

First United Methodist Church  
Georgetown, TX

Facilities Use Manual

**Approved on 5/18/2021**

## **Overview**

At First United Methodist Church, Georgetown, TX stated hereafter as "FUMC", we believe that our facilities are placed in our trust and are designed, built, and used for service and mission, and stand for the glory of God. The buildings and grounds are to provide a place for worship, education, and fellowship. They also exist to help prepare persons to be in ministry in the wider community and world. Whenever possible, the facilities will be available as a meeting place for members, for use by the denomination, and as appropriate, a meeting place for non-profit groups in the community whose mission is compatible with that of The United Methodist Church. The use of the facilities by for-profit or commercial groups is not allowed.

The Board of Trustees is charged under *The Book of Discipline* with establishing and administering, or delegating the administration of these policies, for the use of the church facilities. Unless otherwise noted, the Trustees have delegated to the Business Administrator or Getsemani Executive Director of FUMC, the responsibility of administering the Facility Use Policies.

Any activity or program that occurs on the property or in the facilities of First United Methodist Church must be in compliance with these policies and procedures.

Permission will not be granted to any group that jeopardizes the 501(c)(3) status or property tax exempt status of the church.

## **Priority for Use of the Facilities**

Priority for the use of the facilities will be given to FUMC activities. When possible, we attempt to make our facility available for nonprofit organizations whose mission is compatible with that of The United Methodist Church. The church reserves the right to cancel an approved request to use the facilities if it conflicts with a church activity or need.

## **Facility Policies**

1. All persons involved in activities and events on the property must conduct themselves and their activities in a Christ-like manner.
2. Unless otherwise provided for, a staff or designated church member must be on the premises whenever any church buildings are in use.
3. No games of chance (gambling), use of tobacco (including vaping), drugs, or alcoholic beverages, firearms or other weapons will be permitted in/on FUMC facilities or grounds.
4. Helium-filled balloons are not permitted in the Sanctuary or the McKinney Christian Ministry Center (MCMC).
5. Glitter, glitter products, or materials that contain glitter, are prohibited in carpeted areas.
6. Candles may be used as part of church services but require adult supervision at all times. Secure all lighters when not in use and ensure all candles are extinguished and kept away from flammables.
7. Hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals are not allowed on the premises or used in any way while occupying any portion of the FUMC property.
8. Alterations to thermostat settings for heating and cooling shall be made only by staff or designated church member.
9. Relocation of furniture, decorations, or equipment must be approved in advance.
10. No items shall be glued, stapled, or tacked to any walls or doors; no nails, screws or hooks shall be placed on any wall or door without prior approval. Posters and signs are to be placed in appropriate sign holders or other approved areas.
11. Only the areas reserved and approved may be used.
12. Serving food in a reserved area must be requested and approved in advance. All trash must be removed after use of the facilities, and the space left in the same condition as found.
13. Groups, organizations, or individuals

[USER(s)] using the facilities are responsible for any and all damages to the church property resulting from that use. The persons signing Facility Use Request Form shall be responsible for paying costs incurred by FUMC in cleaning, repairing, or replacing any part of the building or its furnishings and equipment, if it has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

14. Copies of any materials used or distributed within the facilities must be approved at least two weeks in advance of the event date.

### **Equipment Policy**

With the exception of church programs and events held off-campus, equipment that belongs to FUMC is not to be taken from the church premises. Equipment which is broken or in poor condition should be reported immediately to the Business Administrator or Getsemani Executive Director.

### **Safety and Security Policy**

In the event of an emergency, call 911.

The User(s) assume responsibility for injuries to persons attending the event. The User(s) must give written notice of any accident resulting in bodily injury or damage to property or others occurring on the premises or in any way connected with the use of the FUMC campus within 24 hours of the accident. The notice must include details of the time, place and circumstances and the names and addresses of any person(s) witnessing or otherwise involved with the accident. Complete the online Incident Form.

Groups with children, youth, or vulnerable adults must be in compliance with FUMC Ministry Safe Policies. Minors and/or vulnerable adults must be supervised at all times. Any minors and/or vulnerable adults using the premises without proper staff or adult supervision will be asked to leave.

### **Audio-Visual Equipment and Internet Policy**

Non-FUMC activities must receive advanced approval for use of equipment (computer, audio/visual, etc.). FUMC systems must be operated by the trained FUMC AV technicians at a cost of \$75/hour or by technicians pre-approved by the Business Administrator or Getsemani Executive Director. Group-provided sound, recording, or video equipment may not be attached to the FUMC systems without prior approval. Under no circumstances are you allowed to modify, add, or delete programmed settings on FUMC equipment. In the event programming is altered, additional charges will be assessed for the reprogramming costs.

Internet access through any of the church computers, equipment, or any personal devices accessing the internet through the church may not be used for illegal activities, to access illegal materials, or access sites which may be regarded as obscene or inflammatory. In addition, all users of the FUMC WIFI should take care that all written communications reflect the core values of our faith and all copyright and licensing agreements are respected. Use of the wireless network is at the user's risk. FUMC is not responsible for any loss of data, theft or damage to personal equipment or software.

### **Kitchen Use Policy**

Any group or individual requesting use of the kitchen must be trained on the kitchen equipment. A Kitchen Use Agreement form must be signed and a copy will be provided to the individual upon requesting use of the space.

### **Insurance**

All third party groups or individuals, including any contractors or vendors used by the groups or individuals, using or providing services on the church owned property shall be responsible for insuring their events, participants, employees, agents, equipment, and fixtures not owned by the church, and liability to the church from losses and liabilities for the use of the facilities. Third party shall be interpreted to mean any group or individual which is not an integral part of the church organization and under direct supervision of the church. Third parties shall name "First United Methodist Church, Georgetown, TX" as an additional

insured on their general liability policy and a Certificate of Insurance submitted to FUMC. Coverage shall be in full force and effect throughout the use of FUMC property.

**Express Indemnity**

USER(s) agree to save, indemnify, and keep harmless First United Methodist Church against any and all liability, claims, judgements, or demands, including demands arising from injuries or death of persons (USER’S employee included) and damage to property, arising directly or indirectly out of obligations herein undertaken or out of the operations conducted by USER, save and except claims or litigation arising through the sole negligence or sole willful misconduct of First United Methodist Church. It is the intention of the parties that the indemnity provided for by this agreement provides for indemnity to the fullest extent provided for by law.

**Policy Interpretation**

The interpretation of these policies and guidelines shall be the responsibility of the Trustees. Requests for revisions should be made in writing and provided to the Chair of the Trustees

**Facility Use Fees**

Fees cover utilities and custodial services within normal limit. If additional custodial services are necessary, they will be charged on a cost recovery basis.

Impact fees are charged at the discretion of the Business Administrator or Getsemani Executive Director taking into account factors such as setup requirements, number of participants, use of any special equipment, food and drink, etc. Based upon these factors, impact fees may be in excess of these guideline amounts.

Approvals are based upon our ability to appropriately staff the setup, reset, cleaning and security of the building. Please note, Friday, Saturday, and Sunday events are difficult to staff *and* must allow enough time to prepare the building for FUMC weekend activities. The Board of Trustees grants permission to the Business Administrator or Getsemani Executive Director to adjust the fees due to the complexity or timing of the event. Additionally, fees may be waived at the discretion of the management team.

Fees for recurring events (weekly or monthly) will be negotiated and be paid on a monthly basis.

**Fee Schedule**

Location	2 hours	4 hours
<b>MCMC (McKinney Building)</b>		
Gym	\$100	\$200
1000 rooms	\$50	\$100
Kitchen	By negotiation only	
<b>Main Building</b>		
Fellowship Hall	\$50	\$100
3 <sup>rd</sup> floor classroom; 208	\$20	\$40
Library	\$20	\$40
Parlor	\$20	\$40
Getsemani	\$50	\$100
Getsemani Annex	By negotiation only	
Hope House	\$20	\$40
<b>Impact Fees:</b>	<b>50-99 people</b>	<b>100+ people</b>
Minimal Setup/Reset/Cleaning	\$50	\$100
Substantial Setup/Reset/Cleaning	\$100	\$200
<b>Media/Tech Support:</b>	\$75/hour	

## **Reservations and the Approval Process**

Reservation requests from FUMC ministry groups must be submitted to the church office. The fee structure is not applicable and the reservation will be reviewed for conflicts and confirmed on the church calendar.

Requests from individual FUMC members or requests from non-FUMC organizations will be submitted to the church office and presented to the Business

Administrator or Getsemani Executive Director for approval.

For some requests, it may be necessary and appropriate to consult with the Board of Trustees before granting permission to use a space.

Complete the online Facility Use Request Form which can be found on our website at

<https://www.fumcgt.org/>

For questions, call or email the church office, [office@fumcgt.org](mailto:office@fumcgt.org) or 512-863-2370.