_\_ a.m./p.m.  
and ends @ \_\_\_\_\_ a.m./p.m.

What facilities are you requesting? (Please describe the specific rooms or areas or land that is desired for use):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What equipment and/or furniture is being requested for use? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OVER**

If you are requesting use of the kitchen, please describe what level of access you are needing (see Facilities Use Policy, pages 4 & 5) and what food preparation will be done, by whom, using what equipment, dishes or supplies:

\_\_\_\_\_

Number of persons expected: \_\_\_\_\_

Will children or youth be in the building during the event? [ ] Yes [ ] No If so, they must be attending the event with their parent/guardian and must be with and be supervised by that parent/guardian throughout their time in the building. Do you take responsibility for assuring that this will occur? [ ] Yes [ ] No

Cost-sharing fees for facilities use will be assessed according to the Facilities Use Policy unless a waiver is requested and granted. If you wish to request a waiver of cost sharing fees, please make and justify that request here: \_\_\_\_\_

\_\_\_\_\_

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I have read the First United Methodist Church (FUMC) Facilities Use Policy and agree that the group I represent will abide by its provisions. We acknowledge that FUMC does not provide set-up or clean-up services for non-church groups like ours and we understand our responsibility to leave the church as we find it or as directed by FUMC staff. We understand that this may involve vacuuming, washing table tops and chairs, taking trash to the dumpster, moving furniture, and other tasks and we agree to complete these as needed.

We hereby acknowledge that FUMC does not warrant or represent that the property is safe or suitable for the purposes for which it is permitted to be used under the terms of this agreement. We, as the user group, for ourselves and on behalf of all of our members, guests, or participants who will be using the property, acknowledge that FUMC is providing the property and equipment on an "as is" basis.

We, as users of the facilities requested, assume full responsibility for the safety, security, and supervision of the property, and all activities occurring thereon, during its use under the terms of this agreement. In consideration of the facilities use authorized by this agreement, we the users shall not claim any damages from the FUMC in connection with or on account of any injuries or damages arising in or on the property while being used by our group, its members, guests, or participants, and we further agree to indemnify and hold harmless FUMC and its officers, agents, employees, and members from any and all costs, loss, fees, liability, claims or damages arising out of or as a consequence of or in connection with the use of the FUMC facilities, buildings, or property by our group and its members, guests, or participants. By my signature, I certify that I am authorized to bind the group I represent.

Printed Name of Group Responsible Party: \_\_\_\_\_

Signature of Group Responsible Party: \_\_\_\_\_

Address of Group Responsible Party: \_\_\_\_\_

Phone #'s of Group Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Email contact for Confirmation \_\_\_\_\_

\*\*\*\*\* Office Use – Office Use – Office Use \*\*\*\*\*

Fees: (Required) (Waived)

Fee Item(s)	_____	_____	Total Collected
	_____	_____	\$ _____
	_____	_____	

Revised: April, 2014, Revised June 2014