

# DEER PARK UNITED METHODIST CHURCH

## BUILDING & FACILITY USE POLICY

### GENERAL REQUIREMENTS

Issued by: Board of Trustees  
Revision: June 27, 2011

Approved by: \_\_\_\_\_  
Chairman, Board of Trustees

#### **SCOPE**

This policy defines the building use guidelines for the total facilities of Deer Park United Methodist Church

#### **PURPOSE**

This policy is to assure that standardized and consistent policies and procedures are utilized in the use of all areas of the DPUMC building facilities and notes responsibilities and authority for all DPUMC staff, employees and church members to follow, support, and enforce in the use of DPUMC building facilities by member & church related groups and any outside non-church individuals or organizations. Due to the church's non-profit status, our facilities are not available for use by a for-profit group which charges admission or in any other way derives income for an event held at the church.

#### **RESPONSIBILITY & AUTHORITY**

The responsibility for the preparation, documentation, interpretation, and revision of the Building Use policy lies with the Board of Trustees of Deer Park United Methodist Church. The Board of Trustees also is the ultimate and final authority for the enforcement of this policy.

##### Daily Operating Responsibility & Authority

Responsibility for the normal day-to-day communication and enforcement of the policy as it applies to the use of any DPUMC area will rest with the DPUMC Office Administrator. Deviation from this policy is unauthorized. If necessary, final day-to-day authority for interpretation and/or clarification of this policy shall be the responsibility of the Board of Trustees.

##### Deviation of Building Use Policy

Any request for the use of DPUMC building facilities that deviates from the Building Use policy must be presented to the Office Administrator whose responsibility will be to accept, reject, or present to the Board of Trustees for decision.

#### **GENERAL REQUIREMENTS**

The use of Deer Park United Methodist Church building facilities will be in line with Christian principles, the mission and ministry of Deer Park United Methodist Church, and the United Methodist Book of Discipline. Prayer is an important part of any event and is encouraged.

No smoking or use of tobacco or illegal narcotics in any form is allowed on DPUMC building or premises.

No container or consumption of alcohol in any form is allowed on DPUMC building premises.

Consumption of food and drinks will only be permissible in designated areas.

No firearms are allowed on DPUMC building and facility property other than by designated DPUMC security personnel or other contracted security personnel.

The user is responsible for the care of the facilities during its use. This includes cleaning up the building and putting it back into the shape it is in when you arrive (a checklist is available). Outside groups and private events may contract with us to do the cleanup for you for an additional fee (see attached fee schedule).

Groups will be restricted to the use of the area they have reserved. Youth and adults are not allowed outside of the buildings unless they are participating in an organized and supervised activity. No one is to roam the church properties, and youth will be supervised at all times.

Disregard of the terms and conditions of building use can result in immediate cancellation or termination of the event activity. You are expected to make all of those attending your event aware of these rules.

Outside groups must hold harmless and indemnify Deer Park UMC, its staff and employees, or church member for any injury, whether it be personal or property incurred in the building or on the premises.

A Calendar Request Form is required to be filled in and completed by the requesting party. (See related topic in the Procedure area of this policy). The event is not approved until the request has been presented in staff meeting and approved.

The requesting party must sign an agreement of the terms and conditions for the use of DPUMC building facilities. (See related topic in the Procedure area of this policy)

Church owned sound and video equipment are not available for use by non-church groups.

## **PROCEDURE**

### **Calendar Request Form**

Requests for the use of any areas within the DPUMC building and grounds will be administered by the Church office. Initial request may be made by phone; however, the request will not be considered for final approval until a Calendar Request Form has been completed. Regularly scheduled activities of DPUMC are always given priority over other requests.

Application for use of the DPUMC building facility will be made at the Church office during normal workweek hours.. You may call the office at 281-930-1300. These offices will provide to the requestor the Calendar Request Form. It is a requirement that all events be required to prepare a calendar request form. Applications are also found on the church's web site [www.dpumc.org](http://www.dpumc.org) and may be completed and emailed or faxed.

The application will contain two parts:

1. The Calendar Request Form for the use of DPUMC building facilities
2. The Church Facilities Usage and Hold Harmless Agreement for the use of DPUMC building facilities, which must be signed by the requestor or person representing the requesting organization (not required for DPUMC activities).

The Office Administrator will process the request and arrange to bring up the request in the next staff meeting. The Office Administrator will assure the application's facilities usage and hold harmless document is signed and will file in an appropriate manner. If a deposit is required at the time of application the Office Administrator shall collect the payment and keep attached to the calendar request until the event is over. Checks should be made out to Deer Park UMC and "building deposit" written in the memo line.

Coordination within DPUMC is the responsibility of the Office Administrator. She will be responsible for making sure the event is on the church calendar. Two days before event, please call to recheck the date, time, and other arrangements. If there is any change whatsoever, you are responsible to notify the Office Administrator.

If the event needs special sets of chairs or tables, they must be noted on the calendar request form. If there are special setup requirements, a diagram must be provided by the requestor with the DPUMC Office Administrator.

All rental fees must be paid in full no less than 5 days before the date of the event.

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 Family Life Center. Portable lattices, easels, or bulletin boards may be used.

Church equipment (tables, chairs, etc.) may be used at the church only.

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.

All activities are to conclude by 9:00 p.m. unless prior arrangements have been made with the Church office for the building to be secured.

All individuals and organizations that use the facilities will provide for their own set-up and clean-up, and the return of all equipment and furnishings to their original location. All trash is to be bagged and taken to the dumpster at the back of the west parking lot. Groups may contract with the church to provide additional clean up for a fee (see Fee Schedule).

*I have read the policy and procedures for building use at Deer Park United Methodist Church and agree to abide by the same.*

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# Deer Park United Methodist Church

## Fee Schedule

### Revised 6/27/2011

A deposit in the amount of \$100.00 is required at the time of the Calendar Request for events using the Concourse, Kitchen, or Gym. The event will not be placed on the calendar until the deposit has been paid. The deposit check will be held until the event is over, at which time it will be returned, shredded, or deposited as an honorarium depending on the wishes of the person or organization. Any damage to the facility or excessive cleaning required will result in a forfeiture of the deposit. All other fees are to be paid no later than 5 days before the event is scheduled.

#### **Sanctuary:**

The sanctuary is available for weddings and funerals only. See the separate Wedding Policy for fees. There are no fees for the use of the sanctuary for a funeral.

#### **Concourse:**

The entire concourse will seat approximately 160 people when used in its entirety. It may also be subdivided into four sections, each of which will seat about 40 people.

**Member fee:** None – donation appreciated to offset cost of AC/Heat and utility usage. Set up and clean up the responsibility of the member. If extra clean-up is requested or required, an additional clean up fee of up to \$100 will be required.

**Deer Park UMC Group fee:** None – donation appreciated to offset cost of AC/Heat and utility usage. Set up and clean up the responsibility of the DPUMC group. If extra clean-up is requested or required, an additional clean up fee of up to \$100 will be required.

**Community or Non-profit group fee:** \$50/hour for one-time event. If extra clean-up is requested or required, an additional clean up fee of up to \$100 will be required. For groups requesting on-going meetings at Deer Park UMC, this fee may be reduced or waived upon approval by the Board of Trustees.

#### **Classroom:**

Individual classrooms seat up to 15 persons. These rooms in the main building are available to members, DPUMC groups, and approved outside support groups at no charge.

#### **Kitchen:**

We have two kitchens – one located in the main building and the other in the Family Life Center. Any person or group using either kitchen is responsible for bringing and using their own plates, napkins, cutlery, coffee and condiments. Any church-owned utensils are to be cleaned and put back in their original place.

**Member fee:** None – donation appreciated to offset cost of AC/Heat and utility usage. Set up and clean up the responsibility of the member.

**Deer Park UMC Group fee:** None – donation appreciated to offset cost of AC/Heat and utility usage. Set up and clean up the responsibility of the DPUMC group.

**Community or Non-profit group fee:** \$50/hour for one-time event. If extra clean-up is requested or required, an additional \$50 clean up fee. For groups requesting on-going meetings at Deer Park UMC, this fee may be reduced or waived upon approval by the Board of Trustees.

## **Gym:**

Individuals or groups renting the gym are allowed to use the gym and downstairs bathrooms only. The use of the kitchen is an additional rental (see above). Please note that, because we have Sunday worship in the gym requiring praise band set up and practice on Saturdays, the gym will normally NOT be available for Saturday or Sunday rental.

**Member fee:** \$50/hour. Set up and clean up the responsibility of the member. If extra clean-up is requested or required, an additional \$100 clean up fee.

**Deer Park UMC Group fee:** \$50/hour. Set up and clean up the responsibility of the DPUMC group. If extra clean-up is requested or required, an additional \$100 clean up fee.

**Community or Non-profit group fee:** \$75/hour. If extra clean-up is requested or required, an additional \$100 clean up fee.

## **Overnight Use:**

For groups approved in advance by the Board of Trustees, a fee of \$50 and \$5/person/night will be charged for overnight stays in the gym or Family Life Center. All groups are expected to provide their own eating utensils and food and to return the building to its original state before leaving. This includes, but is not limited to: cleaning all bathrooms, bagging all trash and placing in dumpsters in west parking lot, returning any furniture moved to its original location.

*The usage fees may be waived in some circumstances by the Trustees for UM conference or district events.*