

Facility Usage Policy



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FACILITY POLICY

The vision of First United Methodist Church is that we are a body transforming lives for Christ through service, study and worship. Our facilities are designed to serve the need to worship, to study, learn, participate in Christian fellowship, engage in wholesome recreation, and support the three emotional stages of life: baptism, marriage, and funerals. The policies regarding the usage of church buildings are written with this vision in mind.

Facilities available for use are the Traditional Sanctuary, Crossroads, Bostick Hall, Bostick Hall Kitchen and equipment, Parlor, Classrooms, Crossroads Cafe, Family Life Center, Family Life Center Kitchen and equipment, Epworth Meeting Room, Epworth Mini-Kitchen and Room, and appropriate outdoor spaces. Usage of these facilities is limited to church activities, church-sponsored activities, member activities, and member-sponsored activities.

- Member-sponsored events are those for which a church member reserves the facility and agrees to be on-site during the event, will secure the doors, turn off lights, assure that trash is removed from building, supervise appropriate use of facility, etc.
- All member-sponsored events must be approved by the Church Board or its designated appointee.
- Any member-sponsored event must provide proof of insurance from the group hosting the event.
- Any event that will charge an entrance fee or sell items must complete a Fundraising Form and be approved by the Church Board.
- At no time may church facilities be used to generate funds solely for a for-profit entity or for a single individual.
- At no time should church facilities be used for political or politically related events.

Respect for the church, its facilities and furnishings, and grounds are expected at all times.

- No food or drink is allowed in either of the sanctuaries, Traditional or Crossroads.
- No smoking is allowed in the church building.
- All decorations and personal items must be removed from the church immediately following events.
- The church is not responsible for loss of or damage to personal items.
- Under no circumstances is any person in attendance at an event allowed to participate while under the influence of alcohol or drugs. ***ALCOHOL AND DRUGS ARE STRICTLY PROHIBITED ON CHURCH GROUNDS.***
- All users of church facilities are expected to be good neighbors with respect to parking, noise, other disturbances, and trash. Please be respectful of those who live and work around the church facilities.

RESERVATIONS

Reservations are to be made with the administrative assistant in the church office. Dates must be cleared in advanced on the church calendar. To secure a particular event date, complete the attached paperwork and return to the administrative assistant.

Priority for event scheduling is given first to church events, second to church-sponsored events, third to member events, and lastly to member-sponsored events. Reservations should be made no less than two weeks prior to the event date. Reservations made with less than two weeks notice may not be accommodated. Reservations for member-sponsored events may not be made more than 3 months prior to the event.

The reservation for an event date will not be approved until the reservation form is completed and applicable deposits are paid. Failure to supply these items to the church office in a timely manner may result in loss of event date.

Please note that it is likely that during pumpkin season, generally the last week of September through last week of October, and Advent season, the approximately four weeks preceding Christmas, the church will have seasonal decorations that **cannot** be moved. Pumpkins and pumpkin patch decorations will cover the front lawn during the fall. Likewise, Christmas decorations will adorn the inside and outside of the church during Advent.

KEYS

Unless absolutely necessary, keys to the buildings are not released to event leaders. Maintenance or Church staff will coordinate opening and closing of buildings. In the event that those arrangements cannot be made, keys will only be issued to church members. Keys should be returned to the office as soon as the event is complete. Keys can be dropped through the mail slot of the church office after office hours.

MUSIC and SOUND

Sound systems are used in both sanctuaries, Traditional and Crossroads. A technician, on staff or approved by the church, is required for any event in these facilities held at FUMC requiring music or other sound. Any payments for their services is to be handled directly between the event coordinators and the Sound Technicians.

PHOTOGRAPHY and VIDEOGRAPHY

Photographers and videographers are cautioned about damaging furniture by standing on pews or chairs or placing equipment on furniture in the church. *The photographer or videographer is responsible for any damage so caused.*

DECORATIONS

All decorations (if applicable) must be approved by the church office. No tacks, pins, nails, staples, or glue guns are to be used to fasten decorations to the furniture or building. Only removable tape, wrapped wire, or ribbon are permissible. Non-drip or oil candles with protective

cloths only are to be used in the sanctuaries. The aisles may be adorned with flowers and pew bows may be added. Window sills may be decorated provided that decorations do not hang over into the walkway for safety reasons. Aisle cloths and flower petals may not be used due to safety issues. Protective coverings must be used underneath candelabras and candles in window sills to protect the surface beneath. Candles used in the aisles must be above head height and felt must be used between the pew and clamp to protect the furniture from further scratching. If professional decorating services are required for an event, the florist/decorator will need to complete the appropriate form and will be held responsible for any damage related to decorations.

Immediately following an event, all candles must be extinguished. All flowers and decorations must be removed once the event has ended. Flowers may be designated for use in Sunday services if arrangements are made prior to the event with the church office.

KITCHEN USAGE

FUMC has three kitchens and one kitchenette which may be used for events, the Bostick Hall Kitchen, the Family Life Center Industrial Kitchen, the Epworth Mini-Kitchen, and the Crossroads Café kitchenette. Each kitchen is stocked with appropriate appliances and utensils, as well as tableware. Use of these items may be arranged with the church office. Paper goods are not included in rental fees and must be provided by the renter. The renter is responsible for any damage to kitchen equipment, utensils, or tableware.

Kitchen equipment may not be used by children or youth unattended. Adults are expected to supervise all activities in the kitchens. Professional caterers are expected to use their own equipment for preparing food for an event. Arrangements can be made with the church office for use of equipment by the caterer, if necessary.

All kitchens must be cleaned following any rental. All dishes and utensils must be washed and properly stored (upside down) or left to air dry, countertops wiped down, garbage disposed of, bags tied and removed from building, and floor cleaned. **NO FOOD MAY BE LEFT IN THE KITCHEN.** All utilities must be turned off before leaving and, in the case of the Industrial Kitchen, doors must be locked. Failure to clean and secure the kitchen may result in loss of deposit.

EVENTS with CHILDREN

All church and church-sponsored events held at FUMC must be designed to meet the guidelines provided by our Safe Sanctuaries Policy which provides for the safety of children while in our facilities.

For all events with children, including those that are member-sponsored, the required minimum guidelines for supervision are:

- Grades 3 and under - 1 adult for every 5 children
- Grades 4 and up - 1 adult for every 10 children/youth

MISCELLANEOUS

No church equipment or furniture can be loaned to any member, non-member, or group.

Rentals are for a particular area of the church facilities. Wandering through the building or using other areas is not allowed. Areas of the church such as entry/exit doors and restrooms will be specified for each event.

Parking is available in the church parking lot on the north side of the church building. The church parking lot ends where the blacktop ends. The adjacent gravel lot belongs to the Service League of Natchitoches, Inc. and is available for parking during events at the church provided there is not an event at the Prudhomme-Rouquier House. Events held during morning hours are asked to not park directly in front of the donut shop, but are welcome to use the drive through lot adjacent to the donut shop. Please use the side lot and spaces on Ragan Street for parking in the front of the church.

The Church Board reserves the right to review the use of facilities and grounds at any time. Groups not functioning in accordance with the intention and purpose of the church may be denied use of the facilities.

If you have any questions, please contact the church office at 318-357-8296 or 220 Amulet. Church office hours are Monday through Thursday 8:30 am until 1:30 pm, or by appointment.

MEMBERSHIP

Persons who unite with the Methodist church support the local congregation through their prayers, their presence, their gifts, their service, and their witness. In order to be considered a member of First United Methodist Church, an individual must have joined the congregation at least six (6) months prior to scheduling an event on the church calendar and actively participate in the life of the church on a continuing basis.

PAYMENT SCHEDULE AND FEES

Refundable Deposit
Fee Payment

Paid as soon as possible to secure event date
Due one week prior to event

The facility agreement must be completed and returned to the church office with all deposits in order to secure the event date. Please make checks payable to *First United Methodist Church*. All other forms must be returned no later than 7 days prior to the event date.

Clean up fees paid will provide for a custodial staff member to be present as needed throughout your event and to take care of trash, floors, putting away items used etc. If the clean up fee is waived the renter is responsible for all clean up. If items are found to be unsatisfactory or incomplete following the event, an appropriate clean up fee will be retained from the initial damage deposit.

Clean up fees will not be waived for events that require staff to clean outside of normal scheduled hours in order for the space to be prepared for Sunday.

Please note: Member fees do not include the cost of utilities that are paid through our congregations giving each week. Please consider your use of your church's facilities as you make your next gift to our church.

Required Deposits and Fees

Worship Spaces	Member-Sponsored	Member
Refundable Damage Deposit	\$1000	\$1000
Rental Fee	\$400	\$0
Sound Technician	Must use sound tech from church approved list. Payment agreement directly with sound tech. Suggested payment range is \$10 - \$20 per hour.	
Clean Up Fee	\$200	\$200

Meeting Spaces	Member-Sponsored	Member
Bostick Hall and Kitchen Refundable Damage Deposit	\$500	\$500
Bostick Hall and Kitchen Rental Fee	\$150 + \$50 per hour over 3 hours	\$50 + \$10 per hour over 3 hours
Bostick Hall Clean Up	\$100	\$100

Meeting Spaces	Member-Sponsored	Member
Family Life Center Refundable Damage Deposit	\$500	\$500
Family Life Center Rental	\$200 + \$25 per hour over 3 hours or \$400 all day for 0-99 attendees. \$300 + \$25 per hour over 3 hours or \$600 all day for 100+ attendees.	0-49 attendees: \$25 for 1-3 hours or \$100 per day.
		50 -99 attendees: \$50 for 1-3 hours or \$200 per day.
		100 + attendees: \$100 for 1-3 hours or \$300 for all day
Extra Hours for set up time (any space)	\$10 per business hour before rental period	\$5 per business hour before rental period
Family Life Center Kitchen Refundable Damage Deposit	\$200	\$200
Family Life Center Kitchen Rental Fee	\$150 + \$50 per hour over 3 hours	\$100 + \$20 per hour over 3 hours
Family Life Center Clean up	\$100	\$100
Education Building Classrooms and Crossroads Cafe Refundable Damage Deposit	\$200	\$200
Education Building Classrooms and Crossroads Cafe Rental Fee	\$25 per hour, per room	\$5.00 per hour, per room
Education Building Clean up	\$100	\$100
Epworth Refundable Damage Deposit	\$200	\$200
Epworth Meeting Room	\$25 per hour	\$5 per hour
Epworth Mini-Kitchen and Room	\$25 per hour	\$5 per hour
Epworth Clean up	\$50	\$50

Facility Usage Application

Please complete the form and return it with all applicable deposits to secure your event date. Failure to do so may result in loss of desired event date. Not every event will have every component requested below. For details that do not apply to your particular event, please put N/A for "not applicable."

Event Information

Renter Name

Address

Phone Numbers

Work:

Home:

Cell:

Email

Member Sponsor
(if applicable)

Sponsor Phone

Work:

Home:

Cell:

Sponsor Email

Event Date

Event Time

Set up start time

Purpose of Event

Expected # of Guests

Other Vendors to be
used

Phone:

(i.e. Caterer,
Photography)

Phone:

Phone:

Request for Services & Facilities

Services and Facilities (Check all requested)	Member-Sponsored Event Fees	Member Event Fees	Fee Tally
Worship Spaces: <input type="checkbox"/> Traditional <input type="checkbox"/> Crossroads	\$400	\$0	
Damage Deposit	\$1000	\$1000	
Clean Up	\$200	\$200	
Sound Technician	Name:		
<input type="checkbox"/> Bostick Hall and Kitchen	\$150 + \$50 per hour over 3 hours	\$50 + \$10 per hour over 3 hours	
Damage Deposit	\$500	\$500	
Clean Up	\$100	\$100	
<input type="checkbox"/> Family Life Center	\$200 + \$25 per hour over 3 hours or \$400 all day for 0-99 attendees. \$300 + \$25 per hour over 3 hours or \$600 all day for 100+ attendees.	0-49 attendees: \$25 for 1-3 hours or \$100 per day. 50 -99 attendees: \$50 for 1-3 hours or \$200 per day. 100 + attendees: \$100 for 1-3 hours or \$300 for all day	
Damage Deposit	\$500	\$500	
Clean Up	\$100	\$100	
<input type="checkbox"/> Family Life Center Kitchen	\$150 + \$50 per hour over 3 hours	\$100 + \$20 per hour over 3 hours	
Damage Deposit	\$200	\$200	
Clean Up	\$100	\$100	
<input type="checkbox"/> Classrooms and Crossroads Cafe	\$25 per hour, per room	\$5 per hour, per room	
Damage Deposit	\$200	\$200	
Clean Up	\$100	\$100	
Rooms			
<input type="checkbox"/> Epworth Meeting Room	\$25 per hour	\$5 per hour	
<input type="checkbox"/> Epworth Mini-Kitchen and Room	\$25 per hour	\$5 per hour	
Damage Deposit	\$200	\$200	
Clean Up	\$50	\$50	
<input type="checkbox"/> Extra Hours for Set-up	\$10 per hour	\$5 per hour	

Request for Services & Facilities

Setup Information

Please indicate which of the following are needed and number, if applicable.

Tables Rectangular No. Requested:

Round No. Requested:

Chairs No. Requested:

Podium (Speaker Stand)

TV/DVD

Provide any setup details and sketch layout for tables and chairs:

Event:

Date:

For Office Use Only

Deposit Amount:

Due Date:

Check #:

Date:

Event Approved & Calendared: Initials:

Date:

Summary of Fees Due:

Payment Amount:

Due Date:

Check #:

Date:

Check #:

Date:

Check #:

Date:

Follow-up Inspection:

Initials:

Date:

Deposit Refunded*:

Amount:

Date:

Deposits collected within 2 months of the event will be held and not deposited. Deposits collected over 2 months prior to the event will be deposited and then reimbursed as needed.

**If a full refund of the deposit is not given, describe all damage incurred and the approximate cost for replacing/repairing damage.*