

West University United Methodist Church Facility Use Policy

West University United Methodist Church (West U Methodist or the Church) considers its property and facilities to be a gift from God for the primary purpose of worship, Christian study and fellowship as well as outreach, particularly to the surrounding community.

In order to use the church's facilities most effectively to carry out the mission and ministry of the Church and to make facilities available to as many groups as possible, the West U Methodist Board of Trustees has developed these Facility Use Policies and Procedures. It is anticipated that this document will be changed and amended as needed as the Church grows in God's love and strives to meet the changing needs of the congregation, community and the world.

Although primarily intended to support church related activities and functions, the facilities of West U Methodist may be used by outside groups providing their activities are consistent with the mission and ministry of the Church.

Scheduling and Priority for Facility Use

Before using Church buildings and facilities, all requests for building use must be scheduled through the West U Methodist Office Manager and be placed on the Church Master Calendar. In the event of a conflict between two or more building requests, the conflict will be resolved based upon the following priority status (examples provided):

- Level 1 West U Methodist Ministry Events
 - Worship Services
 - Sunday School
 - Children's Ministry
 - Youth Ministry
 - Music Ministry
 - Adult Education
 - Committee and Board meetings
 - West U Methodist School
 - Church sponsored celebrations
 - Weddings/Funerals
- Level 2 Other Church Activities
 - United Methodist District and Conference Events
- Level 3 Community Outreach Events
 - West U Methodist School of Fine Arts
 - Sponsored Boy Scout and Cub Scout packs (Troop 266)
 - Girl Scouts
 - UCAL Basketball and Volleyball leagues
 - Ozone
- Level 4 Ongoing Groups
 - Stamp Club
 - Day and Evening Dance Class

- Young Men's basketball league
- Level 5 One Time Events
- Birthday parties
 - Anniversaries

Scheduling Requirements

Events and activities which fall in Levels 1, 2, and 3 above must be scheduled in ACS by Church Staff and be approved by the Church Office Manager. No facility fees shall apply for events in these levels, however, fees may apply for custodians after hours and video/sound.

Events and activities that fall in Levels 4 and 5 must be scheduled via a completed Calendar Request Form (Attachment A) and be approved by the Church Office Manager at least 14 days in advance. Requesting groups for events and activities in these levels must also provide the following:

1. Completed Building Use Agreement (Attachment B)
2. Copy of Proof of Insurance (see below)
3. Completed Acceptance of Responsibility (Attachment C)
4. Required fees (14 days in advance – see rates below)

Proof of Insurance

Any organization requesting for use of facilities that fall with Levels 4 and 5 as outlined above shall provide its own liability insurance against possible claims of personal injury or death or damage to the facility while on Church property. A Certificate of Insurance is required as proof of insurance in this regard. Details of coverage are outlined in Attachment B, Building Use Agreement.

Facility Use Fees (Levels 4 and 5)*

Class rooms	\$50/hour each
Drummet	\$65/hour
High Court	\$85/hour
Sanctuary	\$150/hour (see Wedding Policy for Weddings)
Chapel	\$ 65/hour (see Wedding Policy for Weddings)

Microphone only, \$25 no access to sound board
 Additional fees apply for media (\$15/hour, \$50 minimum)
 Additional fees apply for sound (\$25/hour, \$100 minimum)
 Additional fees apply for custodians after hours (\$50/hour, \$100 minimum)

Frequent Use – Levels 4 and 5

Events and activities that fall in Levels 4 and 5, if of a frequent or routine nature (more than 4x per year), will require approval of the Board of Trustees.

Access/Key Control

For the safety of West U Methodist Staff and the children and teachers of the West U Methodist School, access to Church facilities is limited. Prior arrangements must be made with the Church Office Manager for access to the building during non-scheduled times or outside of regular Church office hours.

General Use Conditions and Restrictions

The use of all West U Methodist facilities will be subject to the General Use Conditions and Restrictions set forth in Attachment D. The use of any kitchen facilities will be subject to the Kitchen Use Conditions and Restrictions set forth in Attachment E.

Restrictions on Use – Tax Exempt Status

Any use of West U Methodist facilities that would jeopardize its State of Texas sales tax exempt status or any applicable successor provision is prohibited.

Exceptions

The Board of Trustees may amend these policies and procedures from time to time and will determine all questions and interpretations of same. Such determinations will be final. The Trustees may from time to time and in their reasonable discretion, grant an exception to a portion of the procedures (e.g., fees) upon receiving a specific request and after considering the economic and other circumstances of the person or group making the request and the nature of the event or activity for which building use is requested. Requests for such exceptions will be considered individually and any exception granted for a specific group or activity on a particular occasion will not be considered an exception for the same or similar group or activity in any future instance.

Closings

In the event HISD or The City of West University/ or another municipality closes its facilities for inclement weather, then West U Methodist will also close. Any continued use of the building would require Senior Pastor, Associate Pastor, Office/Facilities Manager or a member of the Board of Trustees approval.

Safe Sanctuary

Any group using the facilities must adhere to the West U Methodist Safe Sanctuary Policy.

**Attachment A
Calendar Request Form**

See Pink Form (the one we use)

Attachment B
West University United Methodist Church
Building Use Agreement

This agreement is entered into as of the _____ day of _____, 20 ____, by and between West University United Methodist Church (on behalf of The Texas Annual Conference of the United Methodist Church, owner of real and personal property, facilities and buildings located at 3611 University Blvd., Houston, TX 77005 referred to as the Building) and

_____ (Organization) which desires to use the Building as outlined in Attachment A (Calendar Request Form).

The parties listed above agree as follows:

1. Organization acknowledges that it has received a copy of West U Methodist's Facility Use Policy and Attachments. Organization agrees that its use of the Building will comply with the procedures outlined therein including but not limited to the General Use Conditions and Restrictions, Attachment D and Kitchen Use Conditions and Restrictions, Attachment E.
2. Organization agrees to protect, indemnify and hold harmless West U Methodist and its directors, trustees, officers, employees, volunteers, and committee members from and against all claims, liabilities, and damages (including attorney fees) from and against all claims, liabilities, and damages directly or indirectly related to a breach of this Agreement or as a result of any use of the Building by Organization or Organization's employees, agents, volunteers and representatives.
3. Organization is responsible and assumes liability for any injury or persons or damage or loss of property that occurs during or as a result of its use of the Building. West U Methodist specifically disclaims liability for such injury, damage and loss.
4. At West U Methodist's request, Organization shall repair, replace or reimburse West U Methodist for any property that is damaged, lost or stolen during or as a result of Organization's use of the Building.
5. Organization shall maintain an insurance policy insuring West U Methodist against all liability for personal injury or death and damage to property arising from Organization's use of the Building in a form and amount and be issued by companies satisfactory to West U Methodist. Organization's insurance shall provide primary coverage to West U Methodist when any policy issued to West U Methodist provides duplicate or similar coverage, and in such circumstances West U Methodist's policy will be noncontributory to the Organization's policy. Organization shall provide to West U Methodist a certificate of such insurance before any use of the Building. Organization shall notify West U Methodist at least 30 days before cancellation or a material change of any such insurance.
6. Organization represents and warrants that this Agreement has been duly executed and delivered by authorized parties and constitutes a legal, valid and binding obligation in accordance with its terms. The Agreement will be governed by the laws of the State of Texas. This agreement may be executed by facsimile signature and in multiple counterparts and when taken together, will constitute one original instrument.

Duly executed as of the date written above.

Printed Name of Organization:

Attachment C

**West University United Methodist Church
Acceptance of Responsibility**

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made and for any damage beyond normal wear and tear that may occur as a result of this activity. I am responsible and assume liability for any injury to persons or damage or loss of property that occurs during or as a result the activity's use of the Building. West University United Methodist Church specifically disclaims liability for such injury, damage and loss.

Signature: _____ **Date:** _____

Print Name: _____

Organization: _____

Title: _____

Cell phone: _____

Billing Address: _____

For Office Use Only

Request Approved: _____

Request Denied: _____

Agreed Upon Fees: _____

Attachment D

West University United Methodist Church

General Use Conditions and Restrictions

1. Facilities may not be used without proper scheduling and payment of fees as outlined in the West University United Methodist Church Facility Use Policy.
2. Activities and programs for scheduled events are limited to the space assigned, along with items that are scheduled. If you did not schedule equipment then it is not for your use.
3. Users of facilities are responsible and assume liability for any injury to persons or damage or loss of property that occurs during the use of West U Methodist Church property. West U Methodist specifically disclaims liability for such injury, damage or loss.
4. Use of alcoholic beverages or tobacco products is prohibited on West U Methodist property to include both buildings and grounds. Smoking is not allowed anywhere on West U Methodist property, including the parking lots.
5. Illegal or hazardous substances, firearms or weapons of any kind are prohibited on West U Methodist property to include both buildings and grounds.
6. Tables, chairs, furniture, equipment, and supplies of West U Methodist may not be removed or relocated without the approval of the Church Office Manager. A fee may be charged for the use of any equipment removed from facilities.
7. No food or drinks are allowed in the sanctuary.
8. Users of facilities may not nail, tape, glue or otherwise affix anything to the walls or floors of the interior or exterior of the buildings. Masking tape or painters tape may be used, but must be completely removed at the conclusion of the event.
9. At the conclusion of an event, users of facilities will remove any temporary decorations or signs, place trash in the proper containers (in outside dumpster if a Saturday event), return all furniture or equipment to its proper place, turn out the lights and lock up (if event is after hours). One representative of the Organization must coordinate the setup, cleanup, and lockup of the West U Methodist facility with the Church Office Manager. This must be done to the satisfaction of the Office Manager to avoid additional custodial charges or fees. Areas of use should be returned to the same or better condition as before use of the scheduled event.
10. Users of facilities shall report any maintenance problems and damages by the end of the next business day to the Church Office Manager.
11. The conduct of all persons attending scheduled events is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
12. Use of any musical instruments owned by West U Methodist must be coordinated with the Director of Music Ministries. Use of the sanctuary organ or piano must be specifically approved in advance by the Director of Music Ministries. A fee may be charged for the use of the organ or piano if use is approved.
13. Sound and media equipment owned by West U Methodist may only be operated by Church employees. Use must be scheduled in advance through West U Methodist Staff prior to an event in accordance with scheduling policy. **Fees will apply for use (\$35/hr., \$100 minimum)**
14. When children are in attendance at during scheduled events, they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property. All children's or youth activities shall be supervised by a minimum of two (2) non-related adults over the age of 18 at all times.

Attachment E

West University United Methodist Church

Kitchen Use Conditions and Restrictions

1. Any use of kitchen facilities (for Level 4 and 5 requests) must be designated at the time of submitting a Calendar Request Form and is subject to approval at the time of the request.
2. Kitchen equipment and dishes used must be washed, dried, and returned to proper storage the same day they are used. Under no circumstances are dirty dishes to be left overnight.
3. All garbage and trash of any kind must be removed to the dumpster outside; no garbage or trash may be left overnight.
4. After each use, the stove and ovens must be wiped clean and all spills thoroughly removed.
5. Under no circumstances should stove and ovens be left on after use.
6. After each use, coffee makers, urns, baskets, and pots must be washed, rinsed, dried and returned to their proper storage.
7. Sinks, counter tops, prep tables, and all other surfaces must be cleaned with disinfectant.
8. Floors must be swept after each use. Spills should be cleaned with a wet mop.
9. Any breakage or damage to equipment or fixtures must be reported to the Church Office Manager no later than by the end of the next business day. Faulty equipment or fixtures must also be reported to the Office Manager by no later than by the end of the next business day.
10. Use of any kitchen facility by children must be properly supervised by an adult at all times.
11. Opened food and beverage containers must be dated. All food left after seven days will be disposed.
12. All persons using the kitchen must observe the strictest rules of sanitation. Frequent hand washing is mandatory.
13. To maintain good sanitary practices, non-kitchen items should not be left in the kitchen. These items will be thrown away if left.
14. All persons using must leave the facility in excellent condition (the same or better than condition prior to the scheduled event). Use of the kitchen will be denied to any group which abuses the privilege of use or which disregards policies of the facility as set forth in these conditions and restrictions and those set forth in Attachment D, General Use Conditions and Restrictions.