



Lansdale United Methodist Church
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Facilities Use Policy

October 6, 2011
Revision: 1.0

Lansdale United Methodist Church
Facilities Use Policy

REVISION HISTORY

Revision	Release Date	Description of change	Author
Draft	08-04-11	Draft for review	J. Dasch
1.0	10-06-11	Original release Pg 15 – Facility Use Agreement revised to align with UMC recommended wording.	J. Dasch

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INTRODUCTION

The mission of Lansdale United Methodist Church is to Praise God, Make Disciples and Serve All; to be a welcoming, caring Christ-centered community that nurtures disciples of all ages through dynamic worship, outreach, and Christian education and fellowship activities. The facilities are intended for the use of the congregation of Lansdale United Methodist Church in worshiping God and carrying out Christian ministries through activities of evangelism, education, stewardship, Christian social concern, health and welfare, and mission outreach. Lansdale United Methodist Church (LUMC) has an active ministry to children, youth, adults, and senior adults. LUMC is also committed to serve the community in a manner that furthers the Gospel of Jesus Christ and will enrich and benefit the lives of the citizens of this community. LUMC welcomes the use of its facilities by its members, related church groups, community groups and agencies, and others whose objectives are deemed by LUMC's Board of Trustees and Pastor to be fitting with those of the congregation.

The grounds and facilities of LUMC belong to the United Methodist Church (UMC). UMC has entrusted them to the LUMC congregation for ministry with proper stewardship. LUMC does not "rent" out space; however use of the building, grounds, facilities and equipment does result in an expense to the Church. This policy details fees that will be used to defray this expense.

The Board of Trustees is responsible for the oversight and management of the use of building facilities. No commitment for building use is finalized until the Facility Use Agreement has been completed and executed by the Board of Trustees or its designee.

Lansdale United Methodist Church has had a number of long-standing relationships with several community organizations for ongoing use of the facility. Other local organizations and individuals have also used our facilities for one-time or short-term usage. Non-member requests for facility use must be sponsored by a church member or the Pastor. First priority for facilities scheduling is the extensive programming offered to and by the congregation of Lansdale United Methodist Church. Limited parking facilities must always be taken into consideration when scheduling is done.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by Lansdale United Methodist Church. No activities or advocacy may take place within our buildings or grounds that conflict with the policies and the practices of Lansdale United Methodist Church and The United Methodist Church.

These policies, procedures, and rules supersede all others approved by the Board of Trustees and Church Council of Lansdale United Methodist Church and are in addition to those found in The Book of Discipline. This document may be revised by the Board of Trustees of Lansdale United Methodist Church as deemed necessary.

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For the purpose of this document, the Church Administrative Assistant shall be designated the **Business Manager** where specified below.

General Policies

Groups Which Will Be Given Consideration for Facility Use

A group shall fall into one of these categories if its request for use of the building is to be considered:

1) **Church Related:**

- a) All programs and activities directly related to the groups and organizations of Lansdale United Methodist Church.
 - b) All groups indirectly related to LUMC programs and supervised or sponsored by a staff member.
 - c) District or Annual Conference groups if requested by the Annual Conference Office or the District Office.
 - d) Weddings - Member or Nonmember
 - e) Receptions – Stringer Fellowship Hall
 - f) Funerals
- } See wedding manual
for specific details.

2) **Outside Groups:**

- a) Service Groups - Examples include Christian ministry oriented organizations, Scouts, Meals on Wheels, Red Cross, YMCA, etc.
- b) Cultural and Educational Groups - Groups of a cultural or educational nature whose income may be from dues or fund raising but which are non-profit in nature and whose general practice and membership does not conflict with the purpose/ministry of the United Methodist Church. Evaluation of such will be done by the Chairperson of the Board of Trustees (or his/her designee) in consultation with the Senior Pastor.
- c) Gatherings related to government – Examples include election polling place and incumbent public officials reporting to their constituents will be considered.
- d) Celebrations – Examples include wedding showers, baby showers, and anniversaries.
- e) Support Groups – Examples include Al-Anon, Nar-Anon, ASCA, Community Housing, and Inter-Faith.

All non-member requests must be sponsored by a church member or the Pastor, and indicated on the application form.

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Groups Which Will Not be Considered for Facility Use:

- 1) Political Groups - Groups advocating election of specific public officials.
- 2) Groups with goals unsympathetic to the Gospel of Jesus Christ
- 3) Groups violating principles of Book of Discipline of the United Methodist Church.
- 4) Groups advocating revolution or overthrow of the government of the United States.
- 5) Fund-Raising Groups – Exception: Building usage will be allowed for fund raising events sponsored by groups that are attempting to fund Christian ministries. The Chairperson of the Board of Trustees (or his/her designee) in consultation with the Senior Pastor will do evaluation of such.

Availability of Building:

- 1) Church-related meetings shall be given first priority in building use.
- 2) The size of groups shall not exceed maximum occupancy that has been established by the Lansdale Fire Marshal for the various areas.
- 3) The facilities may be available for use on Monday - Friday from 8:00 a.m. until 9:30 p.m. and on Saturday, 8:00 a.m. until 10:00 p.m. The facilities are not available for use on Sundays mornings or Holidays. All exceptions to these times are to be approved by the Board of Trustees.

Assignment of Facilities:

- 1) Groups will be assigned to specific areas and will limit their activities to these areas.
- 2) Use of kitchen facilities is subject to prior approval by the Board of Trustees and the Kitchen Manager.
- 3) All requests should be made through the church office at least one month in advance of the event and prior to the meeting date of the Board of Trustees (first Thursday of each month).
- 4) LUMC reserves the right to rescind or reassign any reserved space.

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Responsibilities of Groups:

- 1) Provide own supplies (coffee, tea, sugar, paper products, etc.).
UNDER NO CIRCUMSTANCES IS RED OR GRAPE PUNCH TO BE SERVED IN ANY OF THE CHURCH FACILITIES. OUTSIDE GROUPS WHOM STAIN THE CARPET WITH THESE DRINKS WILL BE BILLED FOR THE CLEANING OR REPLACEMENT OF STAINED CARPET.
- 2) All leftovers must be taken home or to Manna on Main Street.
- 3) No storage space will be provided for outside groups without prior approval by the Business Manager and subject to availability.
- 4) Groups can only use specific rooms assigned to them by the Business Manager.
- 5) Groups are responsible for the behavior of participants (no smoking, no alcoholic beverages, no abusive language, etc.). Children are not allowed to run throughout the building.
- 6) The elevator is to be used exclusively for individuals who have a physical impairment or the transporting of heavy/bulking items between floors. Children may not use the elevator without supervision of an adult.

Supervisor

Each outside group will be assigned a responsible person for the entire event/meeting. The person is either a staff member or lay member of the church and is the liaison between the church and those in charge of the event/meeting. This person is available to give instructions, as well as to assist in any way possible. The fee for this person includes one hour before the event/meeting is scheduled to begin and 30 minutes after the event/meeting is scheduled to end. This person is assigned by the Business Manager. Groups are to pay through the Church Business Manager. Note: If the event/meeting is sponsored by a Ministry of the Church, the Ministry Committee Chairperson, or his/her designee, will be the responsible person and no fee will be charged.

Custodian(s)

Custodians will be paid for set up and clean up. Each outside group will be assigned a minimum of one custodian. The fee for the custodian includes 1 hour before the event/meeting is scheduled to begin and 30 minutes after the event/meeting is scheduled to end. Custodians will be assigned by the Business Manager. Groups are to pay for custodian(s) through the Church Business Manager. See fee schedule regarding rates for set-up, clean up and heating/air conditioning requirements.

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Guidelines and Restrictions

- 1) Every person and/or group is expected to read, sign and abide by the guidelines and restrictions listed in this document. [See page 13, entitled Facilities Use Request Form.]
- 2) Fees and Security Deposit are to be paid 7 days in advance with the Business Manager. [See page 17, entitled Fee Schedule]
- 3) If a scheduling conflict should develop with a church program or ministry, the outside group may be asked to move to a different room, seek a different location or cancel the event or meeting. Fees and deposits will be returned if the event is canceled.
- 4) Because of limited space, furniture, or equipment, a request from any group may be denied.
- 5) There will be no permanently assigned rooms. Normally, rooms will be assigned on a first-come, first-served basis.
- 6) **Smoking is prohibited in all church buildings at all times.** Smoking is allowed outside and all cigarette butts must be placed in appropriate containers and not discarded on the grass, sidewalk or parking lot.
- 7) **No alcoholic beverages, drugs or firearms are permitted in or on the LUMC property.**
- 8) No sales of raffle tickets or other forms of gambling are permitted in or on any LUMC property.
- 9) Anyone wishing to play the organ must have prior approval by the Director of Music.
- 10) The following items must be complete and on file with the Business Manager:
 - i) Facilities Request Form and Security deposit- at time of request. Security deposit will not be refunded if room cancellation is not made 2 weeks prior to scheduled event.
 - ii) Room Set-up Request - 7 days before the event.
 - iii) Required Fees - 7 days before the event.
- 11) The transfer or passing on of permission to use church facilities to those other than to which this agreement was made is strictly prohibited.
- 12) To avoid scheduling conflicts, only the Business Manager will make entries on any portion of the Church scheduling calendar.
- 13) Under no circumstance is food or drink to be carried and consumed in the Sanctuary, including the balcony. (Exceptions to this policy include bread and grape juice for Holy Communion as well as water for worship leaders during services).
- 14) Attendance must not exceed the capacity agreed upon for any space in this agreement. The decision of the Business Manager on all safety issues shall be final.
- 15) Sound and video equipment in the Sanctuary must be operated by church technicians approved and trained by the Director of Sound & Video. Charges for technicians are listed in the fee schedule. Technicians are to be paid through the Business Manager.
- 16) Church equipment, e.g. TV/VCR, projectors, screens and/or sound equipment is subject to availability and approval and must be included in the agreement.

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- 17) Any property left on the premises by those using the facilities shall, after a period of thirty (30) days from the last usage, be deemed abandoned and shall become the property of the church.
- 18) No paints, tapes or glues may be used, nor carpentry, electrical or other construction work done on the premises without prior clearance with the Business Manager.
- 19) No signs, banners, flags, streamers, etc. are to be attached or hung from any wall, post or beam within or outside the church without the approval of the Business Manager.
- 20) If any decorations are used, they shall not be installed with nails, tacks or any other means that will leave holes or other damage to walls, etc.
- 21) All scenery or props must be free-standing. No nails, screws or stage hooks may be used. All materials used must be non-combustible or have been treated so as to have been made fire retardant.
- 22) No oil base paint, flammable liquids, fire producing chemicals, and/or open flames in any form (with the exception of candles on the altar table) may be used on the church premises, without the approval of the Business Manager.
- 23) General lighting for the Sanctuary, one stand microphone and house lights are included in the agreement - if required. A minimum of one technician will be required for all programs, activities and events that need these services.
- 24) The church reserves the right to schedule other activities and events in other parts of the building.
- 25) Those using church facilities must confine themselves to permitted areas and to the equipment agreed to under this agreement. It is not permitted to take tables and/or chairs from other rooms and/or areas of the church.
- 26) **USERS ARE EXPECTED TO LEAVE THE FACILITIES IN GOOD CLEAN CONDITION.** Trash should be placed in the receptacles provided.
- 27) The church shall provide insurance covering property and groups under its control. All other groups should provide to the Business Manager a hold harmless agreement or a certificate of insurance.
- 28) Normally church equipment, e.g., tables, chairs, kitchen equipment, musical instruments, audio-visual equipment, is not loaned out. Church equipment is not to be removed from the church premises without prior consent of the Business Manager and a signed affidavit assuming responsibility for lost or damaged equipment.
- 29) Animals should not be brought into any part of the church building. (Exceptions may be made on church sponsored ministries or for animals necessary for assistance to a handicapped person.)
- 30) Members scheduling facilities for private, non-ministry events (birthday parties, wedding anniversaries, etc.) may be charged a use fee.
- 31) Ongoing use (i.e. weekly or monthly meetings) is at the discretion of the Board of Trustees and shall be reviewed semi-annually.

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Use of the Kitchen

The kitchen at Lansdale United Methodist Church has a license to operate a Food Service Establishment from the Montgomery County Department of Health. The licensing and regulation of this kitchen is controlled by the Department of Health for the storage, preparation and serving of food for public consumption. The Department of Health's goal is to protect the citizens who eat in the licensed food establishments from food borne illnesses.

As part of the regulations set forth by the Montgomery County Board of Health, the certified Food Safety Manager of LUMC or another individual certified by the department with ServSafe training must be on duty during the hours food is being prepared in the kitchen. These individuals, in order for LUMC to retain their certification, are bound to ensuring adherence to the guidelines and regulations set forth by the department. This requirement not only ensures the safety of individuals attending an event, but also ensures that the facility remains in a sanitary state after the event.

For this reason, use of the kitchen is restricted and is not available for use by outside groups unless approved for usage by the Kitchen Manager.

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Rules for Use of Nursery

The Nursery is provided for child care.

- 1) AT NO TIME WILL CHILDREN BE ALLOWED IN THE NURSERY WITHOUT APPROPRIATE ADULT SUPERVISION
- 2) Any group using the nursery must adhere to Lansdale United Methodist Church's Safe Sanctuary Guidelines (copy to be provided for groups requesting use of nursery).
- 3) Food, other than dry cereals, crackers, or pretzels is not to be eaten in the nursery. Only milk or clear juices are to be drunk.
- 4) The nursery is to be left in the condition it is found. Toys need to be picked up and put away.
- 5) Sick children should never be brought to the nursery.

Lansdale United Methodist Church Facilities Use Request Form

Today's Date _____

Name of Organization: _____

Requestor's Name: _____ Phone #: _____

Address: _____

Email: _____

LUMC Member? YES ☐ NO ☐ LUMC Member/Sponsor: _____

Date(s) Requested: _____ Time: Start: _____ End: _____

Frequency: One time ☐ Other: _____

Event Category: (see page 5) ☐ Church Related _____ ☐ Outside Group _____

[] Other – specify _____

Describe Event/Program: _____

Will a fee be charged to attend? YES ☐ NO ☐

Number of Attendees Expected: Adult: _____ Children: _____

Room or Area Requested: Sanctuary_____ Stringer Fellowship Hall _____ Stringer Kitchen** _____

Conference Room _____ George Hecker Room _____ Classroom(s) _____ John Turner Room _____

Nursery _____ Other _____

Will food / beverages be served?_____ Light refreshments_____ Full meal **_____

Number Tables Needed: _____ Number Chairs Needed: _____

Piano _____ Audio/Visual _____ Nursery: _____ (see fee schedule)

Other Requirements: _____

If applicable, sketch Room Set-up on Set-up Request page.

**** Use of kitchen requires approval of the Kitchen Manager**

The Business Manager will process the request for use of church facilities and will compute the application fees. Permission to hold the activity or event will be subject to the approval of the Board of Trustees and the availability of space and equipment. Special consideration will be given to requests endorsed by one of the various ministry areas of the church.

Signed: _____

Date: _____

Fees: _____

Security Deposit: _____

For office use only:

Approved and scheduled [☐] Not Approved [☐] Reason: _____

Date approved/not approved: _____ By: _____

Received: Fees: \$ _____ Security Deposit: \$ _____ Date Rcvd: _____

Keys Issued _____ Yes _____ No _____ Key/Card Number(s) _____

Condition after use: _____

Date Security Deposit returned: _____

Lansdale United Methodist Church
Facilities Use Request Form

Set-up Request

Event Name: _____

Contact Person: _____ Phone #: _____

Date/Day of Event: _____ Time of Event: _____ End: _____

Room(s) Assignment: _____ (2) _____ (3) _____

Size of Group: _____ Number of Tables: _____

Number of Chairs: _____ Speakers Podium: _____ (Yes/No)

Special Equipment Needs:

TV/VCR _____ Overhead Projector _____ Screen _____ Tape/CD Player _____ Dry Erase Board _____

Extension Cord _____ Sound Amplifier _____ Mics (how many) _____

Other _____

Please be specific about your requests.

Diagram desired room arrangement:

Other Instructions: _____

Lansdale United Methodist Church
Facility Use Agreement

The Eastern Pennsylvania Conference insurance policy covers only church activities under the control of the local church. Non-church groups/individuals using the church facilities, even though permission has been given, do so with the understanding that losses or liabilities incurred by non-church groups/individuals are not covered by the local church.

This Agreement entered into this _____ day of _____ (month) of the year _____, by and between
LANSDALE UNITED METHODIST CHURCH ("Church", aka LUMC) and

Name of Individual/Organization: _____ ("User")

WHEREAS, Church is the owner of a building located at 300 North Broad Street, Lansdale, PA 19446

WHEREAS, User desires to use such facilities on the terms and conditions set forth.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good valuable consideration the parties hereto agree as follows:

1. Church shall make available to User (description of facilities): _____

From _____ To _____ (dates and times)

2. User agrees to use utmost care in the use of facilities and agrees to protect, indemnify and hold Church, its officers and staff harmless from any and all claims, liabilities, damages or rights of action including attorney's fees arising out of User's use of the above premises or the building of which the facilities are a part or the parking facilities on or adjacent therefore (hereinafter "the facilities").
3. User understands that the responsibility to obtain liability and property insurance is upon the User. It is not the duty or responsibility of Church to insure the User's use of the facilities. It is recommended that the User obtain its own liability and property coverage for its use of the facilities.
4. User agrees to abide by and obey all laws, ordinances, and regulations promulgated by any government unit having jurisdiction in Church's locale; User will not engage in any activities in violation of such laws, ordinances, rules and regulations.
5. User shall have a written policy which is intended to protect the safety of children, youth and persons at risk. It shall be User's duty and responsibility to implement and administer all aspects of its Policy and LUMC shall have no direct responsibility therefore.
6. User acknowledges receipt of and willingness to comply with all rules and regulations regarding the use of the facilities as set forth in the Facilities Use Policy by the Board of Trustees.
7. In the event of damage to church property, those using the facilities shall accept the amount of damage as estimated by Board of Trustees and shall pay for such repair and replacement costs.

All facility use permits are subject to cancellation.

Signed: _____	Signed: _____
(LUMC Trustees Representative)	(User Representative)

Print name: _____	Print name: _____
-------------------	-------------------

Date: _____

Lansdale United Methodist Church
300 North Broad St. Lansdale, Pa 19446
(215) 855-8364

Date: _____

Address: _____

Phone # _____

Lansdale United Methodist Church

Facility Use Agreement

All facility use is based on the condition that the premises are left in clean and working condition as they were found prior to any event or function. Leaving the facility in unkempt condition, incurring damage, or ⁽¹⁾not securing the premises will be grounds for losing facility use privileges and/or deposits, and incurring additional fees. Any damages to the facilities or equipment should be reported as soon as possible to the church office.

At the conclusion of the event, the requestor/sponsor is responsible for the following:

1. ⁽¹⁾Return the set-up of the room to the condition found upon arrival.
 - a. Tables and chairs are to be put back in place if they were moved
 - b. Table tops should be wiped clean with damp cloth.
2. ⁽¹⁾Rooms shall be broom swept and any liquid spills shall be wiped up. If the kitchen was used, it shall be left in a clean condition. Broom and mops can be found in the Custodial Closet (located between the restrooms on each floor).
3. All leftover food, paper products, etc. shall be properly disposed of in trash bags and placed in trash containers in the Church parking lot.
4. ⁽¹⁾Upon leaving at end of event,
 - a. All windows in the room used shall be closed and locked,
 - b. Air conditioner turned to "off",
 - c. All lights in room used, bathrooms, and hallways shall be turned off.
5. All decorations (if any) shall be taken down and properly disposed of.
6. The individual in charge shall be the last of the group to leave the building.

⁽¹⁾ For events incurring a Custodial Fee, these activities will be performed by the custodian.

LUMC Contacts:

Business Manager	Doris Shaedle	215-855-8364	churchoffice@lansdale-umc.org
Custodian	Bill Scheetz	609-868-8930	custodian@lansdale-umc.org
Board of Trustees	John Dasch	215-815-0072	trustees@lansdale-umc.org
Pastor	Max Jaouen	215-855-8364	pastor_max@lansdale-umc.org

Lansdale United Methodist Church

Schedule of Fees and Charges

Schedule of Fees and Charges

	(see page 5) -->	1a,b,c,e,f & 2a,b,e <u>Church Related/ Outside Groups</u>	2c,d <u>Outside Groups Member Fee</u> (Member must be present)	1d & 2c,d <u>Outside Groups Non-Member Fee</u>
<u>Location</u>				
Sanctuary		N/A	N/A	\$300.00
(¹)Sound & Video		\$ 25.00/hr	\$ 25.00/hr	\$ 35.00/hr
(Depending on complexity of program, may require 2 A/V techs @ \$25-35/hr each)				
Organist		\$150.00	\$150.00	\$200.00
(Organist fees are set by organist. Additional charges if practice with soloist and/or other musicians)				
Conference Room		N/A	N/A	\$ 50.00
Stringer Fellowship Hall		N/A	N/A	\$200.00
(assume 4 hour session)				
Kitchen		N/A	N/A	\$150.00
Classrooms – ½ day		N/A	N/A	\$ 50.00
Classrooms – all day		N/A	N/A	\$100.00
Library		N/A	N/A	\$100.00
George Hecker Room		N/A	N/A	\$100.00
John Turner Room		N/A	N/A	\$ 50.00
Nursery		**N/A	**N/A	**\$ 25.00
(²)Audio Visual Equipment		N/A	N/A	\$ 25.00

Staff & Service Providers:

Pastor Fee				
Wedding	honorarium			\$500.00
Funeral	honorarium			\$150.00
Supervisor Fee	N/A	N/A		\$ 25.00/hr
Custodial Fee	\$ 25.00/hr	\$ 25.00/hr		\$ 40.00/hr
(Includes set-up and clean-up)				
Wedding	\$150.00			\$250.00
Funeral	\$100.00			\$150.00
Child Care Provider	\$ 15.00/hr	\$ 15.00/hr		\$ 15.00/hr
Security Deposit (Refundable)	N/A	\$ 50.00		\$ 50.00

Total Fees and Charges:

Room Use Fees	\$ _____	\$ _____	\$ _____
Staff & Service Providers	\$ _____	\$ _____	\$ _____
Security Deposit	\$ _____	\$ _____	\$ _____
Balance Due Two Weeks Prior	\$ _____	\$ _____	\$ _____

- ◆ (¹) Sound and Audio System requires operator to be provided by Church – fee \$25 to \$35 per hour
- ◆ (²) AudioVisual Equipment Fee required for use of TV, VCR, Overhead Projector, etc.
- ◆ **Use of Nursery requires child-care provided by Lansdale United Methodist Church approved persons at the rate of \$15.00 per hour; over 8 children requires second person. Member and Outside groups see Nursery Policies.
- ◆ Final payment is due at least 7 days prior to the event. Please make checks payable to: Lansdale United Methodist Church.