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Revised: Property Committee, December, 2007

## **LAUREL HEIGHTS UNITED METHODIST CHURCH ["LHUMC"] POLICY FOR USING CHURCH-OWNED FACILITIES**

### **LAUREL HEIGHTS MISSION STATEMENT:**

“Our mission is to offer Christ to those we encounter and to nurture, equip, and enable persons to become committed Christians in our community and the world beyond.”

### **INTRODUCTION**

At LHUMC we are stewards of an excellent facility. In accordance with our mission of spreading the gospel and reaching out to those in the community, we welcome parishioners and guests who wish to use the church facilities.

The Trustees, staff and membership of LHUMC are pleased to be able to make our facility, a gift from God, available for meetings and events that are consistent with our Mission as expressed above.

These guidelines are intended to make your facility use experience here at LHUMC as comfortable and uncomplicated as possible. Your attention to these guidelines will help ensure that all the various events that occur here are smoothly accommodated and function in a way that glorifies God.

The LHUMC Renovation Project, completed in 2006, addressed most of the LHUMC complex with the exception of the Weekday School and the gym areas. Visitors will note that the many rooms and corridors on all three floors serve a variety of functions, ranging from formal to informal. The formal areas include but are not limited to the Sanctuary, Mann Chapel, Foyer, Narthex, Bride's Room, Children's Chapel, Scott Chapel, Laurel Room, Parlor, Senior Pastor's Office and Library. First floor transitional corridors serve to prepare the visitor for accessing formal areas such as the Sanctuary, Children's Chapel, Scott and Mann Chapels. Informal spaces include the Staff offices, Fellowship Hall, Sunday School classrooms, the Weekday School, gym, and the Laurel Heights Youth Center Area.

When requesting use of our building it is to be noted that the activities are to be consistent with the type of space requested. The events in the formal areas will be consistent with the formality of the space. Also, the informal areas of the church can be used for meetings, parties, other activities of an informal nature. It is to be noted that the renovation used a consistent color scheme throughout, all of the paint colors complement and the furniture and finishes are consistent through out the building. Any requests for changes in fabrics, finishes, and/ or furnishings must take in to consideration the décor that is currently in place.

## **I. Purpose**

The purpose of this Policy is to outline the requirements, procedures, and fees (where applicable) for using Church-owned facilities for Church-related, and other appropriate events. This policy also provides requirements and procedures for additions, changes, and /or modifications to the interior and/ or exterior of the facilities and grounds.

## **II. Responsibility**

The Board of Trustees/Property Committee is responsible for enforcement of these Policies and designates the Church Administrative Secretary responsible for day-to-day compliance with this Policy.

## **III. Scope**

LHUMC activities take precedence over outside group activities. Non-profit groups whose activities are of a Christian teaching and/or ministry outreach take next priority.

- A. This Policy applies to the LHUMC campus. It does not pertain to the Kitchen, Library, Weekday School, San Antonio Youth Center or to weddings and receptions which are covered by separate policies and fees, respectively.
- B. If children or youth are involved in the Activity there must be compliance with the Church Child Safety Policy, a copy of which is attached.

## **IV. Use of Church Facilities**

The use of the campus is restricted to the following activities:

- A. Church and Church Related Activities
  - 1. Laurel Heights UMC programs and related activities.
  - 2. Charge Conference-established decision-making bodies and established committees of the Church.
  - 3. Outreach activities sponsored by various committees or the Church as a whole.
  - 4. Southwest Texas Conference of UMC and related activities.

5. Member-Supported Activities (such as birthday, anniversary and other special occasion parties for members). Facilities are not available on scheduled holidays.

B. Community Groups are defined as:

Activities that benefit the community (of which LHUMC is a part) such as election polling precincts, neighborhood associations, school activities and recitals, concerts, town hall forums, drug or other rehabilitation groups, scouting programs, etc.

The facilities are not available on scheduled holidays. For certain events, LHUMC reserves the right to require security personnel for the above listed groups. (Refer to Section VIII A.) The Board of Trustees can approve case-by-case exceptions.

## V. Reservations

LHUMC groups and church sponsored organizations should contact the church Administrative Secretary to reserve space for meetings. All other non-LHUMC groups should follow the procedures outlined below.

A. Request Form

1. In order to use any portion of the campus, all Applicants must complete the appropriate Usage Request Form available from the Administrative Secretary.
2. A custodial staff person must be present at all activities.
3. A Release of Liability Form must be completed for Community Activities.
4. The Facility Usage Form must be turned into the Administrative Secretary no later than 10 business days before the event requested. The Administrative Secretary will verify the availability of the space requested including set up and clean up time, and will submit the request for signed approval from the appropriate staff personnel.
5. Reservations for Community Groups will not ordinarily be taken more than six months prior to the event date (except for weddings).
6. If the church finds it necessary to make changes they will be made in writing with at least 30 days notice, if possible, to the scheduled group.

7. If a Community Group's event is canceled for any reason, the groups' main contact person must notify LHUMC's Administrative Secretary as soon as possible by phone or in person. Any expenses already incurred for the event at the time it is canceled will still be the group's responsibility.

B. Applicants should meet the following requirements:

1. Community Groups must be sponsored or approved by the Pastor or Trustees.
2. Reservations must be made through the Church Administrative Secretary. All applicable fees must accompany the application.
3. Reservations are accepted on a first-come, first-served basis with priority being given to LHUMC programs, organizations, and members. Unforeseen scheduling conflicts may result in room re-assignments.
4. Any changes or additions to a previously submitted request must be resubmitted for approval.
5. Activity must be appropriate to a Church environment and in compliance with this policy.
6. Applicants must be at least 21 years of age or provide an adult co-signer.
7. The activity must be conducted in a manner to comply with the City of San Antonio fire and safety regulations, and the policies and procedures of LHUMC.
8. The fees and applicable deposits are set forth in the attached Fee and Deposit Schedule.

C. All applications initially are subject to the approval of the Church Administrative Secretary. The Pastor and the Board of Trustees can disapprove any application after review.

## **VI. Fees, Deposits, and Related Costs**

- A. There are no fees for Church Activities.
- B. Appropriate fees will be charged for Member-Supported Activities, depending upon the nature of the event. A member of the custodial staff must be present at all activities and the event may be subject to custodial fees.
- C. Fees, deposits, and related costs for Community Groups are shown on the attached Fee and Deposit Schedule which will be updated periodically by the Board of Trustees to reflect current utility, labor costs, and other appropriate costs. In general, fees are calculated on the basis of direct custodial labor costs, average utility costs for the room used, plus 10% for administration and miscellaneous costs.

1. Any requests for a reduction or waiver of fees may be submitted in writing to the Board of Trustees at the time of application but in any case at least 10 days prior to the event.
  2. Community Groups using the facility on a continuing basis must resubmit their request annually. The request for continued waiver of fees must be reconsidered each year.
    - a. One basis for the reduction of the normal fee would be that a portion of the labor costs may be defrayed if the Applicant agrees in writing in advance to do the set-up and clean-up of the space.
    - b. If such a reduction is approved, then that portion of the fee will be returned upon the Building Superintendent verifying that the set-up and clean-up were properly performed.
- D. Fees not paid within 10 days of the due date are subject to a \$25 late payment fee. The due date is within five days of the reservation or ten days prior to the event whichever is earlier. Any check returned for non-payment, for whatever reason, will be subject to an additional \$25. handling fee.
- E. Security deposits: In addition to the rental fee, a refundable security deposit of \$100 will be paid at the time of payment of the fee. Groups staying overnight will have a \$250 deposit.

## VII. Care of Property

- A. Internal Usage (LHUMC programs and activities)
1. No decorations of any kind may be in any way attached, glued, tacked, or stapled to any wall, ceiling, door or door frame, window or window frame of church facilities without prior written consent of the LHUMC Property committee.
  2. There may be no temporary or permanent alteration or addition to any **interior or exterior** building space or finish in the space; including: floor material, paint, wallpaper, stain, furnishings or decorative items without prior written approval of the Property Committee.
  3. Equipment owned by LHUMC, such as projectors, VCR's , TVs, cameras, or other electronic equipment are for the use of the congregation on the church premises and may be requested on the Facility Usage Request Form.

4. Any individual or group wishing to make a donation to LHUMC of furnishings and/or other property for either the interior or exterior of the complex must submit to the Property Committee Chair a written statement of the proposed donation for review and approval.
5. Any individuals who accidentally or purposefully damage any of the Church's property either on the interior or exterior of the building will be expected to reimburse the Church for the cost of the replacement or repair. The Building Superintendent will notify the Property Committee Chair who will prepare a bill for reimbursement.
6. No group may move chairs, tables, or any furnishings from one room to another without prior approval from the Building Superintendent. If chairs are borrowed from one area to another they must be returned in the same configuration as found.
7. Groups and individuals are welcome to bring their own property and equipment for their activities and are financially responsible if the items are damaged, lost or stolen.
8. With the exception of tables and chairs, furnishings of the Church will not be loaned out for use outside of the LHUMC facilities.
9. Office equipment, such as computers, copy machines, risograph, postage meter, etc, are only to be used by staff members or trained volunteers for church purposes only.
10. Furnishings such as tables and chairs may be borrowed upon approval of the Administrative Secretary if their function is to be used for church-related events. A written Table/Chair Loan Receipt must be signed before the tables or chairs are removed from the premises and the date for return shall be established for the return of the items and will be reflected on the receipt.
11. Kitchen Use
  - a. Only approved caterers or those individuals authorized by the LHUMC Kitchen guild may use the church kitchen facilities.
  - b. Kitchen equipment (refrigerators, freezer, steam table, stove, ovens, coffee pots, etc) may be used only if specifically requested in the Facility Usage Request Form and is approved.
  - c. Kitchen utensils, pots, pans, dishes, tablecloths, silverware, etc. must also be specifically requested with Administrative Secretary.
  - d. No church foodstuff, paper or plastic products may be used.

B. External Usage Prior to Activity (Community Groups)

1. The contact person for a Community Group must schedule an appointment with the Building Superintendent at least four business days prior to the scheduled event to conduct a walk through of the facility and to discuss issues such as opening and closing of the building, room set-up, room clean- up, etc.
2. No group may move chairs, tables, or any furnishings from one room to another without prior approval from the Building Superintendent. If chairs are borrowed from one area to another they must be returned in the same configuration as found.
3. Banquet tables and folding chairs may be requested on the Facilities Usage Request Form. However, because of excessive demands on custodial staff we ask that your group provide labor for the set up and take down of these items. Individuals and groups who are physically unable to handle these tasks will certainly be accommodated.
4. No decorations of any kind may be in any way attached, glued, tacked, or stapled to any wall, ceiling, door or door frame, window or window frame of church facilities without prior written consent of the LHUMC Property committee.
5. There may be no temporary or permanent alteration or addition to any interior or exterior building space or finish in the space; including: floor material, paint, wallpaper, stain, furnishings or decorative items without prior written approval of the Property Committee.
6. Equipment owned by LHUMC, such as projectors, VCR's, TVs, cameras, or other electronic equipment are for the use of the congregation on the church premises and may be requested on the Facility Usage Request Form.
7. Any group using any LHUMC property and equipment listed above is financially responsible if the items are tampered with, damaged, lost or stolen.
8. Groups and individuals are welcome to bring their own property and equipment for their activities and are financially responsible if the items are damaged, lost or stolen.

9. With the exception of tables and chairs, furnishings of the Church will not be loaned out for use outside of the LHUMC facilities.
10. Office equipment, such as computers, Xerox machines, mimeographs, stencil cutters, etc, are only to be used by staff members or trained volunteers for church purposes only.
11. Furnishings such as tables and chairs may be borrowed upon approval of the Administrative Secretary if their function is to be used for church-related events. A written Table/Chair Loan Receipt must be signed before the tables or chairs are removed from the premises and the date for return shall be established for the return of the items and will be reflected on the receipt.
12. Kitchen Use
  - a. Only approved caterers or those individuals authorized by the LHUMC Kitchen guild may use the church kitchen facilities.
  - b. Kitchen equipment (refrigerators, freezer, steam table, stove, ovens, coffee pots, etc) may be used only if specifically requested in the Facility Usage Request Form and is approved.
  - c. Kitchen utensils, pots, pans, dishes, tablecloths, silverware, etc. must also be specifically requested with Administrative Secretary.
  - d. No church foodstuff, paper or plastic products may be used.
13. Any individual or group wishing to make a donation to LHUMC of furnishings and/or other property for either the interior or exterior of the complex must submit to the Property Committee Chair a written statement of the proposed donation for review and approval.
14. Any individuals who accidentally or purposefully damage any of the Church's property either on the interior or exterior of the building will be expected to reimburse the Church for the cost of the replacement or repair. The Building Superintendent or his designee will notify the Property Committee Chairperson who will prepare a bill for reimbursement.

C. Event Usage --After the Activity – Internal and External Groups

1. All groups must clean up after their activities (unless approved otherwise by staff personnel). Cleaning includes throwing away trash, collecting remaining paper not used, collecting cups, glasses, wiping surfaces, etc.

2. All groups must straighten up after their activity (unless approved otherwise by staff personnel). Straightening up includes returning the rooms to their original arrangement with chairs and tables in their proper locations.
3. All groups must lock up after their activity (unless approved otherwise by staff personnel). Lock up includes turning off the lights, unplugging any audio visual equipment or other electric appliances used, turning off the A/C or heat, if controlled in that room, and locking doors to rooms used.
4. Building Superintendent or his designee will do a walk through following the event with the assistance of his Photo Reference Manual to approve the appearance of the space.

## **VIII. Security**

- A. The use of uniformed, commissioned law enforcement of the State of Texas (or the City or San Antonio, etc.) may be required by the Church for events such as concerts, private parties, festivals, or other events with a large attendance. When required, the security officer will remain on duty until all guests have departed and the building is secured. Applicant shall make all security arrangements and pay all such security costs. Obtaining security is the applicant's sole responsibility and not that of the church. Proof of arrangements shall be given to the Church Administrative Secretary at least two weeks prior to the event.
- B. The Building Superintendent shall make sure that authorized Church staff members will be present at all functions/events, and see that:
  1. Rooms used are cleaned and returned to original set-up.
  2. Equipment used is returned to room from which it was obtained.
  3. Lights, heating, and air conditioning are turned off or adjusted.
  4. All doors and windows are secured.

## **IX. Tobacco Products, Alcohol, or Controlled Substances**

The use of any alcoholic beverages, or controlled substances in any Church-owned facility or on Church-owned grounds is strictly prohibited. Tobacco products are allowed only outside of the building.

## **X. Weapons and Concealed Handguns**

Carrying weapons and/or concealed handguns in any Church-owned facility or on Church-owned grounds is strictly prohibited.

## **XI. Insurance**

- A. Community Group Applicants will be required to sign the Release of Liability form fully releasing LHUMC and its employees and agents for any damages, losses, or injuries that may occur during an Applicant's use of this facility. In some cases such as Community Groups, proof of insurance coverage and a certificate of insurance naming the church as additional insured may be requested at the discretion of the Pastor or Board of Trustees.
- B. Following an accident, incident or other type emergency, immediate notification should be provided to the Church staff member present and followed up by notice the next business day to the Church Administrative Secretary. Written notification should be submitted to the Church within 48 hours following any emergency.

## **XII. Damage from Misuse and/or Neglect**

The Building Superintendent or his designee shall be the sole judge as to whether damage has occurred from Applicant's use of any facility, and will notify the Chairperson of the Property Committee or Board of Trustees of said damage. If misuse and/or neglect have occurred, the deposit will be forfeited and the Applicant will be billed for the excessive clean-up and/or repair costs incurred. Any spill will be cleaned up immediately.

## **XIII. Right of Refusal**

LHUMC, its Church Administrative Secretary, Pastor, or Board of Trustees has the right to refuse the use of the facilities to any person, organization, or others and to evict any person for misconduct or other reasons in the best interest of the Church. The Board of Trustees shall have the final decision.

## **XIV. Hours of Usage**

- A. Facilities will not be occupied by Applicant earlier than stated on the Facility Usage Request Form and will be vacated on the date and at the stated termination time. An additional charge may be billed for early arrival or late departure, in accordance with the attached Fee Schedule.
- B. When the facilities are used by youth groups for "sleepovers," youth groups will not be permitted to leave Church facilities between the hours of 12:00 Midnight and 5:00 AM.

## **XV. Restrictions on Space Available for Use.**

Various spaces defined by Primary or Secondary Spaces within the Church have limitations and restrictions on their availability for use.

- A. The Primary Spaces are the Formal Spaces and require a use consistent with the formality of the room. The Primary or Formal Spaces are as follows: the Sanctuary, Mann Chapel, Foyer, Narthex, Bride's Room, Children's Chapel, Scott Chapel, Laurel Room, Parlor, Senior Pastor's Office and Library. All uses should be consistent with formality.
- B. The Secondary Spaces or the Informal Spaces are as follows: Staff Offices, Fellowship Hall, Sunday School classrooms, the Weekday School, the gym, and the Laurel Heights Youth Center and parking lots. Informal activities, meetings, meals, parties are appropriate uses for these spaces.
- C. The requested use should be appropriate for the particular rooms requested. The restrictions on the use of the kitchen and library will be determined by the kitchen guild and the library committee, subject to approval by the Trustees.

## **XVI. LHUMC Van Policy**

LHUMC owns a van and it will be kept in one of the LHUMC lighted parking lots overnight, locked and secure at all times. The Church Administrative Secretary will schedule the use of the van. The LHUMC Van Policy is attached as an addendum to this document.

## **XVII. Fee Schedule**

See attached "**Fees for Building Use**" schedule

## XVIII. Fees For Building Use

- A. LHUMC – Fees will not normally be required of Laurel Heights’ organizations (i.e., Sunday School Classes, UMW, UMYF, Choirs, etc.).
- B. Deposit – A minimum deposit against fees will be required when function date has been approved.
- C. Fees shown are “per event”.
- D. For Community Groups, the following fee schedule will apply.

<u>Description</u>	<u>First Hour</u>		<u>Each Hour Thereafter</u>	<u>Deposit Required</u>
Sanctuary (up to 375 people)	\$425.00	+	\$75.00	\$125.00
Scott Chapel (up to 85 people)	\$200.00	+	\$40.00	\$ 75.00
Parlor (up to 50 people w/ chairs)	\$ 50.00	+	\$15.00	\$ 50.00
Dining Room (up to 120 people w/ tables & chairs)	\$100.00	+	\$25.00	\$100.00
Kitchen (includes use of dishes)	\$125.00	+	\$25.00	\$125.00
Gymnasium (up to 300 people w/ tables & chairs)	\$ 75.00	+	\$20.00	\$100.00
Classroom	\$ 25.00	+	\$5.00	\$ 50.00
Music Rehearsal Room (includes use of piano)	\$ 50.00	+	\$10.00	\$ 50.00
Custodial Service	\$ 50.00	+	\$18.00	\$ 50.00
Overnight Groups	\$ 2.50/person/night			\$250.00 May be required
Candles (tapers)	\$ 3.00			
Coffee (10-50 cups)	\$15.00 (includes Styrofoam cups, creamer & sugar)			
Coffee (50-100 cups)	\$25.00 (includes Styrofoam cups, creamer & sugar)			
Tablecloths (10-ft)	\$ 3.00 each (laundry fee)			

**XIV. Fees (Multiple Use)**

- A. Requests for multiple use of facilities will be considered on a per request basis. The Authorized Representative for the organization using the facilities must be available to the Church Administrative Assistant during weekday hours in the event that a meeting must be canceled by the Church. The Church office should be notified immediately of any cancellations made by the organization.
- B. Any agreement reached for more than four weeks of facility use will include a probationary period of one month. The Senior Pastor will review the previous four-weeks' activities after which the request will be renewed or terminated by the Church.

**XX. Use of Kitchen**

The use of the kitchen includes use of all kitchen equipment but not foodstuff or paper products (cups, plastic flatware, paper plates, napkins, etc).

**XXI. Normal Office Hours**

Monday through Friday:                      Open 8:30 AM                                      Close 5:00 PM

**Building Hours**

Monday through Friday                      Open 8:00 AM                                      Close 5:00 PM  
Opened for Scheduled Meetings

Saturday    Opened for Scheduled Meetings only

Sunday    Open 7:30 AM                                      Close 8:00 PM

The Building must be closed by 10:00 p.m.  
(With the exception of Parents' Night Out)

**XXII. Custodial Rates**

The Custodial rate after 5:00 PM is \$18.00 per hour. A custodian must be on duty to close and lock the facility.