

## **FIRST METHODIST CHURCH WASHINGTON (FMCW) FACILITIES USE POLICY**

### **Attachments:**

1. Facility Use Request Form
2. Building Use Guidelines
3. Rate and Fee Schedule
4. Hold Harmless Agreement
5. Audio Visual Team Policy and Procedures

### **Statement of Policy:**

The mission statement of First Methodist Church Washington is “Knowing Christ, Sharing Christ and Growing in Christ”. In keeping with this statement, proper oversight shall be given to the campus facilities to ensure that:

- Adequate facilities exist to effectively carry out the mission statement
- Church facilities are properly protected against damage or misuse
- A spirit of cooperation exists with church members, community and civic groups, other non-profit organizations, and individuals regarding the use of the church’s facilities
- Appropriate fees are assessed for prioritized events in order to recover the expense associated with the use of the building.

The Board of Trustees is responsible for oversight and coordination of the church facilities use in accordance with the procedures specified herein. The Trustees shall appoint an individual church member or staff member as Facility Use Coordinator.

### **Scheduling and Priority for Facility Use**

#### **FMCW Priority of Facility Use**

Requests for events/activities using space/equipment at FMCW will be categorized into the following order of priority.

#### **FMCW GROUP**

1. FMCW Church Ministry Events. The internal ministry of the church is given the highest priority in use of the facilities. This includes worship services; Sunday School classes; adult, youth and children Christian activities (UMW (Circles), UMM, JAM, Uplift, etc.) and bible classes; internal music ministry activities; church board and church committee meetings; and Pre-School and Child Care classes.
2. FMCW Approved Programs and affiliated ministries. The second level of priority is accorded to programs and activities formally identified by FMCW Church Council for

direct support, are included as recurring activity, and are consistent with the mission and vision of this church. This includes Boy Scouts, Cub Scouts, Emmaus reunion groups, and Matthew 25.

3. FMCW Organizations and FMCW Mission related Events. The third level of priority is for FMCW Organization outreach events of FMCW members and regular attenders (attends 1-2 x's per month). Organization outreach events include ecumenical group gatherings such as Women's Bible Study, Women's Conference, and Young Lives meetings/dinners.

#### **FMCW Member Personal Use**

4. Member related events, the 4<sup>th</sup> level of priority include bridal and baby showers, birthdays, anniversary parties, and small group socials. These events may not be fund raisers.

#### **NON-FMCW Group – Charitable Mission**

5. Community and Outside Organization Uses. The fifth level of priority is accorded to facility use by not-for profit Charitable groups. Any of these activities must be sponsored by a FMCW internal organization or a member. These events may or may not be fund raisers. Examples are but not limited to Eagle's Wing appreciation event, Young Life Banquet, Coastal Pregnancy Center, etc.

#### **NON-FMCW Group –**

6. Community and outside organization use. The sixth level of priority is accorded to facility use by civic and service activities community groups and other business organizations. Any of these activities must be sponsored by a FMCW internal organization or a member. For example: Vidant Hospital community events, Community College ceremonies, Paul Funeral Home memorial, etc.

Events and activities which fall in Priority 1, Priority 2 and Priority 3 shall be scheduled in the Church Calendar by the church staff. No facility use fee shall apply to these priorities; however, fees for custodial after hours and video/sound support shall be assessed. Refer to Facility Fee Schedule (attachment 3).

Events and activities which fall in Priority 4, Priority 5 and Priority 6 shall be scheduled in the Church Calendar by the church staff and a FMCW Facility Use Request will be completed. Facility use fees as prescribed at attachment 3 are applicable to priority 4, 5 and 6 activities.

### **Non-church groups**

A member of FMCW or regular attendee (attends 1-2 x's per month) shall be identified to sponsor each non-church group using the church facilities. This sponsor shall be present during the event activity.

Non-church groups may reserve space no more than six months in advance.

FMCW Safe Sanctuary Policy is applicable to events conducted by non-church organizations.

Non-church groups (Outside activities) will be required to complete a Hold Harmless Agreement (attachment 4). Commercial activities may be required to provide a Certificate of Insurance, with a limit of not less than \$1,000,000, naming First United Methodist Church as an additional insured, for the purpose of covering liability and property damage or accidents that might occur on church property. A Certificate of Insurance shall be obtained from any non-church organization preparing "take-out food" in the FMCW kitchens.

A security and damage deposit (\$100) is required to secure the event on the calendar. This deposit is deducted from the facility use fee. *All fees must be paid one (1) week prior to the event.*

### **RESERVATIONS**

Each group using the facilities must schedule the activity by an adult (person aged 18 or older). This sponsor/contact person is to insure that these Building Use Guidelines (attachment 2) are fulfilled and will be responsible for any and all damage, maintenance, and cleaning of the facility which should be performed by the group. Church group sponsors may contact the Church Office Administrator to schedule the event.

A Facility Use Request form, available from the church office or online, shall be completed by all priority 4,5 and 6 groups requesting use of the facility. The request will be processed and retained by the Facility Use coordinator.

The Request form will normally be received by the Facility Use coordinator at least **60 days prior to the event**. Facility Use Request events will coordinate with the Church Office Administrator and placed on the church calendar when the request form has been completed, including receipt of Security deposit, and determination is made that no conflict exist.

### **SECURITY RESPONSIBILITY**

Arrangements must be made to enter the building with the Church Office Administrator and/or Facility Use coordinator. *All groups must have a designated event representative to man the door and make sure only the proper attendees are admitted.*

## **CLEAN UP AND RESTORING FACILITIES**

The church facilities utilized are to be restored after the event has been completed. The event sponsor must designate an individual for this responsibility and that person will be responsible for meeting with the Facility Use coordinator prior to the event to be informed of policies and location of equipment. All equipment and furniture that is moved out of place is to be returned to its original position. Furniture in the Narthex, Chapel, Sanctuary and Conference Room is not to be moved. FMCW Building Use Procedures (attachment 2) is applicable.