

# **POLICY FOR ONE TIME USE OF BUILDINGS AND OTHER PROPERTY**

**(Please see separate policy for weddings or recurring use.)**

at

## **Lansing First United Methodist Church**

3827 Delta River Drive, Lansing, Michigan 48906

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### **Part A - Governing Principles**

1. First United Methodist Church (First UMC) is mindful of its Christian commitment to serve. First UMC developed this "Policy for Use of Buildings and Other Property" (Use Policy) in compliance with and to supplement the "Discipline of the United Methodist Church."
2. First UMC considers its buildings and property, which includes its grounds, facilities, and equipment, to be a means to provide opportunities for the congregation to witness to and serve the community. The Use Policy has been developed in order to ensure that First UMC buildings and other property are utilized in a manner that reflects good stewardship and our commitment to our mission: To make God's grace visible to the community.
3. First UMC will make a final determination as to whether any group or individual may use First UMC buildings and property. The determination will be made by the Pastor and/or the Chair of the Board of Trustees.
4. Since property use often entails expenses to First UMC, the Use Policy identifies fee(s) that can be used to defray expenses that result from such use.

### **Part B - Parties Who May Use First UMC Buildings and Property**

1. First UMC groups have priority to use First UMC buildings and property as part of their ministries. This includes committees, groups, and work areas sponsored by the First UMC Church Council.
2. Other United Methodist groups outside of First UMC's immediate congregation may use First UMC buildings and property, if available. Please see Part D for any fees that might be required.
3. First UMC members; regular attendees at First UMC\*; outside social, civic, service, educational and charitable groups; and other individuals, may use First UMC buildings and property, if available. Groups and individuals seeking to use First UMC buildings and property under this provision must complete the process indicated in Part C. Please see Part D for any fees that might be required.  
\*A "regular attendee at First UMC" is defined as an individual who attends Sunday worship services, on average, two (2) Sundays per month.
4. Political groups may NOT use First UMC buildings and property for any purpose.

## **Part C - Process to Request Use of First UMC Buildings and Property**

1. All requests to use First UMC buildings and property must be made by submitting an “Application for Use of First UMC Buildings and Property” to the Church Office. Applications are available in the Church Office and on the Church’s website. An application is also attached to this document.
2. Please note the following when completing an application:
  - (a) The application must include the name of the adult who is responsible for the group and will be the principal point of contact for the group. This person must be present with the group at all times First UMC buildings and property are being used.
  - (b) Attach any additional information you believe would be helpful in reviewing your request.
  - (c) If your request includes the use of the kitchen, you will receive a copy of “Rules for Use of the First UMC Kitchen.” The responsible adult must sign and return the Rules form to First UMC at the end of the event.
  - (d) If your request includes the use of audio/visual equipment, you will need to contact the Church Office. First UMC audio/visual equipment may only be operated by an individual who has been approved by First UMC.
3. Return the completed application to the Church Office at least two weeks (14 calendar days) before the starting date of your event. The application may be dropped off at the Church Office or sent by mail, fax, or e-mail using the information as identified in that document. The Church Office is open Monday through Friday, 9 a.m. to noon. A confirmation that your application was received will be sent to the e-mail identified in the application.
4. The completed application and any additional information will be reviewed by the Chair of the Board of Trustees, who will then make a recommendation to the Pastor. You will be notified of their decision within a reasonable time frame.
5. If your request is approved, the following items must be submitted to the Church Office at least one week (7 calendar days) before the starting date of your event:
  - (a) Liability insurance is required for all outside groups and individuals identified under Part B(3). Proof of liability insurance must be submitted by written verification (hard copy).
  - (b) A security/cleaning deposit of \$100.00 must be received. The deposit may be submitted in the form of cash or by check or money order made payable to “First United Methodist Church.”
  - (c) A use fee as identified in Part D(1), if required.
  - (d) A signed “Facilities Use Agreement”.
6. Refund of Security Deposit after event: The security/cleaning deposit will be refunded if the premises are returned to their original condition after use, e.g., furniture returned to proper places, and any spills or messes cleaned up. If your request includes the use of the First UMC kitchen, the responsible adult identified in the application and the First UMC representative must sign the “Rules for Use of the First UMC Church Kitchen” at the completion of the event before the security/cleaning deposit will be refunded. First UMC will process a refund within one week (7 calendar days) after the end of the event or the return of the signed Rules form, whichever occurs later. First UMC will deduct fees from the security/cleaning deposit for any damage to the premises and/or for the First UMC custodian to complete any cleanup.

## **Part D – Terms of Use of First UMC Buildings and Property**

1. Both parties acknowledge that funerals and church business requiring the use of First UMC buildings and property will pre-empt any approved use. First UMC will notify the responsible adult who is identified in the application as soon as possible if there is a need to withdraw use approval. First UMC will work with the responsible adult to schedule another date and time for use of First UMC buildings and property. If no alternative date and time is acceptable, First UMC will refund any security deposit as identified in Part C(6). Both parties agree that First UMC shall not be responsible for any damages that might occur due to the withdrawal of approved use under this provision.
2. No smoking is allowed in the church building or on the grounds. No alcoholic beverages or illicit drugs are permitted in the building or on the grounds. Violation of this rule is sufficient reason for a church representative to immediately withdraw the group's use of the First UMC buildings and property and to deny use in the future.
3. No furnishings or equipment shall be removed from First UMC buildings and property.
4. The use of nails, screws, or adhesive tape is prohibited in any area of the church. Posters, signs, flyers, etc. may not be mounted on walls, doors, windows, or any equipment or structure that may be damaged by such postings. Signs are to be posted only on bulletin boards or mounted on easels. Special requests can be submitted to the Board of Trustees. The Trustees will evaluate each request on a case by case basis and will notify you of its decision.
5. A representative of First UMC will make sure that the building is unlocked for your event, that the temperature is set at an appropriate level, and that lights are on. Groups should not leave the facility unattended unless all of the lights are turned out and all exterior doors are locked.
6. If any damage to First UMC buildings and property or if custodian costs to complete any required cleanup exceeds the amount of the security deposit, the overages are the responsibility of the group using the facilities.
7. When your group leaves at the conclusion of its activity, you are requested to remove all food and personal items.
8. Due to the cost of coffee and paper products (including plates, cups and table coverings), the group using the facility should furnish their own materials.
9. The sanctuary is to be used for the worship of God. It will not normally be used for any purpose other than religious ceremonies and other meetings for the purpose of carrying on the business of the Church. Special requests for uses of the sanctuary can be submitted to the Board of Trustees. The Trustees will evaluate each request on a case by case basis and will notify you of its decision.
10. If the First UMC kitchen is used, the responsible adult identified in the application must sign off on the Rules for Use of the Church Kitchen. The responsible adult's signature certifies that the group has reviewed the checklist and has performed all clean-up procedures required to return the kitchen to the condition in which it was found. A First UMC representative will review the kitchen and if appropriate, sign off on the form for the release of the security/cleaning deposit.

11. Both parties agree that First UMC is held harmless in the event any accident, damage and/or injury occurs to the users and their personal property.
12. First UMC audio/visual equipment shall only be operated by an individual who is approved by First UMC to operate the equipment.
13. The use of First UMC buildings and property for political purposes is strictly prohibited.
14. Any damage to First UMC buildings and property shall be reported to the First UMC representative within 24 hours.
15. Storage of item(s) is not permitted in First UMC buildings and property unless expressly approved by the Pastor and/or the Chair of the Board of Trustees. Any approval for the storage of item(s) shall designate the location and the beginning and ending dates the item(s) may remain. Both parties agree that First UMC is not responsible for the safekeeping of the item(s) and shall not be held liable in the event of damage, destruction, and/or theft of the item(s).

**Part E – Fees for Buildings and Property Use**

1. Fees for the use of First UMC buildings and property are as follows:

Fellowship Hall - Half-day (4 hours)	\$100.00
Fellowship Hall – Full day (8 hours)	\$200.00
Fellowship Hall and Kitchen – Half-day (4 hours)	\$150.00
Fellowship Hall and Kitchen – Full day ( 8 hours)	\$300.00

Note: If the Fellowship Hall is to be used for less than half a day, the fee may be prorated at the discretion of the Board of Trustees.

2. Custodian Fee – (minimum) per occurrence                   \$ 35.00

Note: Any custodian fee imposed for any cleaning required will be deducted from the security/cleaning deposit.

3. First UMC members, regular attendees at First UMC, and other United Methodist groups whose purposes are deemed an extension of the mission and ministry of First UMC are not required to pay a use fee as identified in subsection (1) nor are they required to submit a security/cleaning deposit. However, they may be responsible for paying the custodian fee if cleanup is required after the event.

Note: The determination of the status of a group or organization is at the sole discretion of the Pastor and/or the Chair of the Board of Trustees.

## Rules for Use of First UMC Kitchen

1. The use of the kitchen by any group will be scheduled on the calendar in the Church Office.
2. If kitchen equipment or materials are used, the adult responsible for the group must be designated and approved by the Board of Trustees. This individual will be accountable for cleanliness, security, and use of the facility and equipment.
3. If meals are to be prepared in the church kitchen, a designated member of First UMC who is authorized to operate the kitchen equipment will demonstrate the proper use of the necessary equipment to the person designated and approved by the Trustees.
4. All groups, with the exception of church-wide events, are expected to provide their own consumable items such as plates, napkins, sugar, punch, etc.
5. All persons using kitchen equipment and/or materials are required to wash their hands thoroughly before working in the kitchen. They must also use plastic disposable gloves when handling food and their hair must be covered with a net or hat.
6. Kitchen equipment and materials are not to be removed from the kitchen and/or the Fellowship Hall.
7. All groups using the kitchen and the fellowship hall are expected to clean up after their activity. Dishes, glassware, silverware, cooking utensils, coffee urns, pots, and pans must all be thoroughly washed, rinsed, air dried and returned to proper storage areas.
8. Anyone using the kitchen is expected to leave the food service area completely clean. Trash is not to be left in the kitchen overnight and must be placed in the closed storage containers by the church or else removed from the premises.
9. Towels, dishcloths, potholders, and aprons must be laundered and returned to the kitchen within three (3) calendar days.
10. All food must be marked with the group name and date. Unmarked items will be disposed of.
11. Sinks are to be drained, cleaned, and rinsed out. The floors should be cleaned of any spills, swept and/or mopped.
12. The kitchen should be left in good order for its next use.

**By signing this Rules for Use of First UMC Kitchen, we certify that the kitchen equipment and materials have been returned to the condition in which they were found.**

\_\_\_\_\_  
Signature of Responsible Adult

\_\_\_\_\_  
Signature of First UMC Representative

**FIRST UNITED METHODIST CHURCH  
APPLICATION FOR USE OF FIRST UMC BUILDINGS AND PROPERTY**

Please return completed form to Lansing First United Methodist Church  
3827 Delta River Drive, Lansing, MI 48906  
or fax the form to: (517) 321-8870  
or email the form to: [lansing1stumc@sbcglobal.net](mailto:lansing1stumc@sbcglobal.net)

Group/Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number (office) \_\_\_\_\_  
Email Address (office) \_\_\_\_\_

Name of Responsible Adult: \_\_\_\_\_  
Position with Group/Organization: \_\_\_\_\_  
Address of Responsible Adult: \_\_\_\_\_  
Phone Number(s) for Responsible Adult: (home) \_\_\_\_\_  
(work) \_\_\_\_\_  
(cell) \_\_\_\_\_  
Email address (if applicable) \_\_\_\_\_

Purpose/ Description of Event \_\_\_\_\_  
Date(s) and Time(s) Required: \_\_\_\_\_  
Number of Expected Participants: \_\_\_\_\_

Room(s) Required: \_\_\_\_\_  
Kitchen:  No  Yes If yes, Rules for Use of First UMC Kitchen is required.

Special Equipment Required: \_\_\_\_\_  
Audio/visual equipment:  No  Yes If yes, please contact the Church Office. First UMC audio/visual equipment may only be operated by an individual who is approved by First UMC.

Is anyone in your group a member of First UMC? If so, please list their name(s).  
\_\_\_\_\_

**By signing this application, the responsible adult acknowledges and agrees that he or she has read the Policy for the Use of First UMC Buildings and Property and agrees to comply with its provisions. The responsible adult acknowledges that funerals and church business requiring the use of First UMC buildings and property will pre-empt any approved use. Further, the responsible adult agrees the members and participants of the named organization or group (its users) will hold harmless, indemnify, and defend First UMC (including its agents, employees, and representatives) from any and all liability for injury or damage in the event of any accident, damage, and/or injury incurred to its users and their property. The responsible adult signing this application certifies that he or she has the authority to represent the named organization or group.**

\_\_\_\_\_  
Signature of Responsible Adult  
Last Updated 5/2014

\_\_\_\_\_  
Date

**For First UMC only:**

Approved by: \_\_\_\_\_ Date of approval: \_\_\_\_\_

\_\_\_\_\_ Fellowship Hall Half-day \$100

\_\_\_\_\_ Fellowship Hall Full day \$200

\_\_\_\_\_ Fellowship Hall Plus Kitchen\*

Half-day \$150

Full day \$300

\_\_\_\_\_ Rules For Use and Checklist provided

\_\_\_\_\_ Security Deposit \$100

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Insurance Documentation Received

Total Due: \_\_\_\_\_

Trustee Signature: \_\_\_\_\_ Date \_\_\_\_\_