

# FIRST UNITED METHODIST CHURCH

## Facilities Use Policy and Procedure

(August 2017)



**338 Third Street**

**PO Box 492**

**Henderson, Kentucky 42419**

**270.827.9831**

**[churchoffice@hendersonfirstumc.org](mailto:churchoffice@hendersonfirstumc.org)**

**FIRST UNITED METHODIST CHURCH  
338 THIRD STREET, HENDERSON, KY**

**FACILITIES USE POLICY**

**This policy is a means of assisting FIRST UMC to be good stewards of the property and facilities which God has entrusted to our care, that they might be effectively and faithfully used in reaching out and fulfilling the mission of FIRST UMC to serve the needs of the community.**

**A. Responsibilities**

1. The Trustees are responsible for publishing, maintaining and distributing this policy upon approval of the Administrative Council. The Board of Trustees will review this policy on an annual basis or if problems arise and revise as necessary. Administration of this policy is the responsibility of the Pastor, the Administrative Assistant and the Trustees. Any matters not explicitly covered or implied by this policy or due to extenuating circumstances will be decided upon by said authorities to their best of their judgment based upon circumstances at the time.
2. Granting permission for facilities use is the responsibility of the Board of Trustees and/or the Senior Pastor or Associate Pastor. The Administrative Assistant will be informed by the approving authority of the appropriate user fee to be charged.
3. The Pastors and Trustees reserve the right to reduce or waive fees for community non-profit organizations such as Christian Community Outreach, Henderson Downtown Partnerships, etc., to preserve and promote our community and ministry relationships.
4. Operation of Sanctuary sound equipment is limited to those individuals who are Church certified sound system operators. ( See Fee Schedule Appendix C)
5. Operation of kitchen equipment by outside groups will only be done under the supervision of Church members qualified in the proper operation of the equipment.
6. Use of the sanctuary organ will only be allowed for those qualified individuals who have the permission of the Music Director, the Organist or one of the Pastors.

## **B. Process**

1. Applications for use of the Church Facilities shall be submitted to the Church Administrative Assistant, preferably four weeks prior to the scheduled event. Requests are to be submitted on the FIRST UMC Facilities Use Application (Appendix B). A special application form for weddings is required (See separate Wedding Policy document, available from the Church Administrative Assistant or on the FIRST UMC website, [www.hendersonfirstumc.org](http://www.hendersonfirstumc.org)).
2. Applicants will be given a copy of this Facilities Use Policy. It is strongly recommended that applicants read the Facilities Use Policy before submitting the Facilities Use Application or Wedding Use Application. Besides reviewing the general guidelines, the applicant should pay particular attention to the Fee Schedule (Appendix C) and, if applicable, the Kitchen Use Policy (Appendix A).
3. After reviewing these materials applicants shall complete the Facilities Use Application (Appendix B) and return it to the Church Administrative Assistant via e-mail ([churchoffice@hendersonfirstumc.org](mailto:churchoffice@hendersonfirstumc.org)), Fax (270-827-2100) or paper copy.
4. The Church Administrative Assistant will notify the applicant of approval or denial of application and the fees to be charged. If, after a reasonable amount of time, the applicant has not received notification, he/she should contact the Church Administrative Assistant to determine the status of the application.
5. Once the application has been approved, the Facility Use Agreement will be completed by appropriate representatives of both parties and the user fee collected. The event will then be added to the church calendar. If the user fee is not paid at the time of signing, the Facility Use Agreement will be canceled effective immediately.
6. Should the event be after normal business hours, the key to the building should be picked up from the Church Administrative Assistant the day before or the day of the facility use unless prior arrangements have been made. At that time a refundable key deposit of \$20 must be paid. The key must be returned within two business days after use, at which time the key deposit will be returned. **THE BUILDING MUST BE LOCKED AT THE CONCLUSION OF THE EVENT.**

### **C. Prohibited Activities**

1. Any purpose that is not consistent with the mission and ministry of the First United Methodist Church is prohibited.
2. Fundraising by private groups on church property is prohibited. The exception to this would be those non-profit groups that are considered to be a part of First UMC's outreach programs.
3. Alcoholic beverages, drugs, firearms and other weapons, gambling or any other or any illegal activity are absolutely prohibited.
4. Smoking anywhere on FIRST UMC property is prohibited.
5. Food and/or drinks are prohibited in the Sanctuary.
6. Political activity is prohibited (with the exception of when building is used as a polling place for state or federal elections).

## **D. Guidelines for Users**

1. The Sanctuary is a place of worship and shall be respected as such. Speech and personal actions shall reflect that you are in the Lord's House.
2. Groups with permission to use a certain area are restricted to that area and the nearest hallway and restrooms. Leaders of the group shall ensure that guests do not roam freely outside the designated area.
3. If the nursery is used, proper adult supervision, consisting of at least two unrelated adults must be present. Children and youth must be under proper adult supervision at all times.
4. It is expected that the facilities will be left in the same condition in which they were found any damage must be reported to the church office as soon as possible.
5. Return any key to the Church Administrative Assistant within two business days after an event.
6. Remove all trash and turn off all lights after the event.
7. All personal items should be removed from the building after the event.
8. Decorating church facilities using nails, screws, staples, adhesive tape or other adhesives is prohibited. AT NO TIME SHALL ANY EXITS OR EXIT SIGNS BE COVERED OR OBSTRUCTED.
9. FIRST UMC does not accept liability for personal injury or property losses incurred during the use of Church facilities. The signatory and/or organization agree to hold harmless FIRST UMC, it's Trustees, and any representative of the Church.

**FIRST UNITED METHODIST CHURCH  
338 THIRD STREET, HENDERSON, KY**

**APPENDIX A**

**KITCHEN USE POLICY**

1. Our kitchen is a fully equipped commercial grade kitchen and requires proper instruction for operation. Therefore, outside groups may not use the kitchen for cooking without a qualified FIRST UMC member present for instruction and supervision. There will be a fee charged for this service (see fee schedule Appendix C).
2. There will be no extra charge for groups to use the kitchen only as a staging area for food brought in from the outside.
3. All persons or groups using the kitchen will be expected to leave it in clean, sanitary condition. This includes all appliances, sinks, countertops and floors. A refundable \$50 security deposit will be charged and will be returned within five business days after the event pending inspection to ensure cleaning has been done satisfactorily. Cleaning checklists are available in the kitchen and are to be signed by the person in charge and returned to the church office.
4. As storage space is limited, the user should verify that adequate storage space is available prior to delivery of food items that must be refrigerated or frozen. All stored food should be properly marked for identification.
5. All stored food is to be in sealed containers. For sanitation purposes, food should not be left uncovered on counters unless it is being served.
6. Leftover food must be removed from the kitchen at the end of the event.
7. Consumable supplies such as paper plates, cups, tableware, tablecloths, etc., must be provided by the user. First UMC supplies are only to be used for church events.
8. If special permission is given to use any dishes, silverware, glassware, or equipment owned by FIRST UMC, said items will be washed, dried, and returned to their proper location.
9. Hot items must not be placed on countertops without insulating protection beneath them.
10. Trash disposal is the responsibility of the group using the facility. Trash containers are to be emptied and the liners replaced (FIRST UMC will provide the liners). FIRST UMC recycles glass containers and plastic containers marked with a #1 or #2. Please use the recycle bins in the kitchen area. All regular trash, after being bagged, must be taken out and placed inside the dumpster in the back parking lot.
11. Commercial catering services and individuals providing such services are required to furnish their supplies and utensils. They are permitted to use sinks, refrigerator, warming unit and work surfaces. They are required to clean any area used and are required remove all trash they generate from the premises.

**FIRST UNITED METHODIST CHURCH  
338 THIRD STREET, HENDERSON, KY**

**APPENDIX B**  
**FACILITIES USE APPLICATION**

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Group/Organization \_\_\_\_\_

Type of Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_ to \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_

Area(s) Requested: Sanctuary \_\_\_\_\_ Gathering Area \_\_\_\_\_ Fellowship Hall \_\_\_\_\_

Old Social Hall \_\_\_\_\_ McCollom Chapel \_\_\_\_\_ Youth Kitchen \_\_\_\_\_

Class/Conference Room \_\_\_\_\_ (Room # \_\_\_\_\_)

Will food be served? No \_\_\_\_\_ Yes (Catered) \_\_\_\_\_ Yes (Prepared Onsite) \_\_\_\_\_

Additional Needs:

Podium \_\_\_\_\_ Projector \_\_\_\_\_

Microphone \_\_\_\_\_ TV/DVD Player \_\_\_\_\_ Other \_\_\_\_\_

Audio-Visual Technician \_\_\_\_\_ (Additional Fee Applies)

Setup Required? No \_\_\_\_\_ Yes \_\_\_\_\_ (Provide sketch and consult with Custodian prior to event)

**By signing this application, the responsible party acknowledges that he/she has read and understands the Facilities Use Policy, will be sure the above group complies with expectations set forth in the policy, will be responsible for any damage or injury that may occur, and will hold harmless FIRST UMC, its officers, trustees, members, employees and volunteers.**

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*Office Use Only\*\*\*\*\*

Approved: Y or N Date of Notification: \_\_\_\_\_

FIRST UMC Signatory/Office \_\_\_\_\_

Total Fees collected: (attach Appendix C) \_\_\_\_\_

\$20 Key Deposit Paid (refundable): Y or N Date Key Deposit Returned: \_\_\_\_\_

Date Key Obtained: \_\_\_\_\_ Date Key Returned: \_\_\_\_\_

\$50 Kitchen Security Deposit Paid (refundable): Y or N Date Kitchen Security Deposit Returned: \_\_\_\_\_

**FIRST UNITED METHODIST CHURCH  
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**APPENDIX C  
FEE SCHEDULE**

**A. Facility Rental Fees (Inactive Members and Non-Members Only)**

• Sanctuary	<b>\$800</b>	_____
• McCollom Chapel	<b>\$200</b>	_____
• Fellowship Hall	<b>\$200</b>	_____
• Gathering Area	<b>\$200</b>	_____
• Kitchen (Cooking)	<b>\$200</b>	_____
• Kitchen (No Cooking)	<b>No Fee</b>	_____
• Youth Kitchen	<b>\$100</b>	_____
• Class/Conference Rooms	<b>TBD</b>	_____
• Old Social Hall	<b>\$50</b>	_____

**B. Staff Fees (All Members and Non-Members)**

• Custodial - Sanctuary	<b>\$200</b>	_____
• Custodial - McCollom Chapel	<b>\$100</b>	_____
• Custodial - Fellowship Hall	<b>\$200</b>	_____
• Custodial - Kitchen(Cooking)	<b>\$50</b>	_____
• Custodial - Gathering Area	<b>\$100</b>	_____
• Custodial - Youth Center w/Kitchen	<b>\$50</b>	_____
• Custodial - Class/Conference Rooms	<b>TBD</b>	_____
• Sound/Video System	<b>\$20 / hour</b>	_____
• Kitchen Supervision	<b>\$20 / hour</b>	_____
• Kitchen Security Deposit	<b>\$50 (refundable)</b>	_____
• Key Deposit	<b>\$20 (refundable)</b>	_____

**Total:** \_\_\_\_\_

**\*Active Members are defined as those who attend services at least once per quarter and/or have a record of faithful giving during the past year.**



# FIRST UNITED METHODIST CHURCH (First UMC)

338 Third Street, Henderson, Ky 42420  
Phone: 270-827-9831 Fax: 270-827-2100  
www.hendersonfirstumc.org

## FACILITIES USE AGREEMENT

This agreement by and between First UMC (Owner) and \_\_\_\_\_(User),  
will take effect on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**WHEREAS**, Owner owns the premises located at 338 Third Street, Henderson, KY 42420 which is normally used for church activities and religious education, and

**WHEREAS**, User desires to use the \_\_\_\_\_ area of the building for the purpose of \_\_\_\_\_, and

**WHEREAS**, Owner has agreed to allow User to use the Facility provided the following terms and conditions are met.

### **It is Therefore Agreed By and Between the Parties:**

- Owner agrees to let User use the above described premises for the above described purpose on \_\_\_\_\_ (Days and Hours of Use) . \_\_\_\_\_ (Name of User's contact person) is the User Contact Person and Beth Hayes, First UMC Administrative Assistant, is the Owner Contact Person.
- User agrees to pay Owner \_\_\_\_\_ for the use of the premises.
- User agrees to not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all government authorities while using the above described facilities.
- User agrees to not use the premises contrary to the mission, purpose, or belief of the Owner which is a Christian faith-based religious institution.
- User agrees to abide by any additional rules or regulations attached as conditions for use of the premises.
- At FUMC's discretion, User will provide a certificate of insurance to First UMC at least seven days prior to the date upon which the User begins to use the above described premises. The certificate of insurance will indicate that the User has made an "additional insured" on User's policy with respect to the use by the User of the above described premises, and User promises and warrants that it carries liability insurance with a minimum liability limit of \$1,000,000.

- User agrees to hold harmless, indemnify and defend Owner (including Owner’s agents, employees and representatives) from all liability for injury or damage including, but not limited to, bodily injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees, and representatives) or otherwise.
- User agrees to be responsible for preparing for use and returning to the pre-use conditions all areas of the premises which User will use, including entrances and exits.
- User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use and warrants that the premises will be used only if it is in a safe condition.
- This agreement may be canceled unilaterally by either party with 14 days written notice to the other party.
- User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.
- This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ .

**OWNER**

**USER**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position with Owner (title)

\_\_\_\_\_  
Position with User (title)

Liability Insurance Required ?     Y or N

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address