

# Central United Methodist Church

## Facilities Usage Policy

### Buildings and Equipment

The purpose of Central United Methodist Church (CUMC) is to support Christian worship, education, fellowship, and community outreach by making Christ central to life for the people of Northwest Arkansas and around the world. The Usage Policy is provided to inform and educate CUMC members and friends about the facilities policies of our church. Our desire is for any ministry of CUMC, group or organization held on campus to be a positive experience that brings honor and glory to Christ by demonstrating and modeling God-honoring stewardship of our buildings and equipment.

#### **GENERAL OPERATING GUIDELINES**

Because our campus represents our Lord Jesus Christ, no foul language, inappropriate dress, inappropriate activity, tobacco, alcohol, or illegal drugs will be allowed on Central's campus. No fireworks, firearms, or combustibles of any kind are permitted on the campus for any reason. Local authorities will be contacted to remove violators from the campus.

For-profit organizations will not be allowed to use church facilities. Non-profit organizations may use Central facilities if they fit within the mission and vision of the church. This is done as a community outreach.

No political organizations may use church facilities. CUMC facilities are not available for use, in any form, in partisan political campaigns. CUMC may be used as a local polling facility at no charge.

All non-profit organizations requesting to use Central's facilities will need to provide a certificate of insurance stating that Central United Methodist Church is a primary additional insured on the non-profit's general liability insurance coverage.

CUMC is not responsible for lost, stolen or damaged personal items brought to the church campus. However, CUMC will make every reasonable effort to assist in the protection of personal property brought onto campus.

Physical property may not be removed from the church campus without advance approval by the Church Administrator. This includes all equipment, computers, tables, chairs, etc. Central will make tables available for garage sales or other similar uses if suitable aged equipment is available. Under no conditions will "like new" equipment be removed from campus.

CUMC charges a Building Fee for social events such as birthday and anniversary celebrations that take place on campus. This fee is designed to cover the costs that are incurred for church employees who must work in order for an event to meet the policies of CUMC. The fee varies depending on the building being used. The Wedding Fee Schedule is different from the Building Fee Schedule. Please refer to the appropriate Fee Schedule when planning an event.

If an event is sponsored by Central, the set-up, clean-up, and audio/visual services will be provided by Central. For non-Central sponsored events, additional fees will be charged for these services.

Tables and chairs can be provided for events at no additional cost.

Trash must be carried to the dumpster or appropriate trash receptacle after all events.

Restrooms must be checked for left items. The adult in charge of an event should contact a staff member immediately if a restroom is in need of attention.

An incident report must be prepared and forwarded by the following business day to the Church Administrator for review and retention. Examples of situations requiring an incident report include: slip and fall accidents, property damage, etc. Any event group desiring to use Central United Methodist Church's name on printed material or public service announcements must obtain prior approval from the Church Administrator.

It is the expectation of the church that facilities used by any group should be left in the same or better condition in which it was found. This includes the removal of all debris. Those who choose to ignore any of Central United Methodist Church's guidelines will be asked to leave the campus, and subsequent requests for use may be declined.

The General Operating Guidelines are applicable to all Central facilities. The Board of Trustees will rule on any questionable activity.

## **SCHEDULING**

Any CUMC ministry, group, or organization desiring to use CUMC buildings and equipment must first fill out an Event Reservation Form. Event Reservation Forms may be obtained at the church office or at [www.centraltolife.com](http://www.centraltolife.com). The Event Reservation Form must be completed and turned in to the church office or submitted online at least 2 weeks prior to the event. Once the event request is approved, the person requesting the facility and equipment will be notified, and the event will be put on the church calendar. The person will be notified by email if an email account is listed on the Event Reservation Form. If no email address is provided, a copy of the approved form will be mailed to the requestor. Any fee required for the event must be paid prior to the event being placed on the church calendar.

All requests for usage of CUMC's buildings and equipment require the approval of the Church Administrator and Facilities Supervisor. Additionally, Central's Activities Center (CAC) Director must approve events held in the CAC. The Food Service Director must approve any food requests. The Director of Child Care Services must approve any childcare requests. An event must also have the approval of all Program and Support Staff Members directly affected by the event.

Church related events have priority scheduling on the calendar. Please refer to CUMC's Wedding Policy Handbook for details about scheduling weddings.

CUMC **does** schedule activities and events concurrently on campus. CUMC reserves the right to move a scheduled event to a different room on campus, or cancel or postpone an event if a church related conflict arises. Programmed activities have priority over all requested events.

Events are limited to the space that is assigned.

Use of the gymnasium in Central's Activities Center is considered an event, and an Event Reservation Form must be filled out, approved and the event placed on the church calendar. No free play in the gymnasium will be approved if an event is already scheduled in the CAC. The Church Administrator may waive this guideline if it is determined that the noise from a free play event will not interfere with a previously scheduled event held elsewhere in the Activities Center.

## **General Scheduling Guidelines**

- CUMC groups may request specific areas/rooms on campus. The church staff will try to accommodate those requests.
- CUMC groups may make reservations up to six months in advance. Outside groups may make reservations up to three months in advance.
- All events must have at least one adult who is in charge of the entire reservation and be present during the event.
- The adult in charge of the reservation is responsible for set-up and clean-up of the event's paraphernalia immediately after the event has ended.
- CUMC facilities will be unlocked 30 minutes prior to an event unless otherwise scheduled on the Event Reservation Form and locked 30 minutes following the ending time listed on the Event Reservation Form.

## **CHILDCARE/SUPERVISION OF MINORS**

Childcare is available **only** for approved CUMC ministry events. Childcare begins 15 minutes prior to an event, and ends 15 minutes after an event. Childcare is not provided after 8:30 p.m. Childcare will comply with the CUMC Childcare policies. To ensure the safety and protection of children and respect for other groups on campus, children must be supervised at all times on our campus. Please see the Director of Childcare Services if further clarification is needed.

Free play for children/youth in Central's Activities Center requires adult supervision.

Parents or other adults in charge are expected to ensure that children/youth are supervised appropriately for their age and maturity. Adult chaperones are required for youth meetings and activities.

Only authorized personnel are allowed to use first aid equipment and dispense medical supplies. All injuries must be reported to the staff in charge.

## **SANCTUARY AND CHAPEL**

CUMC facilities are for honoring and bringing glory to our Lord Jesus Christ. The Sanctuary and Chapel are not considered meeting places. Usage for funerals, memorial services, prayer meetings, approved music rehearsals, and classes are considered appropriate usage of these facilities and will be approved. Other usage of these facilities may be approved by the Board of Trustees after consideration of building security, purpose of use, and staffing. Usage of these facilities for weddings is addressed in the Wedding Policy Handbook.

Food and drinks are not allowed in the Sanctuary or Chapel. Furniture, pianos, and other equipment are not to be moved without the advance approval of the Church Administrator. Nails, tacks, staples, pins, or anything which can mar the woodwork or walls must not be used. Church property should be respected at all times.

## **CENTRAL'S ACTIVITIES CENTER**

Central's Activities Center (CAC) is to be used for honoring God through fellowship, growth, teaching, and evangelism. Therefore, it is the desire of CUMC that conduct and dress while in the Activities Center is in harmony with the teaching of I Corinthians 10:31, "So, whatever you eat or drink, or whatever you should do, do everything for the glory of God." Attire and behavior in the Activities Center should honor Christ and represent the highest of Christian ideals.

### **CAC General Operating Guidelines**

- Appropriate gym attire is required during all sporting activities. No abusive language, profanity, fighting or destructive horseplay is allowed. No chewing gum is allowed.
- No skateboards, skates, or black soled marking shoes are allowed in the CAC.
- A Great Hall event will not be approved if an event is already scheduled in the CAC. The Church Administrator may waive this guideline if it is determined that Great Hall noise will not interfere with a previously scheduled event held elsewhere in the Activities Center.
- For events involving children and youth, there must be at least one adult present for every ten persons attending under the age of 18.
- The person reserving the CAC is responsible for any damage that occurs to the building. A fee will be charged if an activity requires assistance from staff members outside their normal working hours.
- Events are expected to end by 10:00 p.m. Exceptions must be granted by the Church Administrator.
- Recreational church equipment is available to those reserving the CAC. The adult in charge of the reservation is responsible for putting away all equipment used.
- Recreational church equipment that is damaged should be immediately reported to the CAC Director. The adult in charge of the reservation is responsible for replacing damaged equipment if the damage resulted from misuse of the equipment.
- The adult in charge of the reservation is responsible for reimbursing CUMC for any missing recreational church equipment after an event.
- Overnight stays by traveling faith-based groups is permissible if scheduling allows and normal operations are not disrupted.

### **Kitchen General Operating Guidelines**

- The ice machine will be made available if requested. Paper goods are provided only for approved CUMC ministries.
- Fabric tablecloths and napkins are available for rental through UMW (United Methodist Women). Contact the current UMW President to make this arrangement.
- If food preparation of any kind occurs in the kitchen, a Food Service staff member must be present. If the event is a non-Central event additional fees may be required for this service.

**Central United Methodist Church  
Building Fee Schedule  
Non-Central Sponsored Events**

**Central's Activities Center**

	<b>Great Hall</b>	<b>Classrooms</b>
Events < 3 hours	\$600.00	\$150.00
Events 3 - 8 hours	\$900.00	\$250.00

**This is a flat fee and is non-negotiable.**

**Wesley Building**

	<b>Chapel</b>	<b>Classrooms</b>
Events < 3 hours	\$350.00	\$150.00
Events 3 - 8 hours	\$500.00	\$250.00

**Genesis Church**

	<b>Wesley Hall</b>	<b>Fellowship Hall</b>
Events < 3 hours	\$250	\$350
Events 3-8 hours	\$375	\$500

**This is a flat fee and is non-negotiable.**

**Deposit.** A refundable deposit of \$500 is required for all non-Central sponsored events. The deposit will be returned in full within two weeks following the event following an inspection of the facility to ensure that no damage occurred during the event.

**Additional Fees**

Additional fees are charged for the following services. The fees are the same regardless of the building or classroom being used.

Events < 3 hours	
Sound Technician	\$50 per hour
A/V Technician	\$50 per hour
Food Service Staff	\$40 per hour
Maintenance Staff	\$40 per hour

Events 3-8 hours

The cost is reduced to \$20 per hour, per person after the above hourly fee has been applied.

\*\* In calculating the hourly costs, CUMC will round up to the next hour.

**These fees are fixed and are non-negotiable.**

In order to meet the Facilities Usage Policy of CUMC, as adopted by the Board of Trustees, CUMC employees are often required to work hours outside of their normal work week for events. The building fee is used to compensate these employees, beyond their regular rate of pay, as well as, to offset utility and maintenance costs. Food, drinks, paper goods, etc. are not supplied by CUMC for non-church ministry events. It is the responsibility of the adult in charge of the reservation to arrange for the supplies needed for the event.

Events lasting longer than eight hours require special approval by the Church Administrator.

The Board of Trustees is responsible for the compliance and implementation Facilities Usage Policy. Comments or concerns should be directed to the Board of Trustees. The Church Administrator is responsible for distribution and education of the Facilities Usage Policy.

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