

DEER PARK UNITED METHODIST CHURCH
BUILDING USE POLICY, RULES, AND FEE SCHEDULE

Adopted: 12-03-90

Revised: 02/18/03

Second Revision: 11/15/2004

The facilities of **DEER PARK UNITED METHODIST CHURCH** (DPUMC) of Deer Park, Texas are consecrated to God and exist for the purpose of proclaiming the Gospel of Jesus Christ and making disciples for him. Therefore, all DPUMC facilities will be used in a manner that is consistent with this mission. The following policies are designed to insure this goal through proper building management and maintenance which will enable the use of these facilities for our members and for community outreach. The responsibility for the security and maintenance of all church facilities is vested in the Board of Trustees, whose day-to-day representative is the Senior Pastor, or other staff member(s) to whom duties are delegated by the Senior Pastor. The Senior Pastor will consult with the Chairperson of the Board of Trustees, or the entire Board, as needed or appropriate.

- The DPUMC facilities (excluding the Sanctuary) are available to members of DPUMC and the Deer Park community for events such as, but not limited to, birthday parties, anniversary celebrations, family reunions, etc. The facilities are available to non-profit organizations for, but not limited to, business dinners, company parties, luncheons, etc.
- Persons are to conduct themselves on church property in such a manner as will not bring reproach to the name of Jesus Christ or to DPUMC. The building and facilities shall be treated with the respect due a place of worship. Acts of vandalism, disrespect, and desecration shall not be tolerated under any conditions.
- At the request of the Senior Pastor, The Board of Trustees, consisting of either a full board or quorum, will consider and approve/reject (in person, in writing, by telephone, or by email) any facilities use requests that are not covered by this policy. In those special cases, the Church Council will be advised (either by written report or oral presentation) at the next regularly scheduled meeting of the reasons for such approval or rejection.
- Regularly scheduled activities of DPUMC are always given priority over other requests. The Senior Pastor or his/her designee will be responsible for coordinating the church calendar and reconciling conflicts. Only under extraordinary circumstances and with advance approval by the Senior Pastor may events be scheduled concurrently with any church-wide activity.
- DPUMC subscribes to the **SAFE-SANCTUARY POLICY** of the Texas Annual Conference of The United Methodist Church. All groups must have adequate supervision, defined as one adult per six (6) youth or five (5) children. No youth or child may be left alone with one adult, and all sleeping arrangements must include two adults of the same gender as the youth/children in any one room. **There will be no sleeping arrangements where there are mixed genders in the same room, regardless of marital status of adults.** One on-site, adult representative of the entire group will be the contact for the congregation and the responsible person in charge. This person will insure compliance with these rules and/or be liable for any damage to the facilities.

RULES

1. The possession, serving, and/or use of any alcoholic beverage is never permitted on the church property or in church buildings.
2. Smoking is not permitted in the church buildings. Smokers are not to discard cigarette remains on the walkways or in the flowerbeds.
3. The second floor of the Family Life Center is closed to guests unless prior arrangements have been made.
4. Meetings should be scheduled while the church office is open or when open for other meetings. Any additional costs for opening the building at other times will be the responsibility of the organization using the facility.

5. An adult member of DPUMC must schedule youth activities, be present and responsible for the safety and security of the youth and the building, and must also be responsible for insuring that an adequate number of adult chaperones are provided (See the fifth bulleted item after the opening statement on p. 1).
6. Events at the church must be scheduled through the church Office Administrator. **SPACE WILL BE ALLOCATED ON A FIRST-COME, FIRST-SERVE BASIS.** Any conflicts will be resolved by mutual agreement, if possible, with the assistance of the church secretary. If necessary, the Senior Pastor may be consulted for a resolution.
7. Rental requires a 30-day prior notice.
8. **CHECKS FOR BUILDING USE WILL BE MADE PAYABLE TO DEER PARK UMC (DPUMC) AND ALL FEES MUST BE PAID-IN-FULL, NO LESS THAN FIVE (5) DAYS PRIOR TO THE DATE OF THE EVENT.**
9. A group is responsible for seeing that the building is properly secured when the event is concluded.
10. No carpentry work or special construction may be done unless **APPROVED IN ADVANCE** by the Trustees. Nothing may be hung on the walls of the Concourse or the Family Life Center. Portable lattices, easels, or bulletin boards may be used.
11. **CHURCH EQUIPMENT** (tables, chairs, etc.) **MAY BE USED AT THE CHURCH ONLY.**
12. The snow cone and popcorn machines may be borrowed by members who schedule their use through the Church Office and who agree to take full responsibility for the use, return, repair, and/or cost of replacement of the items.
13. **ALL ACTIVITIES ARE TO CONCLUDE BY 9:00 PM**, unless prior arrangements have been made with the Church Office for the building to be secured.
14. All individuals and organizations that use the facilities will provide volunteers for set-up, clean-up, and the return of all equipment and furnishings to their original location. Clean-up includes, but is not limited to, the removal of trash from the buildings. **IF ADDITIONAL CLEAN-UP IS REQUIRED, THE COST OF SUCH ADDITIONAL CLEAN-UP WILL BE CHARGED TO THE SPONSOR OF THE EVENT AND/OR THE DEPOSIT WILL BE FORFEIT.**
15. No drinks of any kind are allowed in the Sanctuary, the Memory Chapel, the Bride's Room, or any carpeted areas of the main building or Family Life Center. **IF ANY STAIN REMOVAL IS REQUIRED AFTER AN EVENT, THE COST OF SUCH REMOVAL WILL BE CHARGED TO THE SPONSOR OF THE EVENT.**

FEE SCHEDULE

A DEPOSIT OF \$100.00 IS REQUIRED TO SECURE A REQUESTED DATE. This deposit will be applied to the total rental cost. Any damage to facilities or their contents, or any failure to comply with the rules outlined in this policy will result in the loss of the deposit.

SANCTUARY USE:

The Sanctuary is not available for rental.

CONCOURSE USE:

The entire Concourse will seat approximately 100 people when used in its entirety. It can be subdivided into four sections; each section seats 25 people.

\$75.00 per hour (two hour minimum)

\$75.00 set-up fee, if requested.

\$75.00 clean-up fee, if requested, or if clean-up is unsatisfactory.

CLASSROOM USE (Main Building):

\$50.00 per hour (two hour minimum)

\$50.00 set-up fee, if requested.

\$50.00 clean-up fee, if requested, or if clean-up is unsatisfactory.

GYM RENTAL:

The cost of renting the gym in the Family Life Center is **\$100.00 per hour** (two hour minimum).

OVERNIGHT USE:

At the discretion of the Senior Pastor, a church employee, member, and/or designated representative will remain with a group during any overnight stay. Such arrangements will be made prior to approval of overnight use. There is a charge of **\$5.00 PER PERSON PER NIGHT**. Included in this fee is the use of the gym, the kitchen, rooms for sleeping, and shower/bathroom facilities.

THE SENIOR PASTOR, IN CONSULTATION WITH THE TRUSTEES, MAY WAIVE ALL FEES FOR A CONFERENCE OR DISTRICT EVENT.

THE TRUSTEES, IN CONSULTATION WITH THE SENIOR PASTOR, MAY MAKE EXCEPTIONS TO OR REVISE ANY PORTION OF THIS POLICY AT ANY TIME.