

McMinnville First United Methodist Church

Building Use Policy

Approved by
Trustees
1/24/17

McMinnville First United Methodist Trustees have developed a Building Use Policy that includes use of our three church buildings, outside areas - including the parking lot - and equipment of the church. Organization coordinators or individuals will sign a statement when setting up events, agreeing to abide by the Building Use policies.

To reserve space and plan an event at McMinnville FUMC, you will need to fill out a Resource Request Form and submit it to the calendar coordinator in the church office. Once the event is approved and the security deposit is paid, it will be reserved on the Church calendar.

The Church Secretary or Executive Assistant will be able to schedule most events. However, certain events may require special consideration and approval from either the Pastor or Trustees Chair. When security deposits are required to reserve the Building, the Pastor has the right to waive such fees at his discretion. Groups may provide "in-kind" services for the Church in lieu of fees stated via written request to the Trustees specifying the service and proposed approximate dates on an annual basis. The Trustees may approve some or all of the requested in-kind services on an annual basis.

Non-members of FUMC are not allowed to use the Church buildings. Civic groups such as Jaycees and Rotary can use the facilities. If food is to be served during an event, it will need to be held in the Fellowship Hall of the Historic Building. Tables are not to be moved from the Fellowship Hall to the Outreach Building. The Christian Community Center can be used by members for showers or events, as long as only finger foods are served. Mountain T.O.P. groups can continue to stay in the Outreach Building for a minimal fee of \$25.00. Members and groups may be asked to put down a \$75.00 security deposit, which will be refunded after the event, provided the custodian doesn't find any damages or have extensive clean up.

Users for weddings shall pay wedding fees found in the Wedding Policy.

Only spiritual activities such as weddings will be approved for the Historic Sanctuary and/or chapel. When using the Historic Building, Christian Community Center, or Outreach Building, please remember that these are places of worship and require great respect.

Groups are not allowed to use or move band equipment without written permission from the Trustees.

It is the responsibility of the Organization or designated individual using the facility to set up, clean up and return the facility to normal after the approved event or activity. Your group is responsible for removing all trash, turning lights off, and making sure all exit doors are locked and secure. The restrooms should be checked to make sure all water is turned off and no toilets are left running. If any equipment or Church property is damaged, it is the responsibility of the Organization or individual to contact Trustee Chair, Bill Boyd (931-212-6171) as soon as possible.

If you are issued a key for a single use event, it is your responsibility to return the key in a timely manner after the event. You are not allowed to duplicate this key for any reason without permission.

McMinnville First United Methodist Church
Building Use Liability
Acknowledgement by Outside Organizations

By signing the Resource Request Form, Non- Members / Organizations agree to all of the following:

- Assume legal liability for injury or damage to persons or property caused by their members, or the equipment they own and use.
 - To hold FUMC harmless in the event of any injury or damage.
 - Take full responsibility for the care and protection of minors attending or participating in the User Organization's activity. They acknowledge that FUMC is not responsible for the care and safety of minors attending the User Organization's event.
 - Provide a Certificate of Insurance to FUMC prior to event if required.
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Please fill out the following, sign, date, and return this form to indicate that you have read, understand, accept, and will comply with the Building Use Policy of McMinnville First United Methodist Church.

Organization: _____

Name: _____

Leadership Role: _____

Address: _____

Cell Phone: _____ Email: _____

The undersigned represents and warrants that he/she is an authorized agent of the Organization set forth above with full power and authority to execute this agreement on behalf of the Organization. In consideration of FUMC making the facilities available, the undersigned, individually and on behalf of the Organization, assumes all risk, responsibility and liability for any and all injuries, dangers, loss of damage of any nature whatsoever, which occur, arise from or are related to the use of Church property by the Organization and/or failure of any attendee to fully comply with all terms of the policy.

The undersigned, individually and on behalf of the Organization, acknowledges that he/she and all adult attendees have read and understand the policy and agree at all times to abide by the rules. In addition, neither the undersigned nor any adult (who works with youth or children) of any function held at FUMC have been accused of, charged with, or participated in any activity in violation of law related to child abuse or neglect.

Signature: _____ Date: _____

RESOURCE REQUEST FORM
McMinnville First United Methodist Church
200 W. Main St.
McMinnville, TN 37110
Phone: (931) 473-4419 Fax: (931) 473-9306
tena@mcminnvillefumc.com

EVENT:

Requestor: _____

Name or Organization: _____

Name of Event: _____

Resources Requested: _____

(include all classrooms, fellowship hall, kitchen, grounds, etc. that will be used)

Equipment Requested: _____

(include all equipment that will be used and for what purpose)

In which building will the event take place? _____

Date of Event: _____ **Number of people expected:** _____

Event Time: From: _____ To: _____ **Reserve Time:** From: _____ To: _____
(Time that will appear on Church Calendar) (Include set up to break down time)

Recurring Event: _____
(Recurring events can be scheduled for up to one year from the starting date.)

Circle Frequency: Monthly Weekly Other _____

If monthly, circle week in month: First Second Third Fourth Fifth

Circle Day: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Exceptions: _____
(During this time when will the event not occur? Holidays, school days off, etc.)

Name & Address of Event Coordinator

Name: _____ **Phone:** _____

Email Address: _____

Signed: _____ **Date:** _____

I have read and agree to abide by the Building Use Policy, including liability and security measures involving youth and children. I agree to pay any fees that are required based on the policy and understand that the event will not be confirmed until payment is received, if required.

Event was booked by office staff member, _____ or approved by _____.