

Christ United Methodist Church



Facilities Use Policy

"Helping people say YES to Jesus, today and for a lifetime"

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This document was created by the Board of Trustees and approved by Church Council in 2005. Any questions or comments concerning this document should be brought before Church Council or the CUMC Staff.

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Introduction

The [facilities](#) at Christ United Methodist Church (CUMC), including the [Worship Center](#), [Library](#), [Nurseries](#), [Preschool Classrooms](#), [AV Room](#), [Craft Room](#), [Agape Room](#), [Kitchen](#), [Ball Field](#), [Gymnasium](#) and [Lighted Outdoor Sign](#), have been constructed for the glory and worship of God, and to serve the worship, fellowship and social programming of the congregation. Additionally, CUMC's congregation has a sincere desire to be of service to the surrounding area.

It is our belief that as we serve each other and neighbors, we serve Christ. For this reason, our facilities are open to CUMC [members](#) and [non-members](#) for constructive use. This policy provides [general rules/information](#) as well as [procedures](#) that pave the way for using CUMC [facilities](#), in His service.

Designated Church Attendant (DCA)

The DCA is a facilitator who is assigned to be present to assist those using CUMC facilities during an event while assuring compliance with Facilities Use Policies and maintaining amicable relationships. Every event that uses the indoor facilities at CUMC must have a DCA present during the entirety of the event.

During the event, the renters and their guests must follow any DCA instructions, abide by the [General Rules for Facilities Use](#) and inform the DCA of any problems and/or damage to the facilities immediately. If there are any questions, ask the DCA.

Groups who do not have a representative trained as a DCA must hire a DCA for their event as required in the [Procedures to Use the Facilities](#). The [DCA Coordinator](#) will assign a DCA when no specific request is made.

Regularly scheduled group events should have at least one group member trained as a DCA and

present at their events. If a group cannot provide a DCA from amongst its members, it must contact the [DCA Coordinator](#) who will assign a trained DCA for the events.

In order to compensate the DCA for his or her time, a DCA fee is required unless waived by the DCA. See the Fees section for more information.

Any CUMC [members](#), 21 years of age or older are encouraged to take DCA training and assist in this service to our church. Training can be arranged by contacting a member of the Board of Trustees.

Procedures to Use the Facilities

- 1. Read about or peruse in person our facilities to determine which facilities would best suit your needs.**

Our facilities are described in the next section called Our Facilities. You may stop by during our business hours or by appointment to view the facilities in person. Contact the Administrative Assistant to verify our business hours or to make an appointment.

- 2. Pick a date and time for the event and decide which specific facilities are required.**

Contact the Administrative Assistant to ensure that the date, time, and facilities desired are available. This will save time if the date/facility isn't available.

- 3. Fill out a "Request for use of Facilities Form" and submit it to the Administrative Assistant.**

Requests for use of facilities at CUMC must be made in writing prior to the function or event by submitting a [Request for Use of Facilities Form](#) to the church [Administrative Assistant](#) or placed in the Trustee mailbox found in the [library](#).

Please keep in mind that in order to use multiple parts of our facilities one must indicate all the desired areas on the request form. For instance

using the gym does not entitle the applicant to also use the kitchen which is attached to the gym.

All requests are evaluated and approved by the [Board of Trustees](#) on a case-by-case basis. If there is a question as to the appropriateness of the event, that will be determined by the Trustees in consultation with the pastor. The Board of Trustees will try to resolve any concerns of the request with the applicant.

4. Wait for a response from the Administrative Assistant.

The CUMC Administrative Assistant will advise the applicant of approval and any fees, or denial. If you are denied you may contact the Board of Trustees to resolve the issue (they will most likely contact the applicant prior to denial). If you are approved continue on to step 5, unless the request is for the [lighted outdoor sign](#) only, in which case the form will be forwarded directly to the [Sign Coordinator](#) for implementation.

5. Read the Facilities Use Policy (this document) as it pertains to the scheduled event and, sign the [Agreement of Use Contract](#).

The Agreement of Use Contract must be signed and submitted to the Administrative Assistant prior to the event. This is to say that the applicant has read our policies and understand their responsibilities. The Agreement of Use Contract can be obtained from the Administrative Assistant or from the CUMC website.

6. Pay the fees and deposits as stipulated in the “Fees” section of the Facilities Use Policy.

The Administrative Assistant will arrange to have the applicant, or authorized representative of the group, make any applicable deposits and pay the DCA fee (which is refundable if the event is cancelled).

7. Acquire a Designated Church Attendant (DCA) for the event.

The DCA is a person trained by the Board of Trustees to be the connection between the person responsible for the event and CUMC. At the time of

the event, the DCA will provide access to the facilities required for the event and will make themselves available to answer any questions regarding the facilities, its contents and its capacities.

The [Designated Church Attendant Coordinator \(DCAC\)](#) will be notified of the approval (step 2) in order to initiate communications with the event contact(s) as applicable. Should the applicant know a trained DCA, a request may be made for that DCA to the DCAC. If the applicant is a DCA they may request themselves. If neither is the case a DCA will be provided for the applicant by the DCAC.

8. Have a great event!

During the event, the renters and their guests must follow any DCA instructions, abide by the [General Rules for Facilities Use](#) and inform the DCA of any problems and/or damage to the facilities immediately. If there are any questions, ask the DCA.

9. Return our facilities to the state in which they were found.

As the event concludes, it is expected that the facility be left in a reasonably neat and orderly condition, with equipment returned to its original location. The DCA will be responsible to ensure [clean up procedures](#) and [lockup procedures](#) are performed.

10. Contact the Administrative Assistant to receive a refund of the refundable deposit.

Any [refund of deposit](#) will be made based upon the [DCA Post Event Report](#). The amount of refund can be affected by damage caused and/or excessive cleanup required. Ensuring step 9 is the key to regaining the full deposit.

Our Facilities

The following facilities are available for use at CUMC. Provided is a short description of the facility along with some amenities that come with it. PLEASE NOTE: these amenities are subject to change without notice, so please be sure to contact the DCA to ensure the desired equipment is present.

Worship Center: capacity = 409

The Worship Center is where we hold our weekly Sunday morning worship experiences. It is located on the upper level and includes easily configurable, individual seating for 200. More seating is available upon request. There is a stage with the works: microphones, music stands, a piano, drums, monitors and a handicap accessible ramp. There are two video projectors, one for each side of the stage, connected to a media computer for the projection of videos, slide shows and song lyrics. Round or Rectangular 8-top tables are also available for working in groups.

PLEASE NOTE: A trained Sound Technician is required to operate the sound system. A trained Media Technician is required to operate the media computer. These are not necessarily the DCA. Be sure to fill out the Request for Use of Facilities Form completely and check with your DCA to ensure the proper technician is requested.

Prayer Room: capacity = 12

This room is located on the upper level, accessed from the Worship Center. It has a limited selection of books and hymnals focused on connecting people to God through prayer. It also includes candles and circular seating for 12. Since it is accessed through the Worship Center it must be considered as booked by any event using the Worship Center.

Library: capacity = 12

This room is located on the upper level, accessed from the main hallway. It has a window to the worship center as well as a speaker connected to the worship center's sound system (a trained Sound Technician is required to operate the sound system).

It also contains a variety of religious books and other materials for reference and a conference table. It is also used as a cry room for mothers with infants during worship services and so it also includes children's books and a couple of rocking chairs.

2 Toddler Nurseries: capacity = 12

These rooms are located just down the hall from the worship center on the upper level. Any group using the facilities may also request use of the toddler nurseries for pre-school age children. This includes a wealth of toys and activities for young children and one nursery also has a TV with VCR.

Infant Nursery: capacity = 10

This room is located next to the toddler nurseries on the upper level. Any group using the facilities may also request use of the infant nursery for the event. This includes rocking chairs, cribs, baby swings, a high chair and changing station. A few infant toys are also available.

4 Preschool Classrooms: capacities = 12,16,20,23

Located on the upper level, these classrooms are used for KDO preschool, Children's Church, and Sunday School programs. They include short tables and chairs, designed for young children. Other equipment for children is available but must be approved prior to its use. Check with the DCA to ensure the desired supplies are available.

The A/V Room: capacity = 20

Located on the lower level, the A/V room has four TV's wired together into a media station that can play videos, slide shows and song lyrics. It has a large white board and amplified sound capabilities. It also has four couches and a large carpet making it a comfortable place for small groups.

PLEASE NOTE: A trained Sound Technician is required to operate the sound system. A trained Media Technician is required to operate the media computer. These are not necessarily the DCA. Be sure to fill out the Request for Use of Facilities Form completely and check with your DCA to ensure the proper technician is requested.

Craft Room: capacity = 18

This room is located on the lower level and is equipped with tables and chairs. Some craft supplies are available. The DCA must be contacted to gain approval before use.

Agape Room: capacity = 24

This room is located on the lower level and is attached to the kitchen (see below). It is our largest conference room with a large conference table (seating for 12), chairs, chalk board, couches and a TV with DVD and VHS capabilities.

Kitchen

The kitchen is located on the lower level and is attached to the Agape Room and the Gym. There is a stove, 2 microwaves, a toaster, a refrigerator, a freezer, 2 coffee machines, and 3 full size sinks. State regulations prevent the kitchen from being used to cook or prepare foods; however, foods may be catered, reheated or kept warm and served from the kitchen.

Gymnasium: capacity = 676

The gymnasium is located on the lower level and is attached to the Kitchen. It provides healthy recreational opportunities: volleyball, basketball, jazzercise are just a few of the many activities that this facility can handle. The gymnasium may also be set up for receptions or large meetings. Fire code allows for up to 316 persons with tables and chairs.

Building 1

Building 1 includes: Worship Center, Prayer Room, Library, and Nurseries.

Building 2

Building 2 includes: Kitchen, Gym, Preschool Classrooms, A/V, Craft, and Agape Rooms.

Ball Field

The Ball field is a regulation softball diamond, backstop, bleachers and outfield fence suitable for

league play. There is plenty of room to play softball, soccer, football and set up other outside activities requiring a roomy, open area.

Lighted Outdoor Sign

The outdoors sign is a tool used to further the ministry of CUMC. It may be used to evangelize, share words of encouragement and invite persons to CUMC. It may also be used to make announcements of upcoming events that are a part of the ministry of CUMC, or even congratulatory messages. The maximum length of time a message may remain on the sign is two weeks, if available.

Special Events

There are several types of events at CUMC in which additional considerations apply.

Weddings

The details and guidelines for planning a wedding ceremony at CUMC can be found in the [CUMC Pastor Wedding Guide](#). The prospective bride and groom should contact the Pastor at least three (3) months prior to the wedding date. Couples should also consult with the CUMC [Wedding Coordinator](#) at that time.

Receptions/Banquets

Caterers for an event must consult with a member of the CUMC [Kitchen Coordinator](#) at least two weeks prior to the event.

Group(s) must contact their DCA with the final count no later than three (3) days prior to the scheduled event. Special arrangements that might require additional tables or seating must be provided by the group using the facility.

Funerals

Funerals may be scheduled directly with the church [Administrative Assistant](#) or the [Pastor](#). The Administrative Assistant will prepare the request form for record purposes.

General Rules for Facilities Use

All use of facilities (except for Sunday Worship Experiences and Sunday Schools) must follow the [procedures](#) for facilities use. This includes standing committees, Ad Hoc committees, commissions, youth groups, Scout groups, and any other group that meets regularly. Groups which meet regularly may schedule once each year during what ever month makes the most sense for them (usually Sept. or Jan.) but every group must have a current [Request for Use of Facilities Form](#) on file in the office in order to meet at CUMC.

Every function/e or event at CUMC must have a [DCA](#).

Events cannot be scheduled during:

- Sunday during worship celebration times.
- Wednesday evenings during church activities.
- In [building 1](#) past 9:00 PM on Saturdays in order to allow time for Sunday worship preparations.

It is the responsibility of the person or group employing professional florist, caterers and photographers to acquaint them with all rules and customs regarding the facilities at CUMC.

When candles are lit, anywhere in the church, they MUST be of the *drip-less* variety. They must be placed in a candelabra or other safe holder, which will catch and contain any dripping that might still occur.

All uses of CUMC facilities must meet county and state regulations. This is particularly important for [kitchen](#) use and for fundraising events.

Persons or groups using any of the facilities should confine their activities to the specific area(s) for which approval was granted and, the public restrooms.

In the practice of good stewardship and the desire for respect it is preferred:

- That there would be no running in the building facilities, with the exception of the gymnasium.
- That the noise level of any activity should not interfere with any other activity that might be held at the same time.

Parking is allowed only in designated parking spaces. As at any public facility, handicap placards are required to use the handicapped parking spots. Driveways must be kept clear at all times. Groups whose members consistently ignore parking regulations may have their permission to use the facilities rescinded.

CUMC is a drug, alcohol, and tobacco free facility. There will be no drug or alcohol use allowed anywhere on the property. When using tobacco products outdoors please use discretion with regard to proximity to entrances. Anyone who is found drinking, using tobacco in inappropriate areas, using or under the influence of illegal drugs while on the premises will be asked to leave immediately, and any appropriate legal action will be taken. Groups whose members violate this policy will be denied further use of the facilities.

Any broken equipment or damage to the facility is the responsibility of the person or group using it the time of the incident and should be reported to the [DCA](#) immediately. Should the DCA be unavailable for any reason, contact the church [Administrative Assistant](#), or a member of the [Board of Trustees](#) immediately.

All equipment must be used for its intended purpose and not be altered from its original configuration as provided by the equipment manufacturer or its authorized agent, except as approved by the [Board of Trustees](#).

A Leisure Ministry Team member must check out all CUMC equipment (e.g. balls, backboards, nets, etc.) used. Loss or damage to the equipment by negligence will require replacement by the person or group, as determined by the Leisure Ministry Team.

Congregational church use will always be given precedence; otherwise, requests for facility use will be evaluated and scheduled on a first come, first served basis.

Specific Rules for Facilities Use

Worship Center

Food is not to be brought into the Worship Center, except as required as part of the Sacraments or the worship service itself. Drinks should be limited to water, the beverages provided before and after worship services and any liquids required for infant care. Exceptions can be made by the Board of Trustees.

No flash photography is allowed in the Worship Center during sacred ceremonies. Formal Worship Center photographs may be taken either before or after the ceremony.

Kitchen

Supplies in the church kitchen are reserved for congregational church functions only. Anyone using the kitchen for private events is expected to bring their own supplies.

Nurseries

Any group using the nursery must have at least 2 mature, responsible persons present with the children at all times, and children must remain in the infant or toddler nurseries or be with their parents.

Gymnasium

No chewing gum, food or drinks (except water), are permitted in the gymnasium. Receptions are the exception and extra care must be given to clean up.

Hanging on basketball rims is prohibited.

Lighted Outdoor Sign

The [Sign Coordinator](#) will have authority to prioritize and adjust the schedule of messages when more than one request for the same time period is received.

Fees

Two deposits are due upon signing the [Agreement of Use Contract](#).

A 50% (see Fee Schedules) non-refundable deposit, submitted to the church office with the signed contract is required to hold an approved date. The date is not secured by approval. Only once the [Administrative Assistant](#) receives the contract and the non-refundable deposit is the date secure.

A \$100 dollar refundable deposit is required for any scheduled event for the purposes of restoration if the original condition is not maintained.

A full refund of the refundable deposit can be expected if the [DCA Post Event Report](#) does not indicate any damages caused or extra cleaning time required. Refunds are paid by check and prepared by the church Administrative Assistant, generally within two business days following the event.

Donations/Usage fees are due in full one week prior to the scheduled event.

Fee Schedules

Usage Fee	Member	Non-Member
Worship Center	\$35 donation	\$75 per hour (Weddings: \$400 flat fee)
Gymnasium / Family Life Center	\$35 donation	\$50 per hour
Classrooms / Nurseries	\$25 donation	\$25 per hour
Kitchen	\$25 donation	\$50

The [Board of Trustees](#) reserves the right to impose, modify, or waive fees for the use of the facilities of CUMC.

Long-term contracts may be arranged.

Christ United Methodist Church Facilities Use Policy

Any person(s) or group(s) using any of the facilities and charging a fee or making a profit will be charged a Facilities Use Fee to be determined by a minimum of three members of the [Board of Trustees](#) in proportion to the size of the group, what facilities were used, the length of time of the event and the frequency of the event. There will be no additional DCA fees.

DCA Fee

The DCA fee is due to the Administrative Assistant at the signing of the Agreement for Use contract along with any applicable deposits, unless the DCA has chosen to donate their time to a particular group or event.

\$12.00/hour for the “Time Needed” listed on the [Request for Use of Facilities Form](#), plus 1 hour.

Multiple groups meeting at the same time may share the DCA, as well as the fee, if approved by the [DCA Coordinator](#).

The DCA will not collect or be responsible for deposits or any other fees. All fees are to be paid to the Administrative Assistant.

Any group can be charged appropriate [DCA fees](#), even if initially waived by the DCA, for reasons such as (but not limited to): clean up by the group is not sufficient, damage to the facilities has occurred, or the event runs longer than expected.

Users of CUMC Facilities

Members

A member of the local congregation of CUMC Florence, as defined by the United Methodist Discipline, *“The membership of a local United Methodist Church shall include all baptized persons who have come into membership by confession of faith or transfer, and whose names have not been removed from the membership rolls by reason of death, transfer, withdrawal, or removal for cause.”* Any person, who has joined the local congregation of CUMC by confession of faith or transfer, is a member.

Any group or organization specifically sponsored by a CUMC ministry team will be considered a member for purposes of facility use. This includes, but is not limited to, the Kids Day Out program.

Other churches will be considered members for the purposes of using the Worship Center.

Non-Members

Any person, who has not joined the local congregation of CUMC by confession of faith or transfer, is a non-member.

Any group or organization not specifically sponsored by a CUMC ministry team will be considered a non-member for purposes of facility use.

Other churches will be considered non-members for the purposes of using any facilities except the Worship Center.

Duties of the DCA

1. Be familiar with the Facilities Use Policy of CUMC.
2. Review the submitted Request for Use of Facilities Form to:
 - a. Become aware of any special circumstances or needs.
 - b. Verify the requested date and time of the event.
 - c. Identify the contact person and person in charge of the event.
 - d. Identify if other coordinators must be contacted for specific facility use.
3. Contact the contact person well in advance of the event to:
 - a. Verify the start and end times of the event, including set up/cleanup.
 - b. Ensure contact person has been engaged by coordinators needed for the event.
4. Obtain a key from the church office before the event.

5. Arrive at least 15 minutes before the starting time noted on the “Request to Use the Facilities” form.
6. Unlock the building and lock off areas to which the participants should not have access, as appropriate for the event.
7. Be available to help the guests use the facilities properly.
8. Find and provide mops, brooms, dustpans etc. so that the guests may clean up as necessary.
9. Supervise the sweeping, cleaning and re-setting of all furniture, etc., as laid out in the clean up procedures.
10. Secure facilities according to the lock up procedures.
11. Complete the DCA Post Event Report being sure to note any incidents, unusual issues, improper usage, breakage, etc.
12. Return the report and key to the church office, leaving only after the last guest leaves.

Board of Trustees

Trustees meet the second Tuesday of each month except July and December. Consider this for lead time when submitting requests for facility use. If a request needs immediate attention, the Administrative Assistant will forward the request to the first available contact: 1) [Trustee Chairperson](#), 2) [Trustee Vice Chairperson](#), 3) [Pastor](#), or 4) [Ministry Staff](#).

The Trustees reserve the right to prohibit any individual, group, or organization from using the facilities of CUMC.

The Trustees reserve the right, in consultation with pastor, to determine if a specific use of the facilities is appropriate. Any questionable use of the facilities should be brought to the attention of the Trustees, preferably before approval to use the facilities is granted.

The Trustees reserve the right to rescind permission to use the facilities if it has already been approved. Permission to use the facilities WILL be rescinded for any group or organization

that does not honor their obligations, uses the facilities improperly, or does not leave the facilities used clean and orderly. Permission to use the facilities WILL be rescinded for any group or organization whose purpose or meeting purpose is immoral or illegal. Permission to use the facilities may be rescinded for any group or organization whose purpose or meeting purpose is not compatible with the values, goals, aims, and methods of CUMC and/or the United Methodist Church.

The Trustees reserve the right to [impose, modify, or waive fees](#) for the use of the facilities of CUMC. Any individual, group, or organization may request modification of fees from the Trustees at a regularly scheduled meeting. The [Trustee Chairperson](#) should be contacted before the meeting so that the request may be added to the agenda.

The Trustees will resolve any questions regarding interpretations of the Facilities Use Policy.

The Trustees reserve the right to change the Facilities Use Policy and supporting materials at any time, including fees, without notice.

Clean Up Procedures

General (to be done in every case):

- Put items back into place.
- Take all garbage or trash to the outside dumpsters and replace trash bags.
- Sweep, vacuum, and spot mop floors as necessary.
- Check and tidy-up bathrooms appropriately.
- All food must be removed from building or stored in air-tight containers and refrigerated as necessary.

Kitchen:

- Clean countertops and appliances.
- Wash any dishes and return to proper location.
- Ensure refrigerator and freezer doors are closed.
- Ensure all appliances are turned off.

Worship Center:

- Realign chairs, if they had been moved, to their original positions
- If worship platform has been changed, return all items to their original positions.

Classrooms:

- Clean and arrange furniture to original positions.
- Pick up toys and return to their proper place.

Lock Up Procedures

- Check and lock all windows.
- Check all rooms for items left behind.
- Unlock/lock all doors appropriately. Check exterior doors particularly.
- Turn off all lights in classrooms and restrooms.
- Turn off lights in Worship Center (be sure dimmers click off).
- Turn off entry area and hall lights. (All security lights will remain on).
- Leave cross lights **on**.
- Lock main entry doors. (An Allen wrench is used to release bars in their extended “locked” position).
- Return key(s) as applicable.

Contacts

Administrative Assistant - Joyce Hurst

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Trustee Chairperson – Jim Whitaker

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DCA Coordinator - Angel Cleves

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Kitchen Coordinator- TBD

Ministry Staff –

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Pastor – Chris Morgan

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Children’s Ministry - TBD

Student Ministries - Will Brumfield

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Sign Coordinator - Angel Cleves

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Wedding Coordinator – TBD