

KELLER UNITED METHODIST CHURCH  
Connecting God's Family by Knowing, Loving, and Serving  
so that the world might experience Christ's Love!

PROPERTY USE POLICY

1. PURPOSE

Keller United Methodist Church wants to share the church facilities with the community as well as with its members. The purpose of these guidelines is to define the procedures for reserving and operating the facilities and the cost associated with the use of the facilities. For purposes of this document "facilities" is defined as the Family Life Center (FLC), The Sanctuary and Narthex, the Discipleship and Administration Center (DAC) including the Youth Activity Center (YAC), the Hallelujah Center (HC) and the Meeting Place (MP).

2. SCOPE

These guidelines apply to all Keller United Methodist Church facilities and all events taking place on the property. The rules listed in Section VIII concerning care for and operation of the facilities apply to all activities, church related or not. This policy has been reviewed and adopted by the Board of Trustees.

3. REVIEW OF POLICY

It will be the responsibility of the Board of Trustees to review this policy as necessary. Persons interested in making suggestions for changes should submit them in writing to the Board of Trustees.

4. DISTRIBUTION

This policy and any updated information are available through the church office or online at [www.kellerumc.org](http://www.kellerumc.org).

5. ORIGINAL DOCUMENT

The Executive Director of Operations will maintain an original of this document on file and make copies available for distribution.

6. SCHEDULING OF FACILITIES

For church programming, program staff members only may request space for new events or recurring events. Requests for space for new events will be reviewed by the Executive Committee.

For non church programming, including ministry partners, community groups and other groups or individuals, anyone who wishes to use the church facilities must complete a "Facilities Reservation Request," available in the Quick Links section of Keller UMC's website. Permission to use facilities can only be granted when use is consistent with the Social Principles of the United Methodist Church and ecumenical objectives. (See *The Book of Discipline of the United Methodist Church 2004*, ¶12532.3 or the most current quadrennial edition.)

Priority for use of the facilities will be given as follows:

- a. Priority
  - i. Church groups/events/activities: Church programming that carries out the mission of Keller UMC. These events must originate with a program staff member and have a designated staff liaison.
  - ii. Ministry partners and not-for-profit service organizations: Church sponsored organizations; Boy Scout and Girl Scout groups, interfaith groups, community service organizations, etc. These requests should be submitted at least 30 days in advance. Approval for these events will be made no earlier than nine months prior to the event.
  - iii. Other outside groups: Community interest groups, non-church sponsored recitals, recreation and fellowship events, private and public school events, etc. These requests should be submitted at least 30 days in advance. Approval for these events will be made no earlier than five months prior to the event.

All event requests are subject to approval by the Executive Committee.

Keller United Methodist Church reserves the right to:

- a. Refuse to accommodate any group.
- b. Reschedule or cancel any non-church related event if a scheduling conflict arises with said event and a church related activity;
- c. Schedule other areas of the facility for use during any scheduled event that will cause minimal disruption to either event.
- d. Refuse to schedule any meeting, event, or activity that does not fall within the church hours of operation of 8am to 9pm Sunday through Friday and 10am to 2pm Saturday. (Exceptions are made.)
- e. Refuse to refund your deposit and/or refuse to schedule future events if your event falls outside the scheduled time.

## 7. PEANUT AND TREE NUT POLICY

KUMC, including Building Blocks preschool and kindergarten, makes a concerted effort to be as nut free/peanut free as possible by:

- a. Educating students, faculty and staff about the severity of peanut/tree nut allergies.
- b. Encouraging peanut free/tree nut free food use by students, faculty and staff.

- c. Checking food brought into Building Blocks classes attended by a child with a peanut or tree nut allergy and removing items labeled as containing nuts or traces of nuts.
- d. Providing snacks for Building Blocks and events such as Vacation Bible School that are nut free/peanut free.
- e. Requesting that outside groups that use KUMC facilities not bring in products that contain nuts or traces of nuts in KUMC's Building and Use Policy.
- f. Peanut free/tree nut free products are defined as products free of peanuts or tree nuts, peanut or tree nut products and traces of peanuts or tree nuts. Products whose labels say "may contain peanuts" or "produced on equipment that also produces peanut or tree nut products" are strongly discouraged.

## 8. GENERAL RULES FOR ALL OCCASIONS

This congregation built these facilities for the purposes of worship and service to God, so all persons using our church facilities, whether member or non-member, are to treat it as a house of God.

Failure to adhere to any of these rules may result in the church refusing to return your deposit and/or refusal to schedule future events:

- a. Exceptions to this policy must be approved by the Board of Trustees.
- b. All events are required to comply with the church's Ministry Safe policy, which can be obtained in the church office or on our website.
- c. The church shall not be used for any profit making endeavor, other than approved by the church's finance committee.
- d. Alcoholic beverages or illegal drugs are NEVER to be possessed or consumed/used on any church property (including, but not limited to, buildings, grounds, and vehicles.)
- e. No tobacco products can be used within 50 feet of the church's buildings or vehicles.
- f. Profanity by any person, member or non-member, will not be tolerated at any event, church related or not.
- g. No animals are permitted on church property (including, but not limited to, buildings, grounds, and vehicles) without the written consent of the Board of Trustees, except for service animals.
- h. The facilities are to be left in the same condition that they are found. All trash must be placed in a trash receptacle. Failure to do so will result in an additional maintenance fee or forfeiture of the security deposit.

- i. NO furniture/fixtures on the chancel area of the sanctuary are to be moved without the assistance and permission of the staff. If damage occurs while moving furniture / fixtures without assistance and permission from the staff, you will be billed for the repairs.
- j. Nothing shall be hung on the walls of the church without permission from church staff or trustees.
- k. The movable partition walls in the adult education rooms of the DAC are to be moved by staff only. Due to the nature of locking down, they can be damaged if they are not unlocked by staff and moved accordingly to procedures.
- l. Nothing shall be hung on, taped to, stapled or pinned to the movable partition walls.
- m. Any repair costs associated with a specific event are to be paid within fifteen (15) days by the sponsoring person(s) or group.
- n. No event should be scheduled to begin or end outside of normal operating hours without a custodian or other authorized staff member present (as keys and security codes will NOT be given out to non-authorized persons for events).

Groups using the church are responsible for making arrangements to enter and lock the facilities and turn off all lights. If arrangements are not made to have the building secured, any damage or theft resulting from any failure to secure the premises will be the financial responsibility of the sponsoring person(s) or group.

- o. Any spills should be immediately cleaned and reported to the church custodian or church staff. Additionally, NO red or purple beverages may be served at ANY indoor function (with the exception of Holy Communion).
- p. If the nursery is required for any church related activity, such arrangements must be made at the time the event is scheduled and must be confirmed with the office staff or nursery supervisor at least 24 hours in advance of the function.
- q. No open flames (other than on the worship table) are allowed on or in any church property without the approval of a member of the program or pastoral staff. Caterers may use Sterno when serving from standard serving equipment designed for using Sterno for warming purposes.
- r. Fireworks are prohibited on any church property.
- s. Restroom and classroom lighting should be turned off when not in use.

- t. No group or group member shall use or be in any part of the facility (classroom, kitchen, etc.) not reserved. Use of additional space (i.e. unauthorized presence in the church kitchen) will result in forfeiture of security deposit, and/or refusal to schedule future events.
- u. The nursery will close at the end of the scheduled end time of your event. Remaining children in the nursery will be brought to your event.
- v. Roof access is prohibited unless required for maintenance and authorized by a church staff member. Person(s) requiring access will be responsible for any damage to property, self, or others. The Executive Administrative Assistant shall log all roof access.
- w. The church sound system is available only if requested and approved at the time of scheduling the event. Only authorized technicians may use the sound system. For any events except church programming, a fee is charged for the use of the sound system.

9. FEES ASSOCIATED WITH USE

Fees are the same regardless of membership status. However, the fee may be reduced by up to half for those who contribute financially to Keller UMC.

Funerals and other bereavement activities are not subject to this fee schedule. Wedding fees are addressed separately in the Wedding Policy.

There are no fees for church programming events scheduled through the appropriate program staff member.

- a. Fees for Ministry Partners, Not-for-Profit Service Organizations (MP/SO) and Other Outside Groups (OOG) (See Section 6(a)):

	<u>MP/SO</u>	<u>OOG</u>
Sanctuary	\$130/hour	\$300/hour
Family Life Center All Purpose Area	\$100/hour	\$300/hour
Tables/Chairs in FLC APA	\$0	\$100
Youth Activity Center (YAC)	\$100/hour	\$300/hour
Narthex (including foyer to stairwell)	\$150/hour	\$300/hour
Prayer Garden	\$150/hour	\$300/hour
Sound System/Technician for all applicable areas	\$50/hour	\$100/hour

FLC Kitchen	\$50/hour	\$100/hour
FLC Classrooms (each)	\$15/hour	\$60/hour
DAC Classrooms (each)	\$15/hour	\$60/hour
Discipleship Hall (equivalent of 8 classrooms)	\$100/hour	\$300/hour
Hallelujah Center Classrooms (each)	\$15/hour	\$60/hour
Heating/Cooling (earlier than 2 hours prior)	\$30/ hour	\$60/hour
Childcare (up to 10 children)	\$50/hour	\$80/hour
Each additional child	\$10	\$15

- b. All fees are to be paid in advance. All reservations require a one hundred dollars (\$100) security deposit plus 50% of the projected user fees, due at scheduling. This one hundred dollars (\$100) security deposit is in addition to, not in place of, user fees. The balance is due at least three (3) days prior to the scheduled event. The security deposit will be refunded in full within thirty (30) business days if either of the following criteria are met:
  - i. Cancellation notice is given to the office at least 2 weeks before the scheduled event; OR
  - ii. After the event, the building was vacated at the appointed time, no areas other than the areas reserved were used, no trash or exceptional mess that requires cleaning in excess of normal, and no damage was caused (deliberate or accidental) to anything.
- c. Full and part time staff members may receive the not-for-profit service organization rate for up to one personal event per calendar year. This fee may be further reduced if the staff member contributes financially to KUMC. This policy does not apply to occasional employees.

## 10. RELEASE AND INDEMNIFICATION, INSURANCE AND HOLD HARMLESS

- a. Insurance. At the discretion of Keller United Methodist Church, organizations and individuals using the facility may be required to provide a Certificate of Insurance naming the Keller United Methodist Church as additional insured with a Waiver of Subrogation and 30 day notice of cancellation. Required Limits of Liability will be determined on a case by case basis. Caterers are required to provide at least a \$1,000,000 general liability policy.
- b. Hold Harmless – The organization or individual using the facility (the “Using Party”) agrees to indemnify, defend and hold harmless Keller United Methodist Church (including its agents, officers, directors and representatives) from and against any and all third party claims, liabilities, damages and expenses (including reasonable attorneys’ fees) (“*Claim*”)

incurred or sustained during, or as a result of, the Using Party's use of the facilities. The Using Party agrees to notify Keller United Methodist Church immediately after becoming aware of any such Claim, stating the facts constituting the basis for the Claim.

## 11. EXCEPTIONS

Questions regarding any matter not covered by these policies and any request for exceptions or changes to the policies should be submitted in writing to the Executive Committee at Keller UMC.

The Executive Committee may make exceptions or may refer questions to the Board of Trustees, who may, by majority vote and with adequate notice, grant exceptions or make changes to this policy. In cases when the Executive Committee exercises the right not to schedule an event, appeals may be made to the Board of Trustees in writing.