

**Mount Olivet**  
*United Methodist Church*

**Facilities Use Policy**

*November 2005*

# Mount Olivet United Methodist Church Policy Statement for Facility Use

## Index

Introduction.....	2
General Policy.....	2
Reservation Request Process .....	3
Classification of Requests.....	4
.1 – Group Priority and Classification .....	4
Definition of Short-term Users .....	5
Definition of Long-term Users.....	5
Scheduling of Requests.....	6
Allocation Policy .....	6
Facility Use Fees.....	6
.1 – Short-term Facility Usage Fees.....	7
Appropriate Use of Facilities .....	7
Set-up & Take-down.....	8
Prohibited Activities.....	8
Smoking Lot.....	9
Security and Fire Procedures .....	9
Specialty Equipment .....	9
Sound/Video System.....	9
Use of the Kitchens .....	9
Wedding Policy.....	9
Policy Review Schedule .....	10
Forms and Policies.....	10

## roduction

*God's mission for Mount Olivet is to make Disciples of Christ by  
inviting... nurturing... sending...*

*~Mission Statement of Mount Olivet United Methodist Church*

*to be an inclusive, life-changing community compelled by the Holy Spirit to  
Christ's love to the world.*

*~ Vision Statement of Mount Olivet United Methodist Church*

ong tradition of being a welcoming and nurturing foundation in the community, M  
always opened its doors to community organizations, civic groups, other non-pro  
ons and individuals. While it is the church's desire to share its facilities within  
e and established limits, the growing needs for room use of our church programs h  
he church to set guidelines for facility use. Using the above mission and vision  
s, the Board of Trustees of Mount Olivet has set the following policy regarding us  
uildings and grounds.

*Be it known that the property hereafter known as the facility of Mount Olivet Un  
Methodist Church refers only to the building located at 1500 North Glebe Road,  
Green and the parking lot. This policy does not apply to the parsonage located a  
North Glebe Road or the parsonage located at 4627 North 16<sup>th</sup> Street.*

*Be it also known that the "Green" refers to the garden area adjacent to 4627 No  
16<sup>th</sup> Street. The parking lot refers to the parking area located at the corner of No  
16<sup>th</sup> Street and Glebe Road.*

*The term **Facilities Team** refers to a decision-making body consisting of the Sen  
Pastor, Board of Trustees Subcommittee on Facilities Use and the Church's  
Administrative Manager.*

At no time will any outside entity be allowed to interfere with functions that represent one of MOUMC ministries and worship services. The spiritual ministry and mission of the Church will always be the first and foremost consideration when requests are made for using the church buildings and grounds.

The Church, through its Facilities Team, reserves the right to make final determination to whether a group may use the church building, facilities and equipment.

The Church and staff regret that we are unable to schedule all requests from outside groups that have building use needs.

Use of the building, facilities and equipment results in expense to the church. Certain groups and individuals using space will be required to pay fees to help defray this expense.

Use of any of the MOUMC facilities and equipment will be at the risk of the user. MOUMC does not assume any liability or responsibility for injury due to use of the facility or equipment. Furthermore, MOUMC does not offer any implicit or explicit warranty of the premises, equipment, machinery, fixtures or furniture.

The Facilities Team **must approve** any flyers or advertisements of programs or events being held at MOUMC.

## **Reservation Request Process**

All requests for use of MOUMC facilities must be formally requested in writing on the *Facility Use Agreement and Reservation Request Form* and submitted to the Administrative Manager at least two weeks in advance with the appropriate fees (security deposits and room rental fees).

Each party must agree to the rules and regulations governing use of space. All groups using MOUMC facilities will receive copies of the following:

- 1) *Facilities Use Policy*
- 2) *Facility Use Agreement and Room Reservation Form*
- 3) *Hold Harmless Agreement*
- 4) *Child/Youth Safety Policies and Procedures Handout*

One contact person from the group reserving the facility shall be assigned to handle details for each event, will be responsible for compliance with this policy and shall be responsible for attendance during the event. The name of the contact person **must** appear on the reservation agreement.

After approval, the contact person will be notified of the availability and appropriate usage fee. The church secretary must receive fees 48 hours prior to the event or the reservation will be considered cancelled.

Outside groups must be fully advised that regular or special church events take precedence over use by any non-MOUMC groups. In the unlikely event of a scheduling conflict, every effort will be made by church office staff to accommodate the outside group in another area of the church facility.

The Senior Pastor or Chairperson of the Trustees must approve use of the church facility on Sunday.

## Classification of Requests

The following chart details the types of groups that utilize space at Mount Olivet. Groups are classified according to their purpose and relationship with the church and its missions. Mount Olivet also distinguishes between short-term users of space and long-term users of space. Short-term users of space are assessed fees based on the organization's purpose or mission. (See Appendix on Short-term Facility Use Fees.) Long-term users of space enter into a contract with the church and fees are assessed on an individual basis.

### 4.1- Group Priority and Classification

Priority	Group Description	Example Users
	<p><u>MOUMC Group (Church Programs and Ministries)</u>: Governing bodies of the church and church groups using the facility as part of the ministry of the church.</p>	<p>MOUMC worship services, Sunday school classes, UMYF, MOUMC choirs, MOUMC committees, MOUMC men's or women's ministries. Also includes weddings, funerals, and the Mount Olivet Preschool.</p>

<p><u>Not-for-profit organizations with no recognized affiliation to MOUMC, and individuals, whether members or non-members, operating on a not-for-profit basis.</u> Available to members and non-members on a first-come first-serve basis; members pay a reduced rate. Non-member groups and not-for-profit organizations not sponsored by a member of MOUMC are subject to approval by the Facilities Team and usage fees.</p>	<p>Civic groups, schools, other Boy Scout Scout organizations (not officially sponsored by MOUMC), other churches, birthday parties, special events and others who wish to use church for non-profit purposes that have received prior approval from the Board of Trustees.</p>
<p><u>All for-profit users.</u> Available to members and non-members on a first-come first-serve basis. Subject to approval by the Facilities Team and usage fees.</p>	<p>Private music lessons, yoga and Pilates classes, photo sessions, craft fairs, for-profit summer camps, etc.</p>

## Definition of Short-term Users

Short-term users include the occasional user that uses space in the church for one-time events. Examples of this might include weddings, memorials, meetings, or parties.

- The short-term use of the space will include a minimum usage time (e.g., 3-hour minimum, etc) with a charge for each additional hour of use. All spaces or events will require a deposit that will be refunded if the space used is cleaned and maintained satisfactorily.
- As a service to the community, some short-term space will be provided to certain non-profit users on a “pro-bono” basis. This would include organizations like civic associations, blood drives, etc. The church administrator, in consultation with the chair of the Trustees, will make determination of pro-bono usage of the church facilities.
- The Trustees may delegate the responsibility for short-term use agreements to the Church Administrator or the Senior Pastor.

## Definition of Long-term Users

Long-term users are defined as organizations outside of the church programs and ministries that have an ongoing, repetitive and continuous need for space in the church surroundings for a period of six months or more. Current examples of the

- Does the user provide a service to the Mount Olivet congregation and to what extent?
- Does the organization charge for its services, and/or does it have some other income source?
- Does the organization have church space dedicated to the organization or is the church space shared with other church groups and organizations? [Indication of dedicated space would be the furnishing of the space with furniture or equipment appropriate for that organization's use of the space, or the storage of material primarily for the long-term user.]

The fee charged for each long-term user will be calculated by the Board of Trustees and will be mutually agreed to by the Trustees and the long-term user, and will be outlined in the MOU. The MOU will normally be for at least six months, but no more than one year, with the MOU established at the beginning of each calendar year.

A long-term user can also be an ad-hoc short-term user if their requirements change and they need additional space on a temporary basis. They will then adhere to the requirements of a short-term user and will be required to enter into a short-term user agreement (in addition to their MOU) for the use of additional space.

## **Ordering of Requests**

Users as described in *Table 4.1* will have highest priority for the use of MOUMC facilities in spaces already assigned to a Group II, III, IV organization through a signed and executed user agreement (Official Room Reservation Form). In the cases of conflict between a Group I organization and any other Group, Group I organizations will have priority and may be used by any other organization as long as there is at least one week's notice of the intent to book (with the exception to this is in the case of weddings and memorial services.) Once a short-term user agreement and *Room Reservation Form* has been signed and executed with a Group II, III, IV organization, only the Senior Pastor or the Chair of Trustees, usually in consultation with the Board of Trustees, may change priority determinations.

## **Cancellation Policy**

All groups are kindly requested to provide at least 48 hours notice for cancellation of a room reservation.

use in Group I and Group II) approved to use the facilities outside of normal operation will be required to pay appropriate fees for after-hours security, maintenance, and cleanup. These fees are non-negotiable regardless of the profit or non-profit status of those submitting the request. Security deposits are required for the use of all rooms. Deposits are returned if the room is returned in good condition and all items are accounted for, and equipment is left in working order. Room reservations should include sufficient time for set-up and takedown.

### 1– Short-term Facility Usage Fees

Room	Charge Per Hour	Security Deposit	Additional Usage Charge (Per Hour)	Notes
	\$100	\$150	\$50	Includes the use of the Gathering Space. Three-hour minimum use.
Space	\$35	\$50	\$15	
Hall	\$75	\$100	\$35	Use of the Fellowship Hall kitchen is not permitted at this time.
	\$25	\$50	\$12	Include set-up and takedown time.
with kitchen	\$35	\$60	\$15	Room L5 only
	\$35	\$25	\$15	
inator	TBD	--	TBD	Three-hour minimum.

All space usage is based on occupancy between the hours of 8AM to 9PM. Use of church space outside of these times will result in a surcharge of 25 percent for the time used outside this period (prorated).

Use of the church parking lot to the extent practicable is included with the above charges.

Church members receive a 50 percent discount over not-for-profit activities and pay the full amount of the security deposit.

### Appropriate Use of Facilities

The sanctuary is a place of worship and shall be treated as such. Speech and personal

Church members are allowed to borrow church-owned equipment, such as chairs and tables, so long as it does not interfere with another church activity. Items such as computers, LCD projectors, TV's, VCR's, DVD players and portable screens are excluded. Requests from nonmembers to borrow equipment must be approved by Facilities Team.

Nursery and Preschool rooms are not to be used unless scheduled through the Church office on a case-by-case basis.

### Se-up & Take-down

- A1. Decorations: No tacks, nails, tape or other material that will deface church property shall be used (use masking tape or painter's tape). Decorations such as streamers and posters shall not be attached to walls, pews, chancel rails or ceiling in a manner that will leave permanent marks.
- A2. The heating and cooling controls are preset. Please do not adjust the thermostat.
- A3. Lights and window unit air conditioners shall be turned off prior to vacating the facility.
- A4. All rooms and areas used shall be left in the same condition as they were found.
- A5. The room(s) or area(s) shall be reset to original configuration.
- A6. All trash and waste from the room/area shall be bagged and placed inside the dumpster unless otherwise notified.
- A7. Damage to the building or facilities and broken or missing equipment will be the responsibility of the group using the facilities.

### Prohibited Activities

- B1. Any group using church facilities agrees not to allow smoking in the church, and will the possession or consumption of alcohol or illicit drugs be allowed on Olivet church properties, including the parking lot.
- B2. Food and drinks shall not be served or consumed in the Sanctuary.
- B3. Candles other than drip-less candles shall not be used. Drip-less candles may be used only under the supervision of a wedding director or Pastoral staff.
- B4. The stage area is only to be used for church activities or when specifically scheduled with the Church office.
- B5. Groups obtaining permission for use of specific rooms shall restrict their activities to those rooms and the nearest hallway or restrooms. Organizational leaders using any portion of the facilities shall not allow guests to roam freely outside of the immediate area. Adults shall supervise children and all youth organizations using church facilities at all times. No one shall be allowed to use church facilities for any purpose not approved by the Church office.

## Parking Lot

- C1. Any organization wishing to use any of the parking areas for special events other than parking for church functions and services must complete a *Facilities Use Agreement and Room Reservation Form* and must be approved by the Facilities Team.
- C2. Mount Olivet United Methodist Church will not be responsible for the security of any person, vehicle or property of those using the parking spaces.
- C3. Parking Restrictions: All cars must be parked in the main parking lot. Do not park on the streets in restricted zones or in the circular driveway by the preschool entrance and playground.
- C4. Handicap accessibility is available at the Glebe Road entrance. Vehicles parked in the handicapped driveway without a handicapped sticker may be fined or towed at the owner's expense without warning.

## Security and Fire Procedures

**If you unlock any door, please be sure the door is secure when you leave the building.**

**Should the Security Alarm be activated, the police are automatically called.**

**Should the Fire Alarm sound, all persons must evacuate the buildings immediately. IF YOU ARE IN THE GATHERING SPACE, the large sliding doors between the Gathering Space and the Sanctuary will AUTOMATICALLY close.**

**Please exercise caution if you are in this area.** The fire department is automatically called and only a pastor or member of the office staff may declare the building safe to enter.

## Specialty Equipment

### Sound/Video System

The sound system must not be used unless it is arranged through the Church office. Members who have been specially trained may operate the audiovisual equipment in the sanctuary.

### Use of the Kitchens

The Church does not currently have a policy for use of the main kitchen. Until the policy is adopted, the main kitchen is unavailable to outside groups. Two other kitchen areas (Sanctuary and Preschool) are available for use.

## **Policy Review Schedule**

of Trustees will review the *Facilities Use Policy* and all *Memorandums of Understanding* on an annual basis. Any recommendations for changes to the policy will be presented to the Board of Trustees for consideration.

## **Forms and Policies**

*Lease Agreement and Reservation Request Form*  
*Waiver of Liability Agreement*  
*Health and Safety Policies and Procedures Handout*