



MONTGOMERY UNITED METHODIST CHURCH

"GROWING IN CHRIST, SHARING HIS LOVE"

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Policy Governing the Use of Church Facilities

I. PURPOSE

The purpose of this Policy is to provide a general framework for the use and protection of the facilities of Montgomery United Methodist Church ("MUMC").

MUMC is a community-oriented church and it is the express policy of MUMC that its facilities be open and accessible to the community for all reasonable usage that is consistent with:

- (1) the ministry and purposes of MUMC;
- (2) the guidelines for use of Church property contained in the Book of Discipline of the United Methodist Church;
- (3) the requirements of Section 501(c)(3) of the Internal Revenue Code and;
- (4) this Policy

II. PERMISSIBLE GROUPS/PRIORITY/MUMC SPONSOR

A. PERMISSION AND AUTHORITY

Permission to use the facilities may be granted to the following organizations, groups, and individuals in the following priority order:

1. Regularly-scheduled services and meetings of official groups and organizations that are a part of MUMC.
2. MUMC Sponsored Groups.
3. Weddings, wedding receptions, funerals, and special family occasions (e.g., 50th wedding anniversary receptions) of MUMC members.
4. Other church groups and ecumenical organizations; weddings and funerals of non-members.



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5. Community service organizations which are non-profit and non-political in nature. Support or self-help groups which are non-profit and non-political in nature.
6. Profit-making organizations and individuals whose purpose for the building use requested is non-profit and non-political in nature.

B. RESTRICTIONS

MUMC facilities may not be used for political or for profit purposes unless approved by the Pastor and Board of Trustees.

C. MUMC SPONSOR

One or more MUMC members agree to sponsor events that fall under categories II.A.2-6. Responsibilities include:

1. Serving as the primary MUMC contact for the event(s);
2. Being present at MUMC during the scheduled event(s);
3. For events outside of normal MUMC business hours, ensuring that doors are unlocked prior to the event and that doors are locked and lights are turned off following an event;
4. Being responsible for details regarding what to do and who to call if there are problems during an event; reporting any issues or problems encountered during the event to the Senior Pastor, hereinafter referred to as "Pastor" and completing any incident report forms.

D. MUMC SPONSORED GROUPS

1. MUMC Sponsored Groups are non-profit groups or organizations that have been approved as MUMC Sponsored Groups. The current list is maintained in the church office.
2. To become an approved MUMC Sponsored Group, the Pastor must recommend the group and group facilities use fee to the Administrative Council who must approve the recommendation. The approval is for one year period and may be renewed with the recommendation of the Pastor and approval of the Administrative Council.



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3. Each MUMC Sponsored Group shall have an MUMC Sponsor and shall execute the Facilities Use Request and Activity Form and the Contract and Hold Harmless Agreement. The MUMC Sponsored group may be required to submit another Use Request and Activity Form, Contract and Hold Harmless Agreement on a regular basis, but no more than annually.

E. REGULAR AND CONTINUING USE

All regular and continuing use of the Church by groups or individuals other than MUMC Sponsored Groups shall be limited to individuals and/or groups approved by the Pastor and the Trustees. The individual or group may be required to submit another Use Request and Activity Form, Contract and Hold Harmless Agreement and/or proof of insurance on a regular basis, but no more than annually.

F. EMERGENCY OR "LAST MINUTE" REQUEST OF FACILITY USE

Emergency or "Last Minute" request shall be considered for approval at the discretion of the Pastor.

III. FEES

A. REGULARLY SCHEDULED SERVICES AND MEETINGS

1. Use of the Church is at no cost for groups in category II A 1.
2. MUMC Sponsored Groups in category II A 2 may be charged a lesser fee or no fee upon recommendation of the Pastor and approval of the Administrative Council.

B. Others

All other groups and individuals, Church Members and Non-Church Members may be assessed a reasonable fee for the use of the Church. See the Fee Guideline.

Direct costs such as additional custodial expenses or additional cleanup costs may be assessed at any time.



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IV. PROCEDURES FOR RESERVING CHURCH FACILITIES

A. FACILITIES USE REQUEST AND ACTIVITY FORM, CONTRACT AND HOLD HARMLESS AGREEMENT

Use Request and Activity Form, Contract and Hold Harmless Agreement must be completed and signed by a person responsible for the group or individual, as well as the MUMC Sponsor where required. The request must be submitted in writing to the MUMC Administrative Assistant at least one month prior to the date of the event. The Pastor shall make every effort to approve or reject the request within 5 business days from the date on which it is received.

All Fees will be in accordance with the Facilities Usage Fee Schedule.

B. HOLD HARMLESS AND INDEMNIFICATION

Please refer to the Contract and Hold Harmless Agreement.

C. INSURANCE

MUMC may request that the individual or group reserving the church facilities have liability insurance in an amount sufficient to provide protection to MUMC, generally \$1,000,000 per occurrence and \$2,000,000 aggregate, and that the individual or group name MUMC as an additional named insured on such policy.

V. SCHEDULING

A. WEDDINGS – See MUMC Wedding Policy

B. FUNERALS – See MUMC Funeral Policy



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C. RESERVATION ORDER – Facilities will be scheduled on a first come, first served basis in order of priority. However, once a date has been officially approved, it will be honored for any user and can only be cancelled in accordance with the cancellation provisions of this agreement.

INTERPRETATION AND CONFLICT - The Pastor shall have authority to interpret this policy and to resolve any conflict concerning use of the facilities.

VI. POLICIES GOVERNINIG ACTIVITIES ON CHURCH PROPERTY

A. GENERAL

1. Children or youth must have adult supervision at all times while using the Church.
2. Church staff member, MUMC Sponsor or person designated by the Pastor must be on premises whenever the Church is in use. A custodian will be present if requested (or required).
3. Regulated activities:
 - a. Alcoholic beverages or controlled substances shall not be consumed or used on Church property.
 - b. Smoking shall not be permitted in any Church building.
 - c. No fireworks, firearms, weapons or other incendiaries are permitted on Church property. The only exception to this would be Police Officers in the performance of their duties.
 - d. No animals or pets other than registered and approved Seeing Eye dogs are permitted on Church property.
4. Alterations to thermostat settings for heating and cooling shall be made by authorized personnel only.
5. Decoration to Church property should be undertaken only after receiving permission from the Pastor.
6. The piano may not be used without permission of the MUMC Music Director. The organ may not be used.



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7. All audio visual, video and sound equipment must be used under the direct supervision of a designated MUMC sound A/V specialist only.
8. All kitchen equipment and supplies must be with the approval of the MUMC Kitchen Manager.
9. No office equipment, computers, telephones, or copy machines are available for use.
10. No MUMC equipment or furnishing may be removed from the premises unless approved by the Pastor or the Trustees.
11. No items shall be glued, taped, stapled, or tacked to any walls, doors or windows and no nails, screws or hooks shall be placed on any wall or door. Bulletin boards provided should be used with the consent of the Church Administrator.
12. No outdoor equipment including, but not limited to, tents and sports or recreational equipment shall be used, placed on the grounds or brought to the church without prior approval of the Pastor.
13. The persons and/or organizations requesting use of the MUMC facilities and the MUMC Sponsor of the event is responsible for all set-up and clean-up associated with the event.
 - a. Detailed set-up plans describing what will be moved and what will be brought to MUMC must be submitted and approved at least two weeks before the event and previously approved on the Facilities Usage Request.
 - b. Upon conclusion of an event, MUMC facilities must be restored to their pre-event condition.
 - c. If MUMC is required to perform set-up or clean-up services, MUMC will provide the services at the rate provided in the Facilities Usage Fee Schedule.
14. Shower and laundry facilities may be used upon recommendation of an MUMC Sponsor working with an outreach program provided that sponsor is present in the building while the facilities are being used. Both male and female MUMC sponsors shall be present, as applicable.
15. The Faith Center and/or grounds at MUMC may be used for wedding receptions if the wedding is performed at MUMC. Saturday night receptions must end by 8 p.m.



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B. SANCTUARY

1. The Sanctuary may only be reserved for activities and rehearsal for such activities as follows:
 - a. Sunday Worship
 - b. Weddings – arrangements shall be made and fees charged pursuant to the Wedding Policy.
 - c. Funerals – arrangements shall be made and fees charged pursuant to the Funeral Policy.
 - d. Others – as approved by the Pastor.
2. Flash photographs may not be taken while any service is in progress.
3. Candles are forbidden except with prior approval by the Pastor.

C. Kitchen Facilities

1. All kitchen equipment and supplies must be used under the direct supervision of the MUMC Kitchen Manager or designee.
2. No MUMC kitchen equipment may be removed from the premises without written permission from the Kitchen Manager.
3. The persons and/or organizations requesting use of MUMC facilities and the MUMC Sponsor for the event are responsible for restoring MUMC facilities to their pre-event condition.
4. The church (Hospitality Ministry) may provide paper goods and drink condiments (i.e. sugar packs) for special if they are requested. No food will be provided, however drinks may be provided when deemed necessary. Each event will be reviewed individually to decide how to meet serving and clean up needs.
5. Kitchen Cleanup Procedures will be utilized when cleaning up kitchen.



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VII. CANCELLATION AND RENEWAL

A. CANCELLATION

MUMC reserves the right to terminate, without cause, any previously approved MUMC Facilities use reservation with 30 days' notice. See the Facilities Usage Request Form.

B. RENEWAL

An approved Facilities Use Agreement may be renewed for subsequent cycles of facilities use provided such renewal is approved by the Pastor and the Trustees.

VIII. REVISION

Proposed revisions to the Policy shall be initiated by the Pastor and Board of Trustees. Requests by Church members for policy revisions should be made in writing, provided to the Pastor or MUMC Administrator and thereafter placed on the agenda of the next meeting of the Board of Trustees following receipt of the written request revision.

Applicable Policies

- A. Wedding Policy
- B. Funeral Policy
- C. Fee Schedule

Applicable Forms, Schedules and Procedures

1. Facilities Use Request and Activity Form
2. Contract and Hold Harmless Agreement
3. Accident Report Form
4. Application for Scheduling a Wedding
5. Application for Scheduling a Funeral
6. Facilities Usage Fee Schedule
7. Kitchen Cleanup Procedures