

Building Use Policy
Creekwood United Methodist Church
Fairview, Texas

Creekwood United Methodist Church offers meeting and activity space to organizations and groups that serve the needs and interests of the community and adhere to purposes and goals consistent with the principals, doctrines, beliefs, and social principals of The United Methodist Church. It is expected that meetings and activities will serve persons of the local community. Organizations and groups using Creekwood UMC facilities shall adhere to the guidelines as stated below. The Leadership Board of Creekwood UMC reserves the right to change these policies at any time without notice.

Purpose of this Policy

Creekwood United Methodist Church seeks to be an inviting and caring church and we hope to serve everyone in a way that demonstrates the love of Jesus Christ our Lord. These policies are not designated to be restrictive; rather they are intended to make our facilities available to as many groups and persons as possible. To make the best use of our facilities, these policies have been carefully designed and accepted by the Leadership Board of our church.

Significant financial resources and personal time have been invested in Creekwood United Methodist Church (herein referred to as CUMC) facilities through generous contributions from its members. Proper care must be given to ensure that:

- adequate facilities exist to effectively carry out the ministry objectives and goals of CUMC.
- these facilities are properly protected against loss or misuse.
- wise stewardship is being obtained through energy conservation and safety measures.
- the life of the facilities is extended through a proper maintenance program.

General Information

Priority of Building Usage:

First Priority: CUMC Ministry Events

Regularly scheduled church meetings, programs, and activities shall have top priority. These activities must be scheduled through the Business Manager and placed on the calendar. Consideration will be taken as to Meeting/Event Date and time along with group size to schedule and utilize the best space available that will meet the group and facility's needs.

Second Priority: Other United Methodist Church related activities

Other church-related meetings and activities shall have second priority. These activities must be scheduled through the program staff of CUMC and placed on the calendar, with the appropriate CUMC staff person who will be on-site during the event designated as the official point of contact.

Third Priority: Creekwood Members Sponsored Activities

Creekwood Members who want to use the Facilities for personal or professional meetings or activities shall have Third Priority. These meetings or activities must be scheduled through the Office Manager and may or may not be assigned a Creekwood Staff Member to oversee. Fees may apply to cover expenses such as staffing, utilities, equipment, etc.

Fourth Priority: Outside Groups

Activities sponsored by individual CUMC members or ministry groups shall have fourth priority. These activities will be scheduled only if there are no conflicts on the calendar. Recurring events are not permitted without prior approval of the Director of Operations. There may be fees associated with the usage of the building for these groups. All outside activities must have a CUMC sponsor.

The facilities are not available to outside groups for fundraising, solicitation or other activities determined not to be suitable for church facilities. Organizations engaged in political campaigns or causes are not eligible to use the church facilities for their programs.

The program staff of CUMC will determine the eligibility and priority of an organization requesting the use of the facilities, conferring with the Leadership Board, if needed. The building is not available for birthday parties or showers or similar activities. It is available for silver and gold wedding anniversary receptions only.

GUIDELINES FOR USE OF FACILITIES

- 1. ALCOHOLIC BEVERAGES, ILLEGAL SUBSTANCES AND SMOKING ARE PROHIBITED IN THE CHURCH BUILDING AND ON CHURCH PROPERTY.** No one under the influence of alcohol or illegal substances will be allowed to participate in programs or events. It is the responsibility of the person(s) planning to see that all persons participating in the event are informed concerning these matters.

2. WEAPONS ARE NOT ALLOWED ON CHURCH PREMISES.

“Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun”.

“Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly”.

3. Users are responsible and assume liability for any personal injuries, personal property or damage to the facility and/or equipment. When damage/accidents requiring cleanup occur, prompt reporting to the church office is expected. Replacement or repair will be at the discretion of the church and will meet the requirements of the church.
4. No flammable liquids, fire producing chemicals, pyrotechnic devices, smoke generators and/or open flames in any form (with the exception of candles used in a worship setting) may be used on the church property, without the approval of the program staff of CUMC.
5. **Tables, chairs, and equipment are not to be moved** from the church building or moved from building to building without express permission from the program staff of CUMC.
6. CUMC assumes no liability for any personal property brought into the church. Every possible effort will be made to protect personal items; however, the church will not be responsible for items lost, stolen or damaged. It is imperative that money, jewelry, and other valuables are not left unattended.
7. Members of the church staff are not permitted to sign for any outside event related deliveries without prior arrangements.
8. The conduct of all persons attending programs at CUMC is expected to be respectful of the environment of the Lord’s house.
9. When children are in attendance they must be always under the control of their parents or adults in charge and are not permitted to roam freely in the halls or other areas on the church property. All activities involving children must be carefully monitored by an appropriate number of responsible adults.
10. Please be aware that your group may not be the only group in our building. Stay in the area that has been designated for your use. If you must move through the building, please be mindful of others using the facilities.
11. Do not use tape, nails, thumbtacks or anything that can leave holes, mark, discolor, or damage the walls, wooden doors or trim, or marker boards. At the conclusion of your event, remove any decorations, place garbage in proper containers, return any furniture that was moved to its proper place and turn out the lights.
12. All nursery or early childhood childcare provided must comply with the CUMC Nursery Policy, available upon request.

13. The program staff of CUMC will coordinate all audio/visual needs. Use of sound equipment is restricted to trained personnel approved by CUMC. There might be a fee associated with a sound technician being on sight to set up AV/Media needs along with monitoring their use.
14. Any notice, publication or advertising of an event held at CUMC or associated with CUMC must have the prior approval of the CUMC program staff.
15. The Worship Director and/or Director of Traditional Worship will coordinate and approve the use of any musical instrument owned by CUMC. Use of any musical instrument is restricted to persons approved by the Worship Director and/or Director of Traditional Worship of CUMC.
16. Animals are not allowed within the buildings, except for service animals.
17. Seasonal decorations may not be removed from any area of CUMC facilities.
18. A building monitor, provided by Creekwood, will be required and cost an additional fee. The exception for this will be non-profits working with students and kids in the area of service. These groups will have a building monitor provided for them by Creekwood at no cost.

GUIDELINES FOR KITCHEN USE

1. CUMC will provide a limited number of kitchen utensils and cleaning supplies. YOU WILL NEED TO PROVIDE for your use: linens, kitchen towels, dishrags, paper towels, plastic wrap and/or foil, coffee, paper plates, napkins, silverware, cups.
2. DO NOT use any RED or PURPLE based punches or drinks.
3. All dishes must be washed and put away where they belong.
4. Wipe down all tables, counters, and appliances as you would in your own kitchen.
5. Sink should be cleaned.
6. Empty all trash cans and take the trash with you when you leave, if not previously arranged with Creekwood staff.
7. Return everything to where it belongs.
8. TAKE EVERYTHING YOU BROUGHT WITH YOU! Please do not leave any food, containers, condiments, etc. that you brought in this kitchen.
9. Items for your event/group may be brought to the church no earlier than the day of the event, unless arrangements are made prior to the event.

SCHEDULING OF EVENTS

The scheduling of an event is arranged through the church office by contacting the Office Manager. Members may reserve CUMC facilities, subject to availability and in accordance with the above-listed priorities. Those wishing to schedule an event must use an online Event Request form to be reviewed and approved. If there is a special set-up request for the room, it should be noted on the request form. CUMC and UMC ministry events must follow all the guidelines stated in this policy except for fee and contract requirements.

Outside groups must send an email or letter to the church office explaining the purpose of the event to be held in the room. The authorized person must complete all arrangements, signing of contract, payment of damage deposit and rental fees, and coordination of room setups at least two weeks prior to the event date. The church will be open at the time of the event requested unless other arrangements have been made through the church office manager.

In the event of a funeral or other church activity requiring the use of space in or around the room requested by an outside group, the event will be moved to another location within the church at the church's discretion.

Once the event is approved, the renter and office manager will review the fee. All fees are to be paid to Creekwood UMC. In the memo line of the check, the renter will write "Building Use, Date: ____). They will be received in the church office or online. Rental deposit and damage deposit equal to 50% of the total estimated fee is due at the time of booking to hold the event on the calendar. Remainder/Total fees must be paid no less than 2 weeks before the event. The Building Use Contract must be completed and signed to reserve the space.

Cancellations:

1. If it is necessary for an outside group to cancel an event within 48 hours of the event, a cancellation fee equal to 25% of the total estimated fee may be retained. This cancellation fee is non-refundable.
2. The balance of any monies received, less the cancellation fee, will be refunded to the organization after the scheduled date of the event.

SCHEDULE OF FEES

All fees are for 0-3 hours and include custodial fees.

Building Fees:

***With the exception of the sanctuary, non-profit service groups working with kids or students will be able to use the building at no charge for up to two hours and one room. In the case of larger events (expected attendance), Creekwood will work to determine fair compensation for facility usage.**

Sanctuary: (*\$100 each additional hour*)

- Student Recitals or other One-time Occurrences: \$250
- Non-Profit Service Group – One time occurrence: \$100
- Recurring Group: \$400/month
- Member Wedding: \$500
- Non-Member Wedding: \$1,000

Room 110: \$200; \$100 each additional hour

Gathering Area only: \$150

Kitchen use: \$100

Classrooms: Adult Hall classrooms- \$100 / Children's classrooms- \$150

Student Center: \$250

*(*An additional fee of \$50 will be assessed if staff are expected to move a large amount of furniture, tables, or chairs.)*

Support Fees:

Audio/Visual Technician: \$100, plus \$50/hour for each additional hour; minimum 1 hour

- Non-Profit Service Group: \$50

Video presentations creation \$50/hour, minimum 1 hour.

Building Monitor: \$15 / hour

- Non-profit service group: No charge

Additional Fees:

Custodial Fees: \$100

Total Cost of Use: \$ _____

I agree to pay the amount above by the appropriate days for the agreed upon usage of the Creekwood United Methodist Church facility, as indicated above.

By signing this agreement, the signee accepts responsibility and liability for any and all damage that occurs in the leased space during the time of agreed lease. The signee and represented group accept responsibility to financially compensate Creekwood for damages that occurred in the leased space during the time of agreed lease that require repair.

I understand and agree with this building policy.

X
