

First United Methodist Church - Irving

Building & Grounds Use Policies & Fees

The policies related to the use of Church buildings and grounds are designed to reflect the ministries of the Church, not to limit them. People who use them should be aware of a sense of "stewardship of property" responsibility and treat them accordingly.

Subject to the Charge Conference, the Trustees are responsible for oversight of Church property. These policies are intended to provide general guidance concerning the use of the building and grounds, user responsibility, and related fees.

BUILDING AND GROUNDS USE

The Church buildings and grounds are available to the following:

- Committees, councils, boards, and Sunday school classes of the Church.
- Organizational extensions or approved events of the committees, councils, boards, etc., of the Church.
- Groups from other churches with approval of the staff.
- Other organizations/individuals (including Church members) who receive approval from the Administrative Council through the Trustees.
- 50th Wedding anniversary celebrations are permitted without charge for Church members.

FEES

Fees are charged to help cover facility costs and are not intended to be competitive with other organizations. There is no fee for any activity that is related to the First United Methodist Church of Irving. Any use of the facilities for an activity that is not related to the Church will be charged as follows:

- Use of the Family Life Center will require a deposit of \$100 and have a charge of \$50 per hour or portion of an hour, with a minimum of one hour and a maximum charge of \$200 per day plus \$50 for use of kitchen.
- Use of the Fellowship Hall will be \$50 per hour, or portion of an hour, with a minimum of one hour and a maximum charge of \$200.00 per day plus \$50 for use of the kitchen.
- Use of individual rooms will be \$25 per hour, or portion of an hour, with a minimum of one hour and a maximum charge of \$100 per day.
- Groups from other churches (e.g., youth) requesting overnight stays are required to put up a deposit of \$100 which will be returned by mail after the keys are returned and it is determined by Church staff that the facility is clean and not damaged by this group. There is a \$5 charge per night per person payable either when the keys are picked up or turned in. The youth director may ask to exempt or reduce fees for reciprocating churches.
- **No pets** are permitted.
- Fees for custodial services, if provided, are addressed below under CUSTODIAL SERVICES.

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Although the buildings/grounds are available without charge for Church related activities and encouraged to be used, Church members must remember that the expenses related to operating the buildings are increased with each use. Users must exercise good “stewardship” by cleaning up when finished, turning off light and air conditioning, as well as locking all doors when leaving.

RESERVATIONS

All reservations must be made through the Church reservations secretary in the office. Every effort will be made to honor all reservations. However, the Church reserves the rights to approve, refuse, or modify reservations when deemed to be in the best interest of the Church. The decision to refuse or modify will be made by the staff with notification given to the Trustees. In the event this should happen and if the organization/individual cancels the reservation, the Church assumes no liability and will not reimburse them for incurred costs or damages as a result of the cancellation.

FUND RAISING EVENTS

Any fund raising events conducted at the Church should be related to activities of the Church. Any fund raising events that require building/grounds use must be approved by the Trustees. This does not apply to fund raising events such as bake sales, ticket sales, etc., but for events such as car washes, festivals, garage sales on Church property where the Church may be exposed to unnecessary liability or incur additional cost (i.e., utilities). It is not intended to limit these events, but to ensure they are appropriate for use of Church property and that all factors are considered.

KEYS

Church security can only be maintained through the control of those having access to the buildings. Loss or misplacement of keys could result in unauthorized entry which could result in vandalism, theft, or personal injury. Loss or inability to return keys will result in re-keying of the necessary locks and billing the responsible group. All keys will be numbered and stamped "do not duplicate." If possible the church staff will provide access to the reserved buildings. Otherwise, arrangements must be made with the Church office to obtain a key.

SMOKING/ALCOHOL

Smoking will be allowed in outside designated areas only. Alcohol consumption is prohibited anywhere on church property..

APPROPRIATE BEHAVIOR

Behavior appropriate to a Christian facility will be maintained at all times. If inappropriate behavior is observed, the person(s) will be asked to discontinue it. Failure to comply with the request will result in termination of the activity and the group will be asked to leave. Inappropriate behavior may result in future denial of building use by the offending individual(s) or groups.

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SUPERVISION

It is the responsibility of the reserving group to ensure that the activity is properly supervised. Adult supervision is mandatory for use of kitchen facilities.

AIR CONDITIONING/HEATING IN FAMILY LIFE CENTER

Temperature controls in the Family life Center are set by the Church staff and are not to be altered.

TRASH/LITTER

All users of the Church buildings are responsible for maintaining the cleanliness of the facilities. All trash must be bagged and disposed of in the dumpster at Hastings Street entrance.

CUSTODIAL SERVICES

Those using the facility are required to clean the spaces and exercise good stewardship of church facilities (refer to above paragraph). Custodial service will be provided if requested at a charge of \$50 per custodial hour for a minimum of two hours. Payment to be made to the church office. A written description of the tasks to be performed by the custodian (including when to arrive, approximate number of hours needed, etc.) should be submitted to the church office at least seven days prior to the event. Failure to comply with this request will result in additional charges for clean up.

REPAIRS/IMPROVEMENTS

The Trustees must approve any repairs or improvements to any part of the buildings or grounds to ensure they are appropriate and consistent with overall appearance/decoration. This is not intended to limit initiative and participation by individuals or groups. Rather, they are encouraged to complete self-help repairs and improvements (e.g., painting classrooms, adding pictures, etc.) to assist in the overall appearance and upkeep.