

CHRIST UNITED METHODIST CHURCH
COLEGE STATION, TEXAS
BUILDING USE POLICY

Christ United Methodist Church (Christ UMC) intends to provide an open and accessible facility for Christian worship, study, fellowship, work, and recreation. This policy provides for the use of facilities for all church-sponsored ministries, services, and activities, and for approved non-church-sponsored or controlled activities that are consistent with the mission and ministry of Christ UMC and the United Methodist Church.

Christ UMC will not approve the use of church facilities by for-profit groups unless the activity is sponsored by an accredited ministry area within the Church.

Please refer to Christ UMC's Wedding Policy regarding facilities use for weddings and wedding receptions.

I. POLICY OVERSIGHT AND INTERPRETATION.

The Christ UMC Board of Trustees and/ or the Executive Director of Operations shall be responsible for policy oversight, interpretation, and implementation.

The Board of Trustees shall address any questions or concerns regarding this policy in consultation with the Senior Pastor or other church leaders designated by the Senior Pastor. Exceptions to any or all of the following policies may be made at the discretion of the Senior Pastor in consultation with the Board of Trustees.

The Board of Trustees shall review building use on an annual basis or as requested by the Trustees.

The Board of Trustees shall review and the Board of Stewards shall approve building use fees.

The Board of Trustees, in consultation with the Senior Pastor, must review and approve all long-term agreements (for use of Church facilities more than one time during a fiscal year) annually for non-church groups. New or revised applications for long-term agreements must be submitted 60 days prior to the end of each fiscal year.

II. DEFINITIONS

- A. "Church" shall mean Christ United Methodist church, 4201 State Highway 6 South, College Station, Texas 77845, including all buildings, improvements, and grounds.

- B. "Church Member" shall mean a full, associate, or affiliate member of Christ UMC. (See Christ UMC's wedding policy regarding membership definitions and requirements.)
- C. "Church Group" shall mean a group that plays a specific role in the life and ministry of Christ UMC and is sponsored and controlled by the Church, i.e., Sunday school classes, Bible study groups, Vacation Bible, School, worship services, UMYF, etc.)
- D. "Non-Church Member" shall mean an individual who is not a full, associate, or affiliate member of group that is not controlled or sponsored by Christ UMC. *Church Members desiring to use the Church for Non-Church events shall abide by policies applicable to Non-Church Members.*
- E. "Non-Church Event" shall mean any event that is not controlled or sponsored by Christ UMC. *Church Members desiring to use the Church for Non-Church events shall abide by policies applicable to Non-Church Members.*

III. AVAILABILITY

- A. Facilities are generally available for non-church -related activities from 8:00 a.m. until 9:00 p.m., Monday through Saturday except for the following holidays:

Good Friday	Labor Day
Memorial Day	Thanksgiving Weekend
Independence Day	Christmas Eve through New Year's Day

- B. Use of facilities at times other than those stated above require authorization by the Board of Trustees and prior arrangements with church staff.

IV. PRIORITY

- A. Church events and/or church groups have priority in the use of all facilities over any non-church events or non-church groups.
- B. Non-church members may not schedule an event more than six months in advance.
- C. A request for use by a church member has priority over a request by a non-church member until the facility use contracts are signed.

V. FEES

- A. All fees shall reflect the amount needed to reimburse the Church for the cost of operating and maintaining the facilities used during the event. Any fees assessed and collected must be consistent with the Church's non-profit status.

- B. Church members and Non-church members may be assessed a reasonable fee for the use of the church, and fees are payable in advance of use. **All fees are due 30 days prior to the scheduled event. Ongoing users are required to pay usage fees on the first of each month.** A fee schedule is attached to this policy.
- C. Direct costs such as additional custodial expenses or additional cleanup costs will be assessed to all groups.
- D. The required security deposit must be received by the Executive Director of Operations prior to confirmation of a reservation.

VI. SCHEDULING

- A. The Church's Executive Director of Operations and/or staff designee(s) shall be responsible for allocation and reservation of facilities. The following guidelines will apply:
 - 1. Availability of appropriate facilities.
 - 2. Availability of custodial help, and the time needed for cleaning and room assignment before and after use. This will vary and depends on the use of the space prior to and following the desired period.
 - 3. Need for heating and cooling. Effort should be directed toward conservation of energy and costs. The staff is expected to exercise prudent judgment in scheduling the facilities and to avoid scheduling large spaces that are very expensive to heat and cool for only a small group of people to use.
 - 4. Priority for use as discussed above.
 - 5. All reservations must be made at least 30 days in advance of the event or activity.
- B. The Executive Director of Operations shall enter all reservations on the Church Calendar of activities ONLY after the application and deposit(s) are received and approved. This calendar reflects all scheduled activities in the Church's facilities.
- C. All regular and continuing use of the Church shall be limited to Church groups or to non-Church groups/members as approved annually by the Board of Trustees.
- D. NON-CHURCH GROUPS/ EVENTS requests for facilities use must adhere to this policy and all activities must reflect Christ UMC's aim and purpose of fostering and encouraging civic and community responsibilities. Any facility use request that is in conflict with the terms of this policy must receive approval from the Board of Trustees.
 - 1. Non-Church members and non-Church groups may not reserve the use of the Church facilities more than 6 months in advance of the desired date(s) unless authorized by the Board of Trustees.

2. All non-Church members requesting the use of the Church must receive from the Church office a copy of this policy, the fee schedule, and the Application/Agreement for Building Use form. The person responsible for any non-Church group or event must complete and sign the form and return it to the Executive Director of Operations. The group requesting use of Church facilities shall provide the Church with a certificate of insurance if one is available.
3. If a non-Church member of non-church group/event, or its appointed representative misrepresents itself or its intended use, or violates any of the policies set forth herein, the use agreement will be subject to immediate termination, with forfeiture of all fees and deposits.
4. ***The Building Use Form must contain an indemnity of the church by the group seeking to reserve Church facilities, as follows:***

Any non-Church group using the Church facilities (hereinafter referred to as Indemnitor) shall defend, indemnify, and hold harmless Christ United Methodist Church, its ministers, employees, agents, and members (hereinafter collectively referred to as Indemnitees) from and against any and all claims, demands, suits, or expenses which may be incurred or brought or asserted against Indemnitee or any party whomsoever based upon any loss, damage, injury, or death described in subparagraphs (a) –(c) below regardless (except as expressly provided herein) of who may be at fault or otherwise responsible in and under any other contract, or any statute, rule or theory of law, including but not limited to theories of strict liability, and even though the subject loss, damage, injury, illness or death may have been caused or wholly brought about by : (1) the sole, concurrent, active or passive negligence of Indemnitee or a third party, or (2) a defect in the property or equipment of either party:

- (a) Personal injury to, bodily injury to, emotional or psychological injury to, or illness or death of any person using Indemnitee's facilities pursuant to the activities conducted by Indemnitor (including, without limitation, all costs and expenses associated with medical evacuation of and/or emergency medical services provided to such person).***
- (b) Damage to or loss of any property or equipment owned, leased, or provided by Indemnitor or any person using Indemnitee's facilities pursuant to the activities conducted by Indemnitor; and the claim of any person for personal injury, bodily injury, emotional injury, psychological injury, illness, death or property damage caused by the negligent, or***

intentional, acts or omissions of any person using the Indemnittee's facilities pursuant to the activities conducted by Indemnitor (including, without limitation, all costs and expenses associated with medical evacuation and/or emergency medical services provided to such person). Use by any non-Church related group should constitute acceptance of the terms of the indemnity. This completed and signed card and indemnity is the only basis on which space will be reserved.

(c) When available, a group requesting use of the Church facilities shall also provide the Church with a certificate of insurance, naming Christ UMC as an additional insured.

- E. A church member or non-Church member whose request for use of the church is denied has the right to appeal to the Senior Pastor and then to the Board of Trustees to have their request for use reconsidered. The decision of the Trustees is final.

VII. POLICIES GOVERNING ACTIVITIES ON CHURCH PROPERTY

A. General Policies

1. Children or youth must have adult supervision at all times while using the church. Supervision and ratio of adults will be in line with general Church policy.
2. Regulated activities:
 - a. Alcoholic beverages or controlled substances are prohibited on Church grounds.
 - b. Smoking is prohibited in all Church buildings and grounds.
 - c. All forms of gambling are prohibited on Church property.
 - d. Fireworks, firearms, or weapons are prohibited on Church property.
 - e. Illegal activities of any kind are prohibited on Church property.
3. Alterations to thermostat settings for heating and cooling shall be made by authorized personnel only (Church staff or designee).
4. Decorations (with the exception of temporary wedding decorations), alterations, additions or subtractions to Church property should be undertaken only after receiving permission from the Board of Trustees and, in the case of the Sanctuary, from the Board of Trustees and the Worship Committee.
5. No items shall be glued, taped, stapled, or tacked to any walls or doors and no nails, screws or hooks shall be placed in any door or wall. Bulletin boards provided should be used.
6. When food is being served on carpeted areas of the Church, plastic carpet covering will be required under serving tables/stations.

7. No red drinks shall be served on carpeted areas of any building.
8. Candles may not be used except for the following areas and conditions:
 1. Sanctuary. Candles may be used in the Sanctuary for worship and other services at the discretion of the Senior Pastor.
 2. Annex. Candles may be used in the Fellowship Hall ONLY and must meet the following requirements:
 - a. ALL CANDLES MUST BE ENCLOSED WITHIN HURRICANES OR VOTIVES.
 - b. NO TAPERS OR EXPOSED CANDLES OR FLAMES WILL BE ALLOWED.
 - c. THE USE OF CANDLES IS RESTRICTED TO TABLE DECORATIONS.
 - d. APPROVAL WILL BE REQUIRED BY THE EXECUTIVE DIRECTOR OF OPERATIONS
9. Liquid or gel chafing fuel, such as "Sterno," maybe used in the Fellowship Hall or kitchen anteroom under conditions approved by the Executive Director of Operations. Fuel must be contained in its original container and support stands. No table draping or bunching may be used to disguise or cover the fuel burners or chafing dishes.
10. At no time shall a user sublease or assign its reservation to another individual, group, or organization.
11. Christ UMC commonly schedules simultaneously more than one event in any given building; therefore, the user shall be permitted to use only the areas specified for the user's scheduled event.
12. No user shall exceed the maximum occupancy load specified by the Fire Code regulations.
13. Users shall leave the facility as found.

B. Sanctuary

The Sanctuary may be reserved only for activities and rehearsal for activities such as:

- Sunday worship.
- Weddings. Arrangements shall be made and fees shall be charged pursuant to the Wedding Policy, which is incorporated by reference in this Policy. The Wedding Policy is available upon request to the Executive Assistant.
- Funerals. Service arrangements shall be directed by the Senior Pastor or other designated staff.

- Worship-oriented musical, dance, or drama presentations.
- Other events with the approval of the Board of Trustees or Senior Pastor.

C. Kitchen.

Atrium and Sanctuary kitchens may be reserved and used as follows:

- Organizations other than official Church organizations must provide their own food and consumable supplies, such as table cloths, napkins, plates, cups, eating utensils, etc.
- Garbage must be placed in line trash containers.
- No equipment or linens are to be removed from the facility
- After the kitchen is used:
 - Return all items to the proper storage place.
 - Wipe all countertops clean.
 - Put used linen in the basket provided
 - Wash and rinse all dishes, utensils, pots and pans.
 - Clean coffee pots, stove, and ovens if used.
 - Sweep floor.
 - If the dishwasher is used, the user is responsible for unloading the contents.
 - Turn off all ovens, stoves, coffee pots, other electrical appliances, air conditioners, and lights, and secure the area and the building if there are no other facility users.
- Do not leave open or unsealed food containers in the kitchen.
- Any material left in the kitchen, including those in the refrigerator, freezer, and cabinets, must be marked to identify the owner and the date the material is left. Any material not marked as requested will be disposed of within one week to prevent the accumulation of unused and unwanted material.

D. Swimming Pool.

The swimming pool may be reserved and used for activities such as water aerobics, MYF, and small church parties as follows:

- Reservation of the swimming pool shall be the responsibility of the Executive Director of Operations.
- A certified lifeguard is required and must be present at all times for any scheduled recreational swim event.
- Lifeguards must prove certification through an approved agency such as Red Cross or Ellis Training.

- Lifeguards are required to follow rules set by the Church, including:
 - Wearing professional or modest swim suits
 - Not socializing with friends while on duty
 - Not using cell phones except for emergency use, and
 - Never turning one's back to a pool while it is in use.
- You swim at your own risk, at all times, regardless of whether a life guard is on duty.
- Parents are the primary lifeguards for their children.
- Follow the directions of the lifeguards.
- Wear only swimsuits in the pool (no street clothes, cut offs, underwear).
- Do not dive into the pool.
- Do not run on the cement/tile deck area.
- Do not use glass containers in or around the pool.
- Do not enter the pool area with food or beverages.
- Call 911 for help in case of injury. Stay with the victim until help arrives.
- Exit the pool and advise other swimmers to exit, if you become aware of vomit, blood, or fecal material in the pool.
- Safety equipment is for the use of trained lifeguards or at their instruction.
- Exit the pool at once and seek shelter if you hear thunder or see lightening. Advise all swimmers to do likewise. Wait at 30minutes after the last occurrence of thunder or lightening in the area before re-entering the pool.

I have read, and I understand and will abide by, this policy, including the attached fee schedule.

Signature, responsible party

Date

**CHRIST UNITED METHODIST CHURCH
BUILDING USE FEE SCHEDULE
FOR ONE-TIME OCCURRENCE OF NON-CHURCH EVENTS**

	Room Use Fee	Event Coordinator Fee	Sound/Video Technician Fee	Total
Security Deposit	\$100	N/A	N/A	\$100
Sanctuary	\$1,000/per day	N/A	N/A	\$1,000
Narthex	\$500/per day	\$200	\$100	\$800
Room S102	\$300	\$200	N/A	\$500
Fellowship Hall/Large Meeting Room(s)	\$500/per day	\$200	\$100	\$800
Annex Room 101 or A96 Monday-Thursday	Half day \$75 Full day \$150	N/A	N/A	Half day \$75 Full day \$150
Annex Room 101 or A96 Friday-Saturday	Half day \$150 Full day \$300	\$200	N/A	Half day \$150 Full day \$300
Gymnasium	\$25/per day	N/A	N/A	\$25/per day
Atrium Room	Half day \$150 Full day \$300	\$200	N/A	Half day \$350 Full day \$300
Additional Room Use	\$100	N/A	N/A	\$100
Prayer Garden	\$250/per day	\$200	\$100	\$550
Big House	\$500/per day	\$200	\$100	\$800/per day

Christ UMC members receive a 30% discount on the above room use fees.

An additional charge will be billed to the user if damage exceeds security deposits.