

# WINTERFIELD UNITED METHODIST CHURCH STATEMENT OF BUILDING & GROUND USAGE POLICIES

## I. GENERAL / USE OF GROUNDS

Use of the building grounds and other facilities of Winterfield United Methodist Church Longview, Texas, hereinafter called WUMC or the Church, will be governed by the Board of Trustees of the Church.

- A. The use of the building, grounds, and facilities of the Church shall be primarily to those activities and functions which are sponsored by the church.
- B. The WUMC Staff are authorized to refuse any request or cancel any activity without recourse if the activity does not conform to the use, intent, or restrictions outlined in this policy.
- C. The use of the church building and grounds shall not in any way imply or give endorsement to any commercial product of service or political affiliation.
- D. The use of the grounds, facilities, and property of WUMC shall be available to all WUMC members at no cost for a maximum of two (2) times per calendar year. The use of the grounds, facilities, and properties of WUMC shall also be available to individuals for fellowship and to community organizations whose goals are aimed at improving the quality of life in our community, state, nation, and world subject to execution of a Building Usage Agreement and payment of a security deposit as per that agreement. Activities not in keeping with the mission statement of WUMC will not be allowed. ***No political rallies or meetings will be held at WUMC, which is a violation of our Non-profit standing with IRS.***
- E. As allowed by law, alcoholic beverages, firearms, illegal drugs, and tobacco are not permitted on WUMC property at any time. Violation of this rule is sufficient ground for any WUMC staff member to withdraw immediately any group's use of the facilities and/or deny use in the future.
- F. All on-site activities must be scheduled through the Administrative Secretary in the church office including church members, Sunday School Classes and Church groups.
- G. Outside groups will schedule the building up to six (6) months in advance. A Rental and Usage Agreement as well as a deposit fee is required at the time of booking. All other fees must be paid at least one week in advance. One (1) and only one (1) contact person from the group reserving the facility shall be assigned to handle the details for each event, will be responsible for compliance with this policy, and shall be in attendance during the event. It is important that reservations be canceled immediately if plans change. Where a deposit has been made, no refunds will be made within two (2) weeks of date reserved. A request to the Board of Trustees for an exception could be made, but will not be automatically approved.
- H. In order to maintain the Church facilities as attractively as possible, all WUMC staff members and church members are asked to refrain from attaching posters, pictures, drawings, etc. to the walls with masking tape, tacks and/or staples. Only use sticky putty, ticky tack and other materials that can be removed easily without damage to the walls and paint. No nails, staples or tape will be used in the church building other than what is provided. If items need to be hung, you will need to contact the Administrative Secretary, for approval and instructions and items to use to hang if allowed.

- I. All rooms need to be kept clean during use by wiping up spills and disposing of trash properly. All groups must bag, tie, and dispose of their own trash prior to vacating the church premises after the event has ended.
- J. Building users who cause damage to the building, furniture, or equipment will be responsible for the cost of repairs and will indemnify and hold WUMC staff and members as well as the church entity harmless for any injuries, damages, repairs, replacements or any other costs that will be incurred during the use and rental of the church property (See the Facilities Rental Agreement for additional details).
- K. There is a fee of Fifty Dollars (\$50.00) for tables and/or chairs to be set up/torn down by a representative of the church. Table/Chair set up/tear down will be done by the renter at no charge. Tables/Chairs or other furniture set up for a program must be put away at the conclusion of the program, and the room must be returned to its original arrangements. Failure to do so will result in forfeiture of deposit. Tables/Chairs will not be moved from other parts of the building without prior approval. Such permission shall be requested on the “Building Usage Request Form” and verbally communicated to the Administrative Secretary prior to approval of the use and rental of the property.
- L. A Cleanup Fee of Fifty Dollars (\$50.00) shall be paid to the Church or its facilities representative for all areas used by the group including cleaning of tables and chairs, restrooms, grounds, and parking lot. Lights shall be turned off prior to vacating the facility. All trash shall be bagged and taken to the dumpster. We reserve the right to hold your deposit fee and the renter shall forfeit the return of any or all of said security deposit fee for any discovered property and/or equipment damages or other damages as a result of the renter’s use of the facilities. Otherwise, if there is no damage or other deductions to be made to the security deposit after Church inspection and review of the facilities and equipment and terms of the Facilities Rental Agreement, then Church shall return all or the remaining security deposit to the renter within 10 days after the event.
- M. All custodial, sound technician, and kitchen supervisor services will be provided by WUMC for outside rentals as needed. See the Building Usage Fee schedule for complete list of rates.
- N. The current policies and fee structure for facility usage can change at any time by the Board of Trustees.
- O. WUMC property and facilities will not be available to any individual or non-affiliate groups for outside profit-making or fund-raising purposes, unless approved by the Board of Trustees. Facilities will be used for training and seminar purposes only. Exception would be for Church sponsored events.
- P. Emergency Scheduling conflicts: The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible. Schedule conflict will be resolved by WUMC Staff.
- Q. All weddings must abide by the current WUMC Wedding Policy, as well as these rules. In case of a conflict between the WUMC Wedding Policy and these building rules, the Wedding Policy will prevail and supersede these building policies.

## **II. CLASSROOM USE**

- A. When a question of classroom use arises, the Pastor and the Growth and Nurture committee will provide advice and counsel.

- B. While Sunday school classrooms will be reassigned in order to meet the needs of the whole Church, classes will decorate their classrooms. However, any remodeling or repainting (this includes flooring and fixtures) must be approved by the Board of Trustees in order to insure that the changes are in keeping with the overall plan of the Church and are completed according to the appropriate building codes. Work, when approved, shall be scheduled through the Church Secretary to help eliminate any activity conflict.

### III. THE ANCHOR HALL / STAGE AREA / FELLOWSHIP HALL

- A. Equipment is to be used for its intended purpose only.
- B. Gym equipment and furniture will be set up, operated and taken down by authorized personnel only. Equipment used on the gym floor shall be non-abrasive and approved for use on the floor prior to doing so by a WUMC Staff member.
- C. Individuals or groups must pay for replacement of equipment damaged, lost or destroyed due to neglect or careless play. Arrangements for payment will be made with the Administrative Secretary.
- D. Programmed activities have priority over free play.
- E. Dunking or hanging on the basketball goal rims is not allowed. No fighting or foul language is permitted. Inappropriate behavior will not be tolerated. Persons will be asked to leave for violating rules.
- F. No nails, staples, glue or tape will be used in any of the facilities other than what is provided. If items need to be hung, you will need to contact the Administrative Secretary prior to hanging anything.
- G. Those using the stage and ramp are required to remove all decorations, set designs, etc immediately (within 2 hours) after event ends. Decoration trash must be bagged and taken to the trash dumpster. All wood or other large prop material shall be removed and not be left for custodian or church staff to discard. The stage and ramp shall be returned to the condition in which it was prior to its use by the individual or entity.
- H. All trash created by an event, including; kitchen, bathroom, nursery and foyer areas will need to be bagged and taken to trash dumpster at the end of an event.
- I. The user agrees to leave all furniture as is and shall not rearrange.
- J. The area beneath all candles (votive, drip less wax, etc.) needs to be covered with plastic or paper to protect the carpet or other surface. Use caution.
- K. Use of showers in the gym is permitted, but the users will provide their own showering supplies and will leave the showers clean and floors dry after use.***

### IV. KITCHENS

- A. For all non-church related events, groups must provide their own supplies, including paper ware, eating utensils and plates or serving pieces.
- B. A list of kitchen rules is posted in each kitchen and shall be followed by all groups using the space. Failure to do so shall result in WUMC with no further obligation to allow use of the church space again by such group and also will require the group to reimburse the church for any damages that will have occurred to the kitchen and the area around it. (See the Building Rental and Usage Agreement for further details.)
- C. Each individual or group using the kitchen area is responsible for cleaning the area used prior to leaving the facility after use. The kitchen, including but not limited to

all appliances utilized, shall be left in a clean and orderly condition with all trash bagged, tied and taken to trash dumpster.

- D. Kitchen utensils are not to be removed from the kitchen unless it is a church related function. The removal of utensils for these functions must have the prior approval by the Administrative Secretary.
- E. Kitchen equipment and utensils shall not be mixed between kitchens. If necessary to use items from one kitchen to another for special events, items must be returned to their proper kitchen. Failure to do so will cause user to have to provide a replacement for the misplaced utensil.
- F. A Kitchen Supervisor is required any time the kitchen is to be used for any non-church sponsored event. The fee for the Kitchen Supervisor is outlined in the Building Usage Fee schedule.

## **V. FURNISHINGS, ETC. PURCHASED BY WUMC GROUPS**

- A. As The Book of Discipline of the United Methodist Church, states, all furniture, fixtures, etc purchased by Winterfield United Methodist Church classes and organizations for use in their classrooms/meeting place and stored at the Church are the solely the property of Winterfield United Methodist Church.
- B. Any items given to WUMC become the property of the church. The Board of Trustees will approve all donations and retains the right to refuse to accept as a donation any item of property which it deems unadvisable or improper to accept due to the type of property or due to the terms of the donation.
- C. Generally, Church property/equipment will not be loaned for use outside the church premises. Vans, kitchen equipment, all white tables and chairs, nursery equipment, audio equipment, and musical instruments will never be loaned. Exceptions: (1) Staff members only, who will have a need to take items home for work related issues; If a WUMC staff takes an item home, they are to check out items with the Administrative Secretary and return items 24 hours after completion of use or a definite mutually agreed upon date; and (2) Tables and Chairs that a Sunday School class or other group purchased themselves for their assigned room.
- D. Shall a request be received which the Administrative Secretary deems to deserve an exception to this policy; the request will be referred to the Board of Trustees who can authorize the exception.

## **VI. NURSERY**

- A. General: The purpose of this policy/guideline is to promote excellent care and a safe environment for children from birth through five (5) years and to provide for maintaining the church property in good order. It has been prepared to inform both parents and child care personnel of their respective responsibilities for the welfare and care of children during church functions, class parties, board or committee meetings, or any other time when supervision of children is provided by WUMC. Nursery workers receive a minimum of one (1) hour pay regardless of the time worked.
- B. Church Events: Child care personnel will be provided for children from birth through five (5) years of age during all worship services. For scheduled meetings other than worship services, child care facilities will be provided for children through fifth (5<sup>th</sup>) grade. Children shall remain under the direction of the Children's Director and

helpers during Sunday school hours, WOW children's program or other events scheduled by the Children's Director.

- C. Church Special Events: The Nursery is available for use by WUMC organizations for their social and recreational activities. The facility and services will be requested through the Nursery Director. Nursery request shall be made as soon as possible but a minimum of one week in advance so that appropriate number of staff can be arranged.
- D. Parents: (1) It is the parents' responsibility to directly supervise their children and to place the children in the direct supervision of a church activity leader or of child care personnel. The parents shall be requested to take a child home if he or she is found unsupervised anywhere on church property. (2) Parents (not workers) must register their children when left in the nursery and a parent must come and sign them out. (3) Items left with children must be clearly labeled with a child's or parent's full name on it. (4) Children who are ill will not be accepted for nursery care. In this situation, "ill" shall mean: (a) fever; (b) vomiting, (c) diarrhea or (d) any other symptom that the Nursery Director or his/her agent or representative at the time shall deem inappropriate for staying in the nursery with the other children and adults supervising. A child shall be free of fever and symptoms of sickness for 24 hours before being brought to the nursery. (5) Parents will be requested to notify the church office if their child develops a communicable disease of a serious nature within 48 hours after using the nursery. (6) NO drinks or food will be allowed in the nursery area. The nursery department will provide drinks and snacks for everyone, unless your child has food allergies. Special dietary needs shall be discussed with Nursery Director. (7) Complete guidelines for parents are included in a pamphlet available in the nursery.

## **VII. NURSERY WORKERS**

- A. Only nursery workers approved for employment by the Nursery Director and Staff Parrish and who have completed Safe Sanctuary training will be used. Volunteers will be used at times when nursery workers are not available and must also be Safe Sanctuary trained.
- B. No electronics will be used, except for emergencies.
- C. There must be at least two (2) workers on duty whenever the nursery is in use. The Nursery Director will determine the number of workers needed based on reservation received. Users will request more, but not fewer than that number.
- D. For the safety of our children, outside family members and friends are not allowed in nursery area during working hours.
- E. Workers will arrive fifteen minutes prior to the scheduled nursery opening and will be paid for the fifteen minutes. All adult workers will receive a minimum of one hour pay each time they work.
- F. Use of Nursery – Exceptions: (1) Upon request, the nursery will be scheduled for weddings at WUMC at the bride's expense. (2) Upon request, the nursery will be scheduled for funerals held at WUMC at the church's expense. (3) Church groups will request child care at their own expense for outings, parties, etc. (4) Upon request, the nursery will be scheduled for non-member individuals/groups/organization who will arrange for nursery care at their own expense and such non-member individual or group shall execute an Indemnity and Release Agreement between it or him/her and WUMC prior to the nursery use being approved and scheduled. Fee for the set up and

services of nursery worker shall be paid in accordance with the Building Usage Fee schedule.

### **VIII. PLAYGROUND**

- A. The playground is available to individuals and groups. WUMC will do its best to maintain the equipment and the up keep of the grounds. But WUMC makes no warranties expressed or implied as to the fitness or condition of the equipment. All equipment is used in its "AS IS, WHERE IS" state with no representations or warranties of condition or fitness for a particular purpose being made by WUMC, its staff or any member.
- B. Children at all times shall be supervised by an adult while using playground.
- C. Individuals and groups (not associated with church events) will be responsible for any accidents or injuries that will occur while using the playground. And will execute an Indemnity and Release Agreement, if necessary, before use of the playground is allowed.
- D. Each individual or group using the playground area is responsible for cleaning the area used before leaving it. The playground shall be left in a clean and orderly condition with trash bagged and taken to trash dumpster after use of the playground has concluded.
- E. Notify the church office or Chair of Trustees immediately if any equipment is broken or playground becomes a hazard to our children. Watch for ant beds.
- F. No food, glass or metal containers is to be taken on the playground except in the designated picnic table area.
- G. The playground was constructed for younger aged children. Children over 10 years old are encouraged not to play on the equipment with the exceptions of our swing set.

### **IX. SANCTUARY**

- A. The Administrative Secretary will schedule the use of the Church Sanctuary with the approval from the Pastor for weddings, funerals, recital, etc.
- B. Any weddings requested during the Advent season will have the understanding that all Advent decorations will remain as is and will not be removed.
- C. The Sanctuary and all rooms included in it shall be kept clean. Food and drinks shall not be served or consumed in the Sanctuary with the exception of communion. All trash, brochures and decorations will be removed following the event and disposed of so the Sanctuary is put back as it was prior to the event taking place.
- D. No nails, staples, glue or tape will be used in the Sanctuary other than what is provided by the WUMC staff. If items need to be hung, you will need to contact the Administrative Secretary prior to hanging the item.

### **X. MUSIC DEPARTMENT**

- A. Organ: Only the WUMC organist and organ students as well as those previously authorized to play at a ceremony or at an organ performance in the church will be permitted to play/practice on the Sanctuary organ. All inquiries regarding use of the organ shall be directed to WUMC office. Other matters relating to fees for the church organ/organists for weddings are detailed in the wedding policy manual.
- B. Choir Suite: The choir and handbell practice rooms are housed in the choir suite and will be scheduled for use by the Minister of Music. Choir robes, sheet music, handbells, pianos, other musical instruments, theatrical equipment, costumes, lighting

and sound equipment shall not be removed from the church premises, except in conjunction with off premises performances by musical and theatrical groups of WUMC, or under the care of the Music Minister or an authorized person with permission given by the Minister of Music. Such property shall be securely stored and maintained on the church premises.

## **XI. AUDIO VISUAL EQUIPMENT**

A trained member or WUMC staff shall be the only persons authorized to utilize the AV Equipment in the facilities. Upon indication of the need for the AV Equipment use on the “Building Usage Request Form” and after execution of the Building Usage Agreement by the group or individual to use the facilities, the person who will be in charge of the AV Equipment for the particular use of the facilities will be notified by WUMC Staff and put into contact with the representative of the group or individual for the particular event for which the facility has been requested to schedule and work to provide the AV Equipment as needed. If you are an outside group or individual who requires Audio Visual set-up or take down, an extra fee (\$25.00 minimum) will be charged to compensate or A/V tech for his/her time. Additionally, there will be a \$25/hour fee to be paid to the Church Audio/Video tech for the running and monitoring of the audio/video equipment during the event. See the Building Usage Fee schedule for complete prices.

All AV Equipment shall be shut down and turned off prior to leaving the facility.

A digital projector and screen will be available upon request. These items will only be used within the church building and are not allowed to be used off site. Please indicate such request on the “Building Usage Request Form”.

## **XII. SPORTING EVENTS**

*WUMC will allow outside organizations such as but not limited to; football, baseball and/or soccer organizations to use our fields. (1) This will be on a first come, first request basis. (2) All parties requesting the use of our fields will need to fill out a “Request Form”. (3) They will have to provide copies of their organizations insurance. (4) Each coach and players parents must sign an “Indemnity Agreement” and return on or before the second week of practice of practice. (5) Each coach will be given a copy of our “Safe Sanctuary” policy for review and to sign off acknowledging they will do their best to follow our guidelines to the best of their ability. (6) Playground area will be allowed for children under the age of 10 years old. We ask that all equipment and play items be left in the enclosed fenced in area. (7) Playground area shall be supervised by an adult at all times.*

*NOTE: If all required paperwork has not been turned in timely and completely, WUMC shall have the right to suspend the use of the field, playground or any other WUMC property until all player and coach required paperwork has been turned in and approved by the Administrative Board.*

## **XIII. SECURITY**

*All meetings by groups on WUMC property must have a responsible person in charge who is designated on the Request for Building Usage as the “Primary Representative.” A peace officer licensed in the state of Texas must be provided for events which last*

*past 10:00 pm and have a group of over 100 in attendance. The Church will reserve the appropriate security at the expense of the individual/group/organization. However, the Church reserves the right in its discretion to require or not require security for any use of its facilities regardless of the type, time and amount of persons at the event.*

#### **XIV. ADMINISTRATION**

- A. The Board of Trustees will review this policy at least every three (3) years, and make recommendations to the Administration Board as to any revisions or additions.