

**FACILITY USE POLICY
MINEOLA FIRST UNITED METHODIST CHURCH
AS OF MAY 7, 2019**

GENERAL

The church facilities and grounds at 612 North Newsom and 319 North Johnson are the property of Mineola First United Methodist Church. THE USE OF ANY PART OF THE FACILITIES IS GOVERNED BY THE BOARD OF TRUSTEES AND THE SENIOR PASTOR.

FACILITY USE & SCHEDULING

Groups requesting use of the facilities must read this policy, then complete and return the Building Use Request Form before permission will be approved. Use will be scheduled based on the following:

- First priority is for worship, education, and special church functions.
- Church members may request a room(s) for personal events (non-religious activity), depending on availability on the church calendar; however a fee will be charged for use of the room(s). Any need for a church program will take precedence.
- Outside organization may request use of the facilities however it must be approved by the Board of Trustees. A fee will be charged and the current schedule will be attached to this policy. We also require a deposit of \$100 for use of the Court of Praise & Kitchen, which will be held and returned pending satisfactory clean-up of the facility.
- All Non-church activities should be requested at least 45 days in advance to allow for approvals, but no more than 90 days in advance and may be subject to rescheduling if a church activity is subsequently scheduled. Fees must be paid one week prior to use of the facility.
- Requests will be honored on a first-come, first-served basis.
- Questions concerning conflicts in scheduling will be resolved by the Board of Trustees in cooperation with the Senior Pastor and the Administrative Assistant. Their decision will be final.

SOUND SYSTEM

Use of sound system requires a *trained* sound technician, therefore it is only available for church-related events. It is not to be made available to outside organizations.

NOTE: MINORS IN ATTENDANCE

Our church follows the Safe Sanctuary Policy (copy available if requested); therefore groups with minors in attendance must provide supervision with at least two adults who are Safe Sanctuary certified. At no time will children be left unsupervised.

SANCTUARY & CHAPEL

The sanctuary and chapel are sacred and should be treated with the utmost respect. Permission to use these facilities for non-worship activities will be extremely limited.

SPECIAL REQUEST USE

Worship services or other related activities cannot be held by a minister of another church without the authorization of the Senior Pastor. This includes weddings and funerals.

WEDDINGS

Persons desiring to use the facilities for a wedding must read and sign the Wedding Policy Agreement Form.

CHURCH OFFICE AND EQUIPMENT

The church office and equipment will not be used without the permission from the Senior Pastor or a staff member.

CHURCH EQUIPMENT

Church equipment and or furniture will not be loaned. This includes all tables, chairs, speakers, kitchen items, sound system, microphones, overhead projector, CD player, camera, laptops, etc.

TELEPHONES

Telephones are for church use only; limited short calls will be permitted.

COPIER

Church and staff use is primary and use by outside organizations should not interfere with the requirements of church staff.

KITCHEN

The kitchen may be used if requested and approval granted.

Outside groups using the kitchen facilities must provide their own napkins, plates, eating utensils, cups, glasses, coffee/tea (and associated supplies). These items are available to church groups and at no expense (under most circumstances).

Church members having non-church activities (i.e. anniversaries, birthdays, showers), should provide their own supplies.

Caterers must be identified on the form at the time the facilities are reserved. The caterer will furnish the linens, china, silver, punch bowls, dishes, etc., as required.

CLEAN UP

A refundable deposit is required by outside organizations. All groups using the facilities will be responsible for cleaning up at the end of the activity. This includes picking up the trash, washing dishes, cleaning restrooms, vacuuming or mopping (if required). A non-church group will be charged a cleaning fee if the group does not clean up and return all furniture to its original setup.

RESPONSIBILITIES

The group using the facilities will be responsible for any damages or lost items. The Custodian, a Trustee member, or staff member will check for damaged or missing items at the end of the activity.

The group will be responsible for making arrangements to open and close the facilities on the date of their event. If keys are provided, they are to be returned to the office immediately.

DECORATIONS

For preservation of the Ministries Center carpeted walls and outer windows, and all other walls, please adhere to the following:

Use only water soluble paints on windows that can be easily removed without causing damage to

the glass (i.e. window chalk). No piercing of carpeted walls in the Court of Praise. Nothing should be stapled or taped to the walls. Please use push pins, Elmer's adhesive putty, glue dots, or use a bulletin board.

CHAPERONES

Groups using the facilities must be appropriately chaperoned and will display proper conduct and behavior at all times, or they will be asked to leave.

PROHIBITED ITEMS

All tobacco is prohibited in the facilities and on church property (including parking lot). Firearms are strictly prohibited. Alcohol and/or drugs are prohibited.

STATEMENT OF NON-LIABILITY

Mineola First United Methodist Church is not responsible for personal items brought to the facilities, which may be damaged, lost or stolen. For non-church groups, FUMC assumes no responsibility for injury to any attendee at the group activity.

Updated: December 26, 2011

Updated: February 29, 2012

Approved and Effective: April 1, 2012

Updated September 1, 2013

Updated October 7, 2013

File: Desktop/Facility Use Policy-5-7-19

SCOUTS

Back To School by Kiwanis

Caring & Sharing

Bread of Life Breakfasts

Ministerial Alliance Functions

Grace Community Healthcare

Kairos of East Texas

as of 6/5/15

**ADDENDUM TO
FACILITIES USE POLICY**

EXEMPTIONS

The following organizations / events are exempt from Building Use Fees. They are considered ministries of the church or support of a community project:

APPROVED:

May 6, 2019 meeting.

Ed Castro, Chairman, Board of Trustees

Date: May 30, 2019

John Abbott, Chairman, Church Council

FACILITIES OF FUMC—FEE SCHEDULE
EFFECTIVE 6-1-19

MINISTRIES CENTER
EDUCATION BLDG.

612 N. Newsom

Activities Room (w/bathroom & sink)
Promise Room
1st & 2nd Grade Room
3rd-4th-5th Grade Room
Kindergarten Room
Room 202 Journey Room
Room 200 (with bathroom)
Court of Praise
Kitchen

SANCTUARY &

319 N. Johnson

Fellowship Hall (large)
Kitchen

Classrooms 2nd & 3rd floors

Sanctuary

FEES:

	<u>*Full Day</u>	<u>*Half Day</u>
Court of Praise	\$100.00	\$ 50.00
Court of Praise w/kitchen	\$200.00	\$100.00
Kitchen only	\$100.00	\$ 50.00
Room 200-Ministries Center	\$ 50.00	\$ 25.00

Classrooms (101,103,105,203)	\$ 25.00	
Fellowship Hall (w/or without kitchen)	\$100.00	\$ 50.00
Activities Room	\$ 60.00	\$ 30.00
Nursery (requires Safe Sanctuary Certification)	\$ 20.00	

*Full Day = over 4 hours Half Day = any time up to 4 hours

**FIRST UNITED METHODIST CHURCH
FACILITY USE REQUEST FORM**

TODAY'S DATE: _____ ___ Current Member ___ Non-Member

NAME or ORGANIZATION: Note: Outside organizations require approval of the Board of Trustees:

PURPOSE:

PERSON RESPONSIBLE: _____ Phone No.

ADDRESS: _____ CITY/ZIP

E-mail

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ROOM(s) REQUESTED:

DAY _____ DATE: ____/____/____ Function: START time: _____ END
time: _____

SET UP DAY/DATE _____ Set up: START time: _____ END
time: _____

In the Bulletin? NO ___ YES ___ What dates?

No. of people ____

*Using a caterer? No__ Yes__ Name & Phone No.

*Nursery Needed? No__ Yes__ No. of children _____ (Must have Safe-Sanctuary Certified Attendants)

Check special needs you will need: ____tables ____chairs ____dishes other:

*Please read and sign:

I have read the "Facility Use Policy" dated 5-7-19 and agree to abide by all its requirements, without exception. I will accept full responsibility for the use of the facilities and assume full liability due to negligence

on the part of our organization and its participants.

Charges for non-church organizations or events must be paid one week prior to use of the rooms.

FEE \$ _____
DEPOSIT \$ _____

Signature of representative

You will be notified immediately if your request cannot be granted.

CHURCH EVENT ONLY:

____ SPECIAL REQUEST FOR SOUND SYSTEM

Entered on system:

____ Sound Techs Notified

By: