

Effective: 01 July 2011

**St. John's United Methodist Church
BUILDING USAGE POLICY ADMINISTRATION**

All church facilities are the property of God and should be respected as such. The primary purpose of our buildings and facilities is for the programs and services of St. John's UMC. This policy is to provide guidance for fair and consistent application of scheduling and fees.

Absolutely No alcoholic beverages are allowed on church premises.

Smoking is not allowed in any church facility. Smoking is allowed outdoors on church property only next to a cigarette receptacle.

Church buildings and facilities may be made available to members and non-members, but must fall under one of the three categories listed in General Definitions below and then follow the Schedule of Fees for Use of St. John's UMC Facilities accordingly.

GENERAL DEFINITION OF GROUPS:

Church Event / Activity (CEA) = This includes all groups of the church: Sunday school classes, youth groups, Wednesday night programs, church choirs, church drama groups, children and family ministry activities, children's summer camps, Girl Scout troop # 1307, Boy Scout troop # 155, Emmaus worship events, bible studies, Emmaus reunion groups, funerals, Stephen minister appointments, other local church groups and any group associated with the Central Texas Conference such as the Youth Academy. Any groups not listed or that present a question of definition is referred to Pastor and Board of Trustees. These events are given priority above any other scheduling. A signed facility usage agreement is not required. These groups are not charged a usage fee for using church facilities nor for the church staff labor associated with these events. These events will not be required to pay a refundable cleaning deposit.

Member Sponsored Non-Church Event / Activity (MSNC) = This group includes members of the church who wish to hold an activity for the purpose of family functions such as (but not limited to) weddings, wedding receptions, wedding showers, baby showers, anniversary celebrations, birthday parties, reunions. The church maintains any discrepancies of this definition. A member sponsor must sign the required facility usage agreement AND be present during the specified event / activity. These groups are not charged a usage fee for using church facilities but will be charged fees for required church staff labor associated with the event, will be charged fees for selected optional tasks (i.e. church supplied musicians) and will be required to pay a refundable cleaning deposit. Refer to the applicable schedule of fees.

Non-member Non-Church Event / Activity (NMNC) = These activities are not directly associated with the church and are available for the general public. This may include (but not limited to) civic groups, community organizations, school functions, etc. The activity sponsor must sign the required facility usage agreement AND be present during specified event. These groups are charged usage fees, fees for church staff labor associated with the event, fees for selected optional tasks (i.e. church supplied musicians) and a refundable cleaning deposit. Refer to the applicable schedule of fees.

Church Parking Lot = The church parking lot located on the north side of the main church property may be used for special community uses (i.e. Poppy Fest parking, Poppy Fest Car Show, parade overflow parking, etc.) by either church or non-church members free of charge provided the request is in writing ten (10) business days prior to the need date and approved by the Pastor and Board of Trustees.

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SCHEDULING:

St. John's UMC programs, activities, maintenance and member's needs will be given priority when scheduling any function (long or short term). Any activity may be subject to rescheduling or moving to a different building or facility as needed. St. John's UMC will try to honor all advance scheduling as much as possible. St. John's reserves the right to refuse or cancel

any reservation when deemed to be in the best interest of Church. The facilities may not be available for use due to emergency conditions or inclement weather.

Facility reservations will be made during normal business hours through the church office or via phone at (512) 863-5886. Confirmation of facility reservations might take up to 15 days for approval. Review of agreement and specifications will be discussed prior to authorization. The appropriate user agreement will be filled out and signed by the responsible party at the time of the St. John's UMC approved reservation. All events will be scheduled to end NO LATER THAN 10:00 p.m. including event break-down and clean up.

The original user agreement will be retained for church records. A copy will be provided to the user, office staff, facilities set-up assistant, and the Board of Trustee Chair. These copies provide several purposes. First it informs staff of all activities within the facilities. It states if the group needs a set up or not. It provides a vehicle to inspect the facility after use and note any violations of the agreement. The results of the inspection will govern the return of the deposit as well as determine liability for any damages. If inspection is cleared by the Board of Trustees, then deposit will be available in 7 working days.

CANCELLATION:

Written cancellation is required at least 3 working days in advance of the event. With proper cancellation notification the deposit will be returned.

FACILITIES:

All events must not exceed the maximum capacity for the specified rooms. The FLC (Family Life Center) has a standing room capacity of approximately 300 people. The FH (Fellowship Hall) has a standing room capacity of approximately 120 people. The Sanctuary has a seating capacity of approximately 200 people.

Any and all furnishings, musical equipment, audio / video equipment may only be moved with prior approval of the Pastor and Board of Trustees. Approval of moving furnishings or equipment may involve additional costs.

Decorations are to be placed using non-damaging media only. No pinning, gluing, nailing or tacking is allowed. Items that may involve dripping or staining may not be used as well. All decorations must be removed at the end of the activity.

No stakes or signage can be driven in the ground without prior authorization of the Board of Trustees.

Proper and adequate adult supervision is required for all children and youth activities. Children and youth are only allowed in the designated rooms stated on the signed rental agreement. Nursery and playground are not available for use during function unless prior authorization is made with the Church Office and Board of Trustees.

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FEES:

St. John's UMC shall maintain up to date schedules of fees for the use of St. John's UMC facilities and church staff labor, as well as, a refundable cleaning deposit.

St. John's UMC Church Office has the responsibility for administering the application of this policy.

Any deviation from the application of this policy must have written approval of the Pastor and Board of Trustees.

The schedule of fees for use of St. John's UMC facilities shall be reviewed annually and updated, as needed, by St. John's Church Office and Board of Trustees, and, if modified, approved by the Administrative Council. Each year St. John's Church Office shall publish this policy and schedule of fees to the church congregation.

Fees become effective July 1st of each year unless a different effective date is authorized by the Board of Trustees and approved by the Administrative Council. The usage fees include the use of the kitchen but require a separate signed kitchen policy and review of rules and equipment before usage. Original reservations will require an agreement of hours for usage and will be included in the fee. If event goes over the originally specified time, then there will be an overage cost for every additional hour. An overage charge of \$100 per hour per room for weddings and receptions will be assessed (see Schedule of Fees for details).

Items that are not included in the fees but available for an additional fee(s) depending on availability and scheduling include: Musicians, piano and other musical instruments, audio / media equipment and / or operators of audio / media equipment, portable staging, and nursery staff, etc.

Air conditioning/heating thermostats shall not be adjusted without the prior written approval of the Pastor and Office Manager.

GRANDFATHER CLAUSE:

Any group that is currently using St. John's UMC facilities and has a valid usage agreement dated prior to July 1st, 2011 is exempt from the schedule of fees addendum. Usage fees for these specific groups will be increased annually as determined by the Board of Trustees and approved by the Administrative Council until reaching the fees defined in the schedule of fees. From that point forward, this Grandfather Clause shall cease to exist. The following groups fall under this Grandfather Clause:

Weight Watchers A.M.
Weight Watchers P.M.
Evening Lion's Club of Georgetown

KEYS:

Keys are to be picked up no more than one business day prior to the event and returned no more than one business day after the event. Keys may also be dropped in the administration office mail drop-box located outside of the offices. Keys not returned will be subject to a \$25 copy fee to be deducted from the deposit.

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RECORDS:

Copies of all usage agreements, fee payments, inspection discrepancies and enforcement issues will be maintained in the church office for a period of not less than one year.

CHANGE MAINTENANCE:

This policy is effective July 1st, 2011