

## **THALIA UNITED METHODIST CHURCH**

### **POLICIES AND REGULATIONS FOR USE OF CHURCH AND FACILITIES**

The following list of policies is not intended to be all inclusive. TUMC reserves the right to refuse use of our facilities to any group or individual at any time. Additionally, those individuals or organizations seeking use of TUMC facilities are advised that their request will be reviewed in accordance with paragraph 2543.3 of the 2008 UM Book of Discipline "... such use is consistent with the Social Principals (paragraph 160-166) and ecumenical objectives, 2) the compatibility of the proposed use with the existing and future uses, 3) the financial impact on the church organization of the proposed use, 4) the legal, liability and insurance implications of the proposed use, 5) real property tax implications of the proposed use, 6) federal income tax implications of the proposed use, 7) sales and other tax implications of the proposed use, and 8) zoning, access, and licensing requirements caused by the proposed use."

Applications and usage fees are required and must be submitted to the Church Administrator for further review as appropriate.

1. Approved application and entrance on the church activities calendar must be completed prior to use of facilities.
2. Any changes to the application, during the approval period must be submitted to the Board of Trustees or its designee for further approval. Changes shall not be implemented until such approval is obtained.
3. Any use of the facilities for fundraising must be approved by the Board of Trustees after consultation with the Program Council. This approval is required before the event is booked on the calendar.
4. All keys should be checked out 3 days prior to the event. Keys issued shall be returned to the church secretary within two working days of the last approved use of facilities. Keys shall not be duplicated by the user. A \$20 key deposit is required at the time the key is checked out. The deposit will be retained in the event of lost keys.
5. Child care must be arranged, by the applicant, through the nursery coordinator. TUMC has a Child Protection Policy which requires that our trained, paid workers are used for **all** events requiring child care. The fees are \$12.00/worker/hour, with a 2-hour minimum. Two workers are required to be present for each room used. The applicant is responsible for paying the workers.
6. Users **DO NOT** have the use of the entire building. This is a House of God and all premises must be treated with respect. No additions or substitutions of space without prior approval.
7. Applicant is responsible for ensuring that none of the utilities are turned: "ON" or temperature controls changed until approximately one hour prior to the beginning of the event. All utilities, including lights, shall be turned "OFF" upon leaving. The thermostats are automatic and do not need to be turned off. Ensure that all windows and doors are locked upon leaving building.
8. No furniture or other church property shall be removed from any assigned space without prior approval.

9. All special equipment belonging to user shall be removed upon completion of each use.
10. Use of church property is not allowed unless prior approval is granted. This includes use of organ, piano, audio visual/sound equipment, kitchen equipment and tables and chairs.
11. No smoking is allowed in the church building or inside entranceways. Provided smoking receptacles outside of the building must be used. Responsible group representative is required to educate all attendees on TUMC smoking policies and locations of receptacles. No alcoholic beverages or illicit drugs are allowed inside the building or on the grounds. Failure to comply may result in up to and including; custodial charges and/or termination of usage privileges.
12. Clean up of all food and drinks are the responsibility of the user - including food and drink stains. The area must be cleaned, tables wiped and the trash taken to the dumpster. No food or drink is to be left.
13. The areas used shall be left in the same condition as before use. Any Saturday use requires that the room be prepared and left ready for Sunday school.
14. Parking will be in authorized areas only. Unauthorized areas include; sidewalks, driveways, doorways, grass median (adjacent to VB Blvd.), or on any portion of the lawn. Anyone parking in unauthorized areas will be asked to move immediately. Handicapped spaces must be observed. All city parking, skateboarding, or vehicle ordinances must be complied with. All skateboarding, bicycle riding, or foot traffic is prohibited on the lawn in front of the sanctuary. Failure to comply may result in facilities usage termination.
15. Application for regular and recurring use shall be submitted one month prior to initial use. One time use request shall be submitted no later than one month in advance.
16. Renewal applications shall be submitted annually by September of each year.
17. Patrons of organizations using TUMC property shall be informed by the using organization that matters taught, espoused or published by the organization do not necessarily express the views, purposes or ideals of TUMC. No organization using TUMC property shall claim, imply or otherwise hold itself out to be an activity, ancillary organization, or approved program of TUMC or the United Methodist Church. No reference other than as a location shall be made to TUMC in any flyer, form, sign or other manner of advertisement for the using organization.
18. Registration material of educational organizations using TUMC facilities shall specifically state that the organization is not an activity of or affiliated with TUMC or the United Methodist Church and that neither exercises control over the curriculum, teacher, qualifications or routine operation of the organization.
19. Any group or program using TUMC facilities may be required to show evidence of liability insurance for their operations. The amount of such insurance coverage shall be reasonable and consistent with normal business practices for the size and scope of the program, the nature of its activities, and the age and number of children or participants enrolled. TUMC shall be named as an additional insured under such liability insurance. Proof of such insurance shall be tendered to the Trustees with the application for use of the facilities. The Trustees shall be

given immediate notice of any change in such insurance. Failure to maintain liability insurance will result in withdrawal of approval of facilities use.

20. Unless specifically authorized, at no time shall TUMC be held liable or responsible for damage, destruction, or loss of personal equipment or material.
21. Bicycles and other outdoor equipment may not be stored inside the building, tied or secured to any tree or plant on the Church grounds.
22. Any organization or activity granted use of TUMC facilities must agree to reimburse TUMC for any federal, state, or local taxes or fees incurred by TUMC as a direct result of the organization's use of the facilities. Payment shall be due immediately upon notification from the Trustees that such taxes or fees are due.
23. No activity or program shall be conducted in a manner to violate any Federal, state or city ordinances, including zoning restrictions and licensing requirements. Each organization is responsible for obtaining permissive use permits, business licenses, and other legal prerequisites required for its operation.
24. All requirements for weddings are governed by separate guidelines.
25. Reservations for TUMC facilities will be honored on a "first come, first serve" basis. This said, when there are competing requirements for the same room or facility within TUMC, every effort will be made to reconcile the competing requirements by offering alternatives to the party making the later request. This policy applies equally to internal TUMC groups (groups within the formal organizational structure of TUMC) as well as external organizations (those outside the TUMC organization) or any combination of the two.
26. When external organizations wish to use TUMC facilities for more than a one time basis, the organization is responsible for providing an up to date and continuing contact person. The purpose of this requirement is two-fold; it enhances effective and regular communication between the Church and the outside organization while simultaneously promoting accountability for long term facility requirements/use.
27. No person or persons will be permitted to sleep on the grounds unless it is an authorized part of a Church sponsored activity. No vagrancy will be permitted.
28. Failure to follow these regulations can result in permission to use the facilities being rescinded.