

Church Street United Methodist Church
Facility Use Policy
Approved June 28, 2018

Church Street United Methodist Church has established fees and policies for use of the facilities of Church Street United Methodist Church. We wish to provide a community service by making the facilities available when possible. Church Street United Methodist Church reserves the right to offer its Sanctuary, Calhoun Parlor and Fellowship Hall to groups and organizations whose values are consistent with the values of the Book of Discipline and the Social Principles of the United Methodist Church. User Fees are designed to cover overhead and operating costs. Church facilities may not be used without signing the required documents and receiving approval from the Trustees.

Categories of Users

- **Members:** Any person who is currently on the membership rolls of Church Street United Methodist Church. Members will not be charged a User Fee for the facilities for a wedding, funeral/memorial service or church sponsored events. Members wanting to use the Church facilities for any other event must follow the Facility Use Policy and sign an application and liability release form.
- **Non-Profit:** This category is limited to use by Organizations, civic groups, and businesses that are not-for-profit and are not sponsored by CSUMC. An application, terms of agreement, and release of liability form must be signed. Proof of an Organization's tax status may be required. Non-Profits must be sponsored by a Member and the Member must be present for the entire Non-Profit event.
- **Non-Members:** Groups or individuals who are not members of the church. Applicants will be considered on an individual basis by the Trustees and, if approved, must supply all required documentation and pay all applicable fees specified in the fee schedule. A church member or staff person must be present for the entire event.

All of the above categories of users are hereinafter collectively referred to as "User Group".

Requests for Use of Facilities

- Reservations for use of Church Facilities by Non-Profits and/or Non-Members must be requested in writing. The proposed event will be placed on the Church calendar immediately upon receipt of written request; however, such reservation cannot be confirmed until the signed application, terms of agreement, fees, release of liability and proof of insurance are received by the Church Facilities Director. Sanctuary, Calhoun Parlor, and Fellowship Hall rentals require full payment of the User Fee, Administrative/Custodial Fee and Security Deposit at the time a signed contract is

turned in to the Church Facilities Director. This has to be done 30 days in advance of the event. Any exceptions to this must be approved by the Pastor in consultation with the Trustees.

The Church may choose to underwrite a non-profit activity by reducing or waiving the User Fees. Any potential User Group wishing such a reduction or waiver must make its request in writing at least 30 days before the date needed. Requests for waiver of User Fees are to be arranged through the Church Facilities Director and require approval by the Trustees.

Fee Schedule

USER FEES – Non- Profit

The following organizations, having historically met at Church Street United Methodist Church Fellowship Hall, are assigned a fee of \$50 per meeting.

Delta Kappa Gamma

Exchange Club

Rotary Club

Assessment of fees for these organizations will become effective January 1, 2019.

Future requests from non-profit groups who are sponsored by a church member and approved by the Trustees, will be assigned a fee of \$50 per meeting. Fees and all documentation for future use of the facilities shall become effective on the date that the Facility Use Policy is approved by the Church Council.

USER FEES – Non-Members

- Church Sanctuary: \$450 – Four hours or less;
Sanctuary and Calhoun Parlor: \$550 – Four hours or less;
Additional \$75 per hour – Rentals over four hours, not to exceed an additional \$225 maximum. Thus, rental for an all-day event would be \$675 or \$775, respectively.
- Fellowship Hall: \$300 – Two hours or less.
Additional \$50 per hour – Rentals over two hours, not to exceed a \$200 maximum. Thus, rental for an all-day event would be \$500.
- Administrative/Custodial Fee: \$75 to open/close the facilities. The Custodial Fee may be greater than \$75 if more work and time are required than normal.
- Security Deposit: \$300 – a separate personal or organizational check or cash is required. The Security Deposit will be returned upon inspection of the facilities after rental use to ensure that no damage has occurred or additional custodial service is required.

Attached as Exhibit "A" is the Terms of Agreement for Use of Facilities. This Agreement must be signed by the User Group whether members or non-members.

Attached as Exhibit "B" is the Application for Use of Facility.

Attached as Exhibit "C" is the Liability Release Agreement.

Attached as Exhibit "D" is the Borrowing Church Property Agreement.

In the event of the use of the facilities for the funeral/memorial service of a member, the requirement for having any of the above Exhibits signed may be waived by the Pastor or Trustees.

EXHIBIT "A"

Church Street United Methodist Church

Terms of Agreement for Use of Facilities

1. Use of premises for any illegal purpose is prohibited. If it appears that any use of the premises may include an illegal purpose or a use contrary to the United Methodist Church's Book of Discipline, the Facilities Director or Senior Pastor shall cancel such contract immediately.
2. The primary purpose of the Church facility is to fulfill the purposes, programs, and functions of the Church itself. Any scheduled Church function shall take precedence over any other use. When scheduling conflicts arise, generally, members come first, long-term users are second, and one-time users are third.
3. The facilities shall be used for the purpose described in the Application for Use of Facilities and not for any other purpose.
4. Only participants of the User Group (said organization, association, or company) should be admitted to the facilities during its assigned time. Once the User Group is assembled all outside entrances should be secured. The User Group/sponsor will be held completely responsible during the assigned time – including any damage, breakage, and any long distance or directory assistance telephone calls. Events scheduled for a time other than regular office hours will have to follow the Security/Alarm and Key Policies. Keys will not be provided without a signed application and fees paid in full.
5. Any User Group using the Sanctuary, rooms, or facilities of Church Street United Methodist Church by arrangement shall hold the Church, the Board of Trustees, and its employees free and harmless from any loss, damage, liability, cost or expense that may arise during the use of the Church property by such User Group.
6. No alcoholic beverages are allowed on Church property. Smoking in any form is prohibited inside any Church building and within twenty-five (25') feet of any Church building. No food or beverages are allowed in the Sanctuary.
7. No equipment, staging, furniture, etc. shall be brought into the facility other than that which is clearly stated in the Application for Use of Facility. Permission has to be given by the Church Facilities Director or Senior Pastor before anything can be moved in the Church facility.
8. Use of Church facilities by commercial, business, and/or "profit-making" organizations is prohibited.
9. Use of kitchen: The Church will provide tables and chairs only. Church dishes, silverware, pots and pans, tablecloths and towels are not to be used. The coffee pots are available for use provided they are cleaned after use. The kitchen may be used for the purpose of serving, but not for the preparation of meals. The User Group will be responsible for all clean up.
10. Nothing may be attached to the facility walls.

11. If nursery facilities are wanted for the event, the User Group is responsible for making the arrangements with the Church Facilities Director and for payment of the nursery workers.
12. The name of the Church is not to be used in any way that would indicate Church sponsorship of an event.
13. The seating capacity of the Sanctuary is 250. The Calhoun Parlor seating capacity is 100. The Fellowship Hall seating capacity is 250. These limits are not to be exceeded.
14. Organizations, civic groups, and not-for-profit businesses wanting to use the Church facilities must have a member of Church Street United Methodist Church to sign the application as sponsor.
15. Each User Group is responsible for the behavior of their own guests and participants. Any damage done to the Church or Church property by guests and/or participants will be the responsibility of the User Group.
16. All damage is to be reported to the Church Office.
17. All User Groups that are charged a user fee will be required to arrange for and provide a certificate of liability coverage of one million dollars to use the Church facilities. (This does not apply to members as they are not required to pay a user fee).
18. Members wishing to borrow any type of Church property must receive prior approval from the Pastor or the Facilities Director, complete a "sign-out" form when it is borrowed and "sign-in" upon its return. Any damaged, broken, or lost property must be replaced by the borrower. (See Exhibit "D").
19. Church facilities cannot be used by anyone and/or group without a signed application agreeing to abide by these terms.
20. In the event that a User Group is allowed to stay overnight in the facilities, access will be restricted to Windham Hall or the Harbor. No one is allowed to stay overnight in any other parts of the facilities. A church or staff member must be present for the entire event.
21. Any questions, interpretations, or disputes will be decided by the Board of Trustees.

I have read the Terms of Agreement for Use of Facilities and agree to be bound by said terms and to follow them.

Date: _____

Name: _____

Organization: _____

Sponsor: _____

EXHIBIT "B"
Church Street United Methodist Church
214 Church Street, Selma, AL 36701
Phone: 334-872-1401 Fax: 334-872-3535
Email: csumc@churchstreetumcsema.org

Application for Use of Facility

Name of Individual or Organization: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

On behalf of the applicant, the undersigned agrees to abide by the Church's facilities use policies, set forth in the Facility Use Policy.

Signature: _____ Date: _____

Event Information:

Date: _____ Time: from: _____ to: _____ inclusive

Space requested:

Sanctuary Fellowship Hall Kitchen

Other, specify: _____

Type of Event:

Wedding Meeting Reception

Other, specify: _____

Approximate Attendance: _____

Does the Organization or Person need prior access to the facilities for set-up? _____

If "Yes", at what time is access needed? _____

Will use of the sound system be necessary? _____

Do you plan to serve food? _____ How will it be served? _____

***Note: Any organization using the kitchen for cooking and preparing food MUST use a licensed caterer. The kitchen is to be left as clean as you found it.

EXHIBIT "B" Continued

Signature of Person: _____ Date: _____

Signature of Sponsor: _____ Date: _____

Signature of Organization Member: _____ Date: _____

User Fee: _____ Custodial Fee: _____ Laundry Fee: _____ Total: _____

Deposit Received: _____ Date: _____ Balance Due By: _____ Amount: _____

Certificate or evidence of insurance (if required under Facility Use Policy) _____

EXHIBIT "C"
Liability Release Agreement
Between the Facility User and
Church Street United Methodist Church

The User:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

The undersigned shall indemnify and save harmless the Church and all of its trustees, employees, officers, directors, representatives, and agents, as well as its successors and assigns, against and from all costs, expenses, liabilities, obligations, losses, damages, injunctions, suits, actions, fines, penalties, claims and demands of every kind or nature, including reasonable attorney fees, by or on behalf of any person, party, or government authority whatsoever arising out of: (A) any accident, injury to or death of persons or loss of or damage to property occurring on or about the Church property, any improvements thereon; or (B) any negligence or tortuous act on the part of User or any of its agents, invitees, contractors or licensees; and (C) failure to comply with any laws, ordinances, requirements, orders, directions, rules, policies or regulations of any federal, state, county authority.

In the event any action, lawsuit, or proceeding is brought against the Church by reason of any such occurrence, User, upon written request, shall at User's expense, resist and defend such action, lawsuit or proceeding or cause the same to be resisted and defended by counsel designated by User and reasonably approved by the Church. The obligations of User hereunder shall survive any expiration or other termination of this agreement for events arising prior to such expiration or termination.

The term "Church" as used herein shall be the Church Street United Methodist Church, Selma, Alabama, and the trustees, officers, agents and employees thereof.

Signature: _____ Date: _____

Print Name: _____

EXHIBIT "D"
Church Street United Methodist Church
Borrowing Church Property Agreement

Items to be borrowed: _____

Number of items borrowed: _____

Condition of items borrowed: _____

Signature of borrower: _____

Date borrowed: _____

Approval of Senior Pastor or Church Facilities Director: _____

Items returned: _____

Number of items returned: _____

Condition of items returned: _____

Date returned: _____

Received by: _____