

Central Free Methodist Church Facility Use Policy

In keeping with the mission statement of Central Free Methodist Church (CFMC), facilities will be used for worship, study, fellowship and outreach, especially to the surrounding community. In this connection, the community is encouraged to use these facilities as time and space permit. Especially welcome are other congregations, ministries or church organizations, community groups and organizations.

The sanctuary will be reserved for CFMC worship services on Sundays, including the Hmong worship services and Calvary Haitian worship services on Sunday afternoons. At other times it will be reserved, in order of priority, for CFMC worship, other church-related programs, weddings, and use by other appropriate organizations. The fellowship hall will be used in the same order of priority.

Non-members using CFMC facilities are considered guests. CFMC, as a good host, will make special effort to accommodate its guests and balance their needs with its own. There may be occasions when consideration should be given to rescheduling or relocating an official CFMC activity to accommodate a guest if, by so doing, CFMC will be rendering an important community service. *Also, in exceptional circumstances, CFMC reserves the right to preempt a non-member group should the need arise.*

All organizations and persons are expected to restore the facilities (including chair and table arrangements) to the condition they found them, remove all waste to appropriate containers, extinguish lights, close windows, etc.

Any person using the facilities will conform to CFMC policies, including hours of operation, service of alcoholic beverages, non-discrimination, and fund raising. Beer, wine, liquor and other controlled substances are not permitted. No smoking is allowed on the church property. CFMC facilities are not to be used for non-church-related fund raising. Admission to any activity may not be charged by any non-CFMC group. The church will be “open” from 8:00 a.m. to 10:00 p.m. Monday through Saturday and from 1 p.m. to 10:00 pm Sunday. This means that groups using the building during the evening hours must schedule their meetings to be finished and the rooms straightened/cleaned in time to be out of the building at the approved end time (10:00 p.m. being the latest).

Scheduling of all facility usage, congregational or otherwise, must be done through the Church Office or Facilities Manager. One person from each group (member or non-member) shall be designated the liaison. The liaison will be notified if the facilities are used improperly or are not properly restored to their original condition.

Most persons or groups using the facilities of CFMC are asked to assist in defraying the costs of operating and maintaining the facility. There is no facilities charge for weddings or funerals of family members of the CFMC congregation. Ongoing “sponsored” or “related” groups as noted on the CFMC Facility use application should contribute as they are able. Designation of “sponsored” or “related” groups shall be made by the CFMC Leadership Team.

Approval for use of the sanctuary, fellowship hall or other rooms does not automatically include use of the kitchen. If the user group needs to use the kitchen, the group must reserve the kitchen like any other room and must cover the cost of its use and supervision. Use of a kitchen must be arranged in advance.

Special authorization from the Leadership Team is required to use the CFMC kitchen to prepare food for non-CFMC groups. The Facilities Manager will provide the group with rules for use of the kitchen. The kitchen must be cleaned at the close of the activity.

Tables and chairs may be loaned to members of the congregation or to other congregations, ministries and church organizations. These must be checked out through the Facilities Manager. There will be a refundable deposit of \$50 for use of this equipment. All loaned items must be returned within three (3) days unless needed sooner. Silver, china or glassware, or coffee makers may not be taken from the church premises.

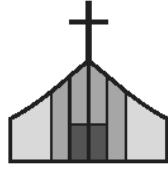
The sound and lighting equipment require trained technicians. If you plan on using sound and lights in the sanctuary, you will need to secure CFMC trained technicians at \$25 per technician/event.

Audio-visual equipment may be loaned to CFMC members and other church organizations. There will be a refundable deposit of \$50 for use of this equipment outside the church with check-in and check-out by the Facilities Manager.

Non-CFMC parties using the church building may rent the overhead projector, VCR and TV (for use inside the building) by applying to the Facilities Manager no less than three (3) days in advance. The donation for use of this equipment is \$25 per day (plus \$50 deposit).

Any amount refunded will be at the discretion of the Facilities Manager. The Leadership Team and Lead Pastor assign the daily implementation of the CFMC facilities use policy to the Facilities Manager.

CFMC reserves the right to refuse the use of its facilities, or any portion of them to any group or person whom CFMC, acting through its pastors in consultation with the Leadership Team, deems to be at odds with CFMC's mission and views regarding appropriate religious or charitable purposes. The decision of CFMC in this regard is final. Status as a tax-exempt organization is not germane. Any exceptions to this Policy must have the approval of the CFMC Society.



Central Free Methodist Church Facilities Use Policy Summary

Central Free Methodist Church (CFMC) reserves the right to refuse the use of its facilities, or any portion of them to any group or person whom CFMC, acting through its pastors in consultation with the Leadership Team, deems to be at odds with CFMC's mission and views regarding appropriate religious or charitable purposes. The decision of CFMC in this regard is final. Status as a tax-exempt organization is not germane. Any exceptions to this Policy must have the approval of the CFMC Society. *In exceptional circumstances CFMC reserves the right to preempt any group should the need arise.*

1. All groups must be given a copy of the Guide for Use of Facilities (Appendix 1).
2. All groups must complete building application and use form (Appendix 2).
3. All groups must schedule with the Facilities Manager.
4. All groups must have one person designated as liaison.
5. All groups are expected to put things back as they found them.
6. All groups are expected to put waste in containers.
7. All groups are expected to perform a facility security check (refer to procedure).
8. All groups are expected to turn off lights, close windows and be out by scheduled end time 10:00 p.m. at the latest.

Restrictions

1. No beer, wine, liquor or other controlled substances.
2. No smoking.
3. No non-church-related fund raising.
4. No phone service or long-term storage is provided for any group.
5. Scheduled use of sanctuary, fellowship hall or other rooms does not include kitchen use; kitchen use must be scheduled separately and arranged for in advance.
6. The sound and lighting equipment require trained technicians. If you plan on using sound and lights in the sanctuary, you will need to secure CFMC trained technicians at \$25 per technician/event.

Special Kitchen Use Requirements

1. Kitchen use must be approved by the Leadership Team.
2. Facilities Manager will provide group with rules of use of kitchen.

“Donations” for use of facilities (Fee Suggestions Appendix 2)

1. No charge for building use for CFMC members, related or sponsored groups.
2. Charges for AV equipment will apply unless waived by Facilities Manager, Leadership Team, or Lead Pastor.
3. No facilities charge for CFMC member weddings or funerals (see page 6, custodian).
4. CFMC designee is necessary for weddings and funerals unless waived as above.
5. “Sponsored” or “related” groups (CA, etc.) will contribute, as they are able.

Appendix 1

A Guide for the Use of the Facilities

One of the primary reasons for having a church building is to serve the community. Central Free Methodist Church (CFMC) welcomes and encourages groups and individuals who can put its facilities to good use at time when they are not needed for congregational purposes. All building use is subject to the provisions of the Facility Use Policy Statement of Central Free Methodist Church Facilities, (adopted May, 2009). *In exceptional circumstances CFMC reserves the right to preempt any group should the need arise.*

CFMC tries to be a good host and expects users to act as though they were using the home of a friend. Basic guidelines include:

1. No smoking.
2. No beer, wine, liquor or other controlled substances.
3. No non-CFMC fund raising functions.
4. Facilities (including table and chair arrangement) are to be restored to the condition in which they were found. Waste is to be put in the appropriate containers. Lights are to be turned off and windows closed.
5. Phone use is limited to local calls (no long distance calls).
6. No storage is provided.
7. Internet access via attachment to building LAN must be pre-arranged and approved – no computer support is provided.
8. The sound and lighting equipment require trained technicians. If you plan on using sound and lights in the sanctuary, you will need to secure CFMC trained technicians.
9. All groups using the facilities in the evening are expected to complete their activities, clean and straighten up, perform a facility security check, and be out of the building by scheduled end time 10:00 p.m. at the latest.

Scheduling/Costs

1. All facilities must be scheduled through the church's Facilities Manager using the attached form (Appendix 2).
2. Donations for the use of facilities assist in defraying operational and maintenance costs.
3. Refunds may be made at the discretion of the Facilities Manager.
4. Approval for use of meeting rooms does not automatically include use of kitchens. Guests are expected to schedule the use of a kitchen (including coffee makers) as they would any other room.

Kitchen Use

1. Approval must be obtained from the CFMC Leadership Team or Facilities Manager.
2. The kitchen must be cleaned at the close of the activity.

Appendix 2

Central Free Methodist Church Facility Use Application / Damage Deposit

A damage deposit equal to the amount of the room(s) donation is required for all reservations. The damage deposit should be issued as a separate check and will be returned to the user group un-cashed if, after the group's meeting has taken place, no damage or special clean up is required. If damage is found and/or extraordinary clean up is required, the damage deposit check will be cashed and funds used to restore the premises to original condition. The remainder (if any) of the funds will be returned to the group. *In exceptional circumstances CFMC reserves the right to preempt any group should the need arise.*

AGREEMENT BETWEEN CENTRAL FREE METHODIST CHURCH AND USER GROUP

Name of group: _____

Address/Phone: _____

Liaison: _____

Address/Phone/Email: _____

Purpose of Meeting/Nature of Organization: _____

Notes or special circumstances: _____

Requested Date(s): _____ Start Time: _____ End Time: _____

Facilities Requested – **Please attach completed second page**

Total Facility Rent Due: _____ Deposit Paid _____

Insured: Yes No

I have read the guidelines for building use and our organization agrees to abide thereby.

Date

Signature of group representative

-----**To be completed by Facilities Manager or Designee**-----

CFMC Designee Required: Yes No (Required for Kitchen Use or Lock Up)

CFMC Designee Assigned and Phone Number _____

“Sponsored” or “Related” Group: Yes No

Date

Approved by (church representative)

Appendix 2 (Continued)

Central Free Methodist Church – Request and Recommended Donation for Use of Facilities

(All rates are for a four-hour period. Additional per hour rates will apply. Security deposit required equal to anticipated use rate.)

| Space | Request (Check all that apply) | Rate | Total |
|--|-----------------------------------|--|-------|
| Sanctuary (4 hours) | | \$100.00 (\$25.00 per additional hour) | |
| Fellowship Hall (4 hours) | | \$50.00 (\$25.00 per additional hour) | |
| Conference Room (4 hours) | | \$50.00 (\$10.00 per additional hour) | |
| Classroom (4 hours) | | \$25.00 (\$10.00 per additional hour) | |
| Kitchen (in conjunction with Fellowship Hall) | | \$50.00 | |
| CFMC designee coordinator | | \$_____/hr | |
| Custodial Fee (set up) | | \$50.00/per event | |
| A/V Technicians Fee | | \$25.00/per event/per person | |
| AV equipment (per day each item + \$50 deposit) | | \$25.00 + \$50.00 Deposit | |
| Estimated parking spaces required: | | | |
| Internet access (building LAN): | | | |
| AV equipment - Members only - offsite | | \$50.00 Deposit | |
| (____) Tables and (____) Chairs - Members only - offsite | | \$50.00 Deposit | |
| TOTAL | | | |
| Security Deposit Required | | | |

In exceptional circumstances CFMC reserves the right to preempt any group should the need arise.

“Sponsored” or “Related” groups are requested to contribute as they are able. Security deposit and all fees are to be paid at least one week in advance.

| Central Free Methodist Church Facilities Policy - (MS-WORD) 6 pages (2 Appendix) | | |
|---|---------|----------------|
| Source | Date | Action / Notes |
| Pastor's Cabinet | 5/19/09 | Approved |
| CFMC BOA | 5/26/09 | Approved |