

Bulverde United Methodist Church
Board of Trustees
Policy for using church-owned facilities

PURPOSE

The purpose of this policy is to outline the requirements, procedures and fees (where applicable) for using church-owned facilities and grounds of the BUMC for church-related, appropriate private and community activities.

RESPONSIBILITY

The Board of Trustees is responsible for adoption and enforcement of this policy and designates the staff as being responsible for day-to-day compliance with this policy.

SCOPE

The policy pertains to all of the Bulverde United Methodist Church buildings, grounds and parking area.

USE OF CHURCH-OWNED FACILITIES

The use of church facilities, grounds and parking areas is permitted for the following activities:

1. Church Activities – at no charge
 - a. Charge Conference established committees and established Ministry teams of the church, i.e. Administrative team, various teams and work areas: Christian Education class and church small groups
 - b. Outreach activities sponsored by various teams and/or programmed by them, i.e. mission trips, athletic activities, choir/drama activities, craft fairs, Scouting.
2. Mission Related Activities
Member supported activities where the responsible church member is required to be involved in the activity.
3. Community Activities that support the Mission Statement of the congregation
Activities that benefit the community of which Bulverde is a part (election polling precincts, neighborhood associations, school activities and recitals, concerts, town hall forums, drug and alcohol rehabilitation groups, etc.) are welcome. All groups and active members seeking to use the facilities for church and non-church related activities must fill out the **Facilities Usage Request Form** to the church for such use and that a church member must be in attendance at all times when the facility is in use for that activity.
4. Weddings
Refer to Bulverde UMC Wedding Policy.

APPLICANT'S REQUIREMENTS

In order to use church facilities, grounds or parking areas, all applicants must complete the Facilities Usage Request Form and Release of Liability Form for approval, and meet these requirements:

1. Outside organizations must be endorsed by a Bulverde UMC group or committee.
2. Reservations must be made through the church office.
3. Reservations are accepted on a first-come, first-serve basis with priority being given to Bulverde UMC programs, organizations and members. Unforeseen scheduling conflicts may result in room re-assignments.

All applicants are subject to approval by the church office and/or Trustees.

FEES, DEPOSITS AND RELATED COSTS

There are no fees for church and church related activities.

Fees, deposits and related costs for community activities are shown on the attached Fee Schedule. Any group seeking to deviate from the required fees may submit a written request to the Trustees for consideration.

The security deposit fee of \$200.00 must be paid before activity can be put in the calendar. Rental fees must be paid in full no less than 2 weeks before scheduled event.

DAMAGE FROM MISUSE AND/OR NEGLECT

If damage has occurred due to misuse or neglect, the deposit will be forfeited and the applicant will be billed for the excessive clean-up and/or repair costs incurred.

SECURITY

The responsible church member for any activity must maintain the security and safety of the premises at all times.

1. Keys to the building may be picked up from the church office no earlier than two (2) days prior to the event and must be returned to the office no later than the second day following the event. Deposit will be held until all keys are returned.
2. Banquet tables and folding chairs are available and may be requested on the Facilities Form. However, it is your responsibility as the contact person of your group to arrange for labor to set up and take down. Custodial staff is not available to provide this service, as only one custodian is on duty during normal operating hours. Exceptions to this policy will be made to accommodate church-sponsored groups who are physically unable to handle tables and chairs and have no recourse to other volunteer help. To make arrangements for assistance, contact the church office.
3. Furniture moving (except for items such as banquet tables and chairs) is discouraged. If more tables and chairs are needed, more can usually be borrowed from adjacent rooms. Such borrowing should be discussed with the church office in advance to avoid conflicts with other scheduled groups. It is the responsibility of the group contact person to return borrowed items to the proper room and to place them in their previous configuration.
4. Rooms are to be returned to original set-up and cleaned for the next use.

5. Equipment used is to be returned to room or area from which it was obtained.
6. Lights, heating/air conditioning are to be turned off or adjusted.
7. All doors and windows are to be secured.

TOBACCO PRODUCTS, ALCOHOL AND CONTROLLED SUBSTANCES

The use of any tobacco products, alcoholic beverages or controlled substances in any church owned facility or on church owned property is **strictly prohibited**.

WEAPONS AND CONCEALED HANDGUNS

Carrying weapons and/or concealed handguns in any church owned facility or on church property is **strictly prohibited** except by those authorized to carry.

INSURANCE

The applicant may be required to sign a Release fully indemnifying the church for any injury that may occur during the use of this facility. In some cases, proof of additional insurance coverage may be required.

RIGHT OF REFUSAL

Bulverde UMC, its staff and Trustees reserves the right to refuse the use of its facilities to any person or organization and to evict any person for misconduct or other reasons in the best interest of the church.

DECORATIONS

No decorations of any kind may be attached, tied, glued or stapled to any wall, ceiling, floor, door or door frame of church facilities.

HOURS OF USAGE

Facilities will not be occupied by Applicant earlier than stated on the application form and will be vacated on the date and stated termination time which shall be no later than 12:00 midnight. An additional charge may be billed for early arrival or late departure. An exception will be made when the facilities are used by youth groups for "sleep overs" or "lock ins". For these purposes, youth groups will not be permitted to leave church facilities between the hours of 12:00 midnight and 6:00 a.m., except for medical emergencies.

**Bulverde United Methodist Church
Board of Trustees
Facility Usage Fees
(4 hour minimum)**

Facility Charge

	Member	Non-Member
Sanctuary	\$75.00 per hour	\$125.00 per hour
Community Building	\$75.00 per hour	\$125.00 per hour
Fellowship Hall	\$25.00	\$50.00 per hour
Classrooms (Ed. Bldg.)	N/C	\$50.00 per hour
Classrooms (FH)	N/C	\$50.00 per hour

Wedding Fees

	<u>Sanctuary</u>	<u>Community Bldg.</u>
Members	\$300.00	\$300.00
Non-members	\$500.00	\$500.00

1. A security deposit of \$200.00 must be received 2 weeks before scheduled event. The deposit will be returned, minus any custodial fees, the 1st of the following month.
2. Use of the kitchen is an additional charge of \$100.00, which includes use of equipment only. User is not to use church food, supplies, paper products, utensils or any other item.
3. Use of a Sound Tech is \$100.00. After 4 hours it's \$25.00 per hour.
4. If user requires tables and chairs, our custodian will set up and take down at a charge of \$100.00 for set up and \$100.00 for take down.
5. Custodial rate will be \$25.00 per hour.
6. Party is responsible for securing their own Security officer for large parties. When a security officer is used, he/she must be on duty until all guests have departed.

Group/Mission Charge

A minimum rate of \$5.00 per person per night for youth groups/mission teams spending the night at BUMC. A \$35.00 charge per night will be added if kitchen use is requested.

Deposit Information

1. A deposit of \$200.00 will be required for reserving the Sanctuary for weddings.
2. A deposit of \$200.00 will be required for reserving the Community Bldg. or Fellowship Hall for weddings.

Release of Liability and Indemnity Agreement

Tenant or User releases Bulverde United Methodist Church (herein referred to as the "Church") its members, officers, trustees, staff members, employees, ministers, agents, volunteers, and property from and agrees to indemnify and hold Church and its members, officers, trustees, staff, members, employees, ministers, agent, volunteers, and property harmless from any claims, demands, suits, causes of action, damages, costs, and expenses or liability of any character, type or description (including without limitation reasonable attorney fees for defending claims, court costs, and expert witness fees) for injury to persons, death of persons, or damage to property (including without limitation property of the Church, property of Tenant or User or property of any other party) or any other kind of damage arising out of or claimed to arise out of or in connection with:

- i. The use and occupancy of the Church's property by Tenant or User,
- ii. The holding or attendance of the event of Tenant or User and/or
- iii. The acts of Tenant or User and/or Tenant's or User's agents, employees, invitees, participants, anyone attending Tenant or User's event or anyone in and about the Church's premises with the Tenant's or User's express or implied consent or with an invitation from Tenant or User (whether express or implied).

Tenant or User further agrees to defend, at its own expense, and on behalf of Church, its members, officers, trustees, staff members, employees, ministers, agents, and volunteers any claim or litigation brought in connection with the above-described injuries, deaths, or damages; such defense shall be by an attorney or law firm chosen solely by the Church.

The undersigned warrants and represents that (i) he or she has authority to sign this Agreement on behalf of Tenant or User and (ii) has full power and authority to bind Tenant or User to this Agreement.

Signed this ____ day of _____, 20__.

Tenant/User

Typed/ Printed Name of Tenant or User: _____

By: _____

Name printed/Typed: _____

Position or Office Held – Printed/Typed: _____