



Methodist Temple UMC  
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## Guidelines for Building Use at Methodist Temple

Because of a commitment to serving Jesus Christ, Methodist Temple UMC has committed itself to a ministry of hospitality. We are pleased to offer our building for your use. In an effort to maintain good communication with the groups who use our building, the following guidelines are set forth:

- I. **Process:** Please read this material carefully and be sure you understand all the terms and conditions. The application process is as follows:
  - a. Individuals or groups desiring to use our facilities should contact the Church Office to ascertain if the date desired is available.
    - i. Special meetings, activities and programs of the boards or other church organizations take priority over non-church sponsored activities, *provided the board or ministry has communicated the need with the Church Office in a timely manner.*
    - ii. Please note: As of August 1, 2017, we will no longer schedule outside group activities or events on Sunday afternoons.
  - b. If the date is available, a Building Use Application (with set-up sketch and needs identified) must be completed and returned to the Church Office.
  - c. Once the application has been approved, a Building Use Agreement will be signed and the fee collected. An event will not be considered “set” on the calendar until the Church Office has both the agreement (signed by Applicant and Director of Operations) and the usage fee in hand.
    - i. The Board of Trustees reserves the right to deny the use of the church facilities to any individual or group outside of Methodist Temple.

## **II. Prohibited Activities:**

- a. The church may not be used for any of the following:
  - i. Any purpose that is not consistent with the mission and ministry of Methodist Temple United Methodist Church.
  - ii. Fundraising that is not directly related to the ministry of Methodist Temple UMC (including, but not limited to, fraternity / sorority groups, home parties [such as Tupperware, Pampered Chef, etc.], etc.).
  - iii. Serving or consuming alcoholic beverages, tobacco products, drugs or any other illegal activities.
  - iv. Gambling.
  - v. Political groups (with the exception of when the building is used as a polling center for state and federal election activity).
  - vi. Any activity not specifically designated in the Building Use Application.

- b. Groups may not use church equipment, instruments, furniture, dinnerware, appliances or audio-visual equipment without the prior approval of a staff person, and unless it has been designated on the Building Use Application. *When the sound system is to be used in the Sanctuary, a Sound Technician (supplied by Methodist Temple) will be required, and an additional fee will be charged to the applicant.*
- c. Private advertising and solicitations or sales on church property.
- d. Decorating the church facilities using nails, screws, staples, cellophane adhesives, etc. is prohibited. AT NO TIME SHALL ANY EXITS OR EXIT SIGNS BE COVERED OR OBSTRUCTED.
- e. No animals of any kind (excluding service animals) are permitted within the church facilities.

### **III. Fees:**

- a. The Board of Trustees shall establish all rules and fees (see attached schedule) for the use of the church facilities. The Trustees shall also determine the conditions of use of church property (damage, liability, etc.).
- b. Usage fees must be paid according to the agreement or building use may be terminated.
- c. Fees must be paid in the Church Office (by check, cash or money order; credit cards are not accepted).

### **IV. Cancellation:**

- a. *Organization should notify the Church office if it is unable to use the building at the agreed upon time. For events being held Monday – Thursday (with no special set-up), twenty-four (24) hour cancellation notice must be given in order to avoid being assessed a \$25 “Failure to Show” fee. For all other events, forty-eight (48) hours cancellation notice must be given in order to avoid being assessed a \$50 “Failure to Show” fee. Payment of the “Failure to Show” fee will be taken from any usage fees already paid, and the remainder will be refunded to the Organization. The “Failure to Show” fee must be paid in full before Organization will be allowed to use our facilities in future.*

### **V. Damage and Insurance:**

- a. The person obtaining the facility usage will be responsible for the general conduct of the activity and enforcement of the rules and regulations governing the use of Methodist Temple’s facility.
- b. The Organization or individual who is granted use of the church facilities will be held responsible for reimbursing Methodist Temple for any loss or damage to church-Owned property caused by such use. Also, should the event run longer than is noted on the Agreement, there may be an additional fee (at the discretion of the Director of Operations or the Board of Trustees) for keeping staff longer than scheduled.
- c. Organization agrees to hold harmless, indemnify and defend Methodist Temple (including Methodist Temple’s agents, employees and representatives) from any and all liability for injury or damage, including, but no limited to, bodily injury, personal 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 Organization’s purposes, regardless of whether such injury or damage results from the negligence of Methodist Temple (its agents, employees and representatives) or otherwise.

- d. *At Methodist Temple's discretion, Organization will provide a certificate of insurance to Methodist Temple at least seven days prior to the date upon which the Organization begins to use the above-described premises. The certificate of insurance will indicate that Organization has made Methodist Temple an "additional insured" on Organization's policy with respect to the use by Organization of the above-described premises, and Organization promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000.*

## **VI. Kitchen Use**

- a. Anyone using the kitchen will be expected to leave it in a clean, sanitary condition (this includes stove, sinks, countertops and floors).
- b. Food should not be left in the refrigerators, freezers or on the counter. Leftovers should be taken with you or discarded.
- c. Organization or individual will furnish their own consumable supplies (plates, plastic ware, cups, etc.).
- d. Commercial catering services (or individuals providing such services) are required to furnish their own supplies and utensils. Use of the sinks, refrigerators and work surfaces is permitted.
- e. **Use of the dishwasher is prohibited.**
- f. Breakage of equipment or dishes must be reported to the Church Office or Custodial staff on duty. Cost of replacement or repair of the broken item is the sole responsibility of the Organization or individual using the facility.

## Fee Schedule and Capacities for Building Use at Methodist Temple UMC

### Upstairs Classrooms: (\$50.00 suggested donation)

|          |                   |   |
|----------|-------------------|---|
| Room 201 | Seating for 50    | (chairs only)                                     |
| Room 202 | Seating for 25-30 | (round tables)                                    |
| Room 203 | Seating for 18    | (couches – add'l chairs can be moved in)          |
| Room 204 | Seating for 25    | (8 ft. tables)                                    |
| Room 205 | Seating for 8-10  | (loveseats)                                       |
| Room 206 | Seating for 45    | (chairs only)                                     |
| Room 207 | Seating for 16-20 | (large oval table – add'l chairs can be moved in) |

### Downstairs Classrooms: (\$50.00 suggested donation)

|                |                |                                    |
|----------------|----------------|------------------------------------|
| Boot Camp Room | Seating for 12 | (couches – chairs can be moved in) |
| Crafters Room  | Seating for 16 | (round tables)                     |
| Scout Room     | Seating for 12 | (round tables)                     |

### Main Level Rooms: (\$50.00 suggested donation)

|          |                   |                      |
|----------|-------------------|----------------------|
| Atrium   | Seating for 20-30 |                      |
| Fishbowl | Seating for 8-10  | (1 large oval table) |

### Large Rooms: (suggested donations)

|                    |  |                         |                     |
|--------------------|--|-------------------------|---------------------|
| Fellowship Hall    | Seating up to 225  | (8 ft. or round tables) | <b>\$175.00 fee</b> |
| Celebration Center | Seating up to 100  | (8 ft. or round tables) | <b>\$125.00 fee</b> |
| Music Center       | Seating for 50   | (chairs only)           | <b>\$ 75.00 fee</b> |
| Teen Center        | Seating up to 50   | (8 ft. or round tables) | <b>\$125.00 fee</b> |
| Chapel             | Seating for 50   | (chairs only)           | <b>\$ 75.00 fee</b> |
| Sanctuary          | (except for weddings; for wedding rates, see wedding covenant) |                         | <b>\$200.00 fee</b> |

### Kitchen: (if using the kitchen, this fee will be charged *in addition to* the room fee listed above)

|                                       |                 |
|---------------------------------------|-----------------|
| If meal will be catered               | <b>\$50.00</b>  |
| If meal will be cooked in our kitchen | <b>\$100.00</b> |

**Building Hours:**

Sunday 7:00 AM – 1:00 PM  
Monday – Friday 8:00 AM – 8:00 PM  
Saturday 8:00 AM – 2:00 PM

**Office Hours:**

Sunday 9:45 AM – 11:00 AM  
Monday – Friday 8:00 AM – 4:00 PM  
Saturday closed

***Summer Schedule (Memorial Day through Labor Day)***

Sunday 9:45 AM – 11:00 AM  
Monday – Thursday 9:00 AM – 3:00 PM  
Friday 9:00 AM – Noon  
Saturday closed

**Holiday Building Closures:**

| Holiday                   | Office Closed      | Building Closed |
|---------------------------|--------------------|-----------------|
| New Year's Day            | X                  | X               |
| Martin Luther King Day    | X                  |                 |
| President's Day           | X                  |                 |
| Good Friday               | ½ day              |                 |
| Memorial Day              | X                  | X               |
| Independence Day          | X                  | X               |
| Labor Day                 | X                  | X               |
| Thanksgiving              | X                  | X               |
| Friday after Thanksgiving | X                  | X               |
| Christmas Eve             | ½ day if Mon – Fri |                 |
| Christmas Day             | X                  | X               |
| New Year's Eve            | ½ day if Mon - Fri |                 |

