

Manchaca United Methodist Church Building Use Policy

Scope:

The following policies apply to the use of the facilities of the Manchaca United Methodist Church (MUMC) by its members, non-member individuals and outside organizations who desire to use the facilities. The MUMC Wedding Policy Book is incorporated by reference as a part of this policy. The Building Use Policy and the Wedding Policy Book are both approved by the Church Council.

Purpose:

These policies and procedures document the direction provided by the Church Council to the MUMC staff, and the Board of Trustees (Trustees) pertaining to the use of MUMC facilities.

References:

The Book of Discipline of the United Methodist Church, 2016 edition, (the Discipline) contains the following direction on the use of United Methodist Church facilities:

¶ 252 2. b) “The outreach ministries of the church shall give attention to local and larger community ministries of compassion, justice, and advocacy. These ministries include church and society, global ministries, higher education and campus ministry, health and welfare, Christian unity and interreligious concerns, religion and race, and the status and role of women.”

¶ 2533 1. “Subject to the direction of the charge conference, the board of trustees shall have the supervision, oversight, and care of all real property owned by the local church and of all property and equipment acquired directly by the local church or by any society, board, class, commission, or similar organization connected therewith, provided that the board of trustees shall not violate the rights of any local church organization elsewhere granted in the Discipline; provided further, that the board of trustees shall not prevent or interfere with the pastor in the use of any of the said property for religious services or other proper meetings or purposes recognized by the law, usages, and customs of the United Methodist Church, or permit the use of said property for religious or other meetings without the consent of the pastor. . . .”

¶ 2533 3. “When a pastor and/or a board of trustees are asked to grant permission to an outside organization to use church facilities, permission can be granted only when such use is consistent with the Social Principles (¶¶ 160-166) and ecumenical objectives.”

General Policies:

- MUMC reserves the right to refuse use of its facilities to any group or individual without explanation.
- Consumption of alcoholic beverages anywhere on MUMC property is prohibited.
- Possession or use of illegal substances anywhere on MUMC property is prohibited.
- Smoking in any MUMC facility or in covered walkways is prohibited.
- Food and drink are not allowed in the Sanctuary.

- Every organization using MUMC facilities for activities directed at minors shall either (1) abide by the requirements of MUMC's Safe Sanctuaries Policy and Procedures (available from the church office) or (2) upon approval by the Trustees, utilize its own effective child protection policy.

Scheduling and Approval:

Requests to use MUMC facilities will be made in writing in the form and manner prescribed by the MUMC staff. For recurring facilities use by an organization or individual, an annual request will suffice. The Senior Pastor will designate a staff member to manage the scheduling of MUMC facilities in accordance with this policy (Facility Coordinator). The Facility Coordinator will be the initial point of contact for all organizations and individuals desiring to use MUMC facilities for purposes other than weddings.

One time use of MUMC facilities may be granted by the Senior Pastor and Chairperson of the Trustees in accordance with this policy. The determination of free or fee-based use and, if fee-based, the fee and conditions of use will be determined at the time the request is considered. This responsibility may be delegated to the Facility Coordinator at the discretion of the Senior Pastor and Chairperson of the Trustees.

Where a written agreement exists between an organization and MUMC, the provisions of that agreement will govern which space is to be used, subject to modification on a specific date/time basis by mutual consent of the parties.

Fees for use of MUMC facilities:

The Trustees shall develop and the Church Council shall approve a schedule of fees for the use of MUMC facilities. Three fee structures are established:

- 1) free use of MUMC facilities;
- 2) fees based on direct cost recovery for the use of the space; and
- 3) fees based on the market value of the space.

This schedule shall be based on the size of the space used; the length of time the space is devoted to the activity and the market for such space in the local area. Fees negotiated in approved formal agreements take precedence over the fee schedule. The current, approved fee schedule shall be considered a part of this policy as **Attachment 2**.

All fee-based reservations will also require a deposit as set out in Attachment 2.

Use by the MUMC Child Development Center (CDC):

The MUMC CDC is an extension of MUMC. Its use of MUMC facilities is governed by an agreement between MUMC and the MUMC CDC. The agreement will be reviewed annually by the MUMC Trustees and the CDC Board and revised as necessary. Revisions shall be presented to the Church Council for consideration and approval.

Free Use of MUMC Facilities:

The Senior Pastor and Trustees, with the concurrence of the Church Council, may allow the free use of MUMC facilities by not-for-profit organizations. These organizations must meet the

requirements of the Discipline as an activity that is appropriate to be associated with MUMC. These organizations must show that they are not in a position to pay for the direct costs of the space required. A list of these organizations is in **Attachment 1**. Since the Church Council meets relatively infrequently, the Senior Pastor and Chairperson of the Trustees may grant interim permission for free use of MUMC facilities by such an organization. The proposal to allow free use of MUMC facilities shall then be presented to the Church Council at its next scheduled meeting for the Council's consideration.

Use by "for-profit" organizations/individuals:

The use of the facility must meet the requirements of the Discipline as an activity that is appropriate to be associated with MUMC. For one-time use, the market-based fee schedule will apply. For ongoing use of MUMC facilities a written agreement shall be negotiated with the organization by the Chairperson of the Trustees, ensuring that the interests of MUMC are addressed in terms of liability insurance covering the activities of the for-profit organization and remuneration for direct expenses, including long-term wear and tear of the facilities and the market value of the space provided. The agreement with the for-profit organization/individual shall be approved by the Senior Pastor and the Trustees. The Trustees shall inform the Church Council of such agreements at the next Church Council meeting.

The Senior Pastor may approve the use of MUMC facilities by MUMC staff members for private instruction, such as music lessons, without requiring remuneration by the staff member.

Use by "not-for-profit organizations":

These organizations must meet the requirements of the Discipline as an activity that is appropriate to be associated with MUMC. Not-for-profit organizations that do not qualify for free use of MUMC facilities may be allowed to use such facilities by paying a fee for the space used. For one-time use, the cost recovery fee schedule will apply. For ongoing use of MUMC facilities a written agreement shall be negotiated with the organization by the Chairperson of the Trustees, ensuring that the interests of MUMC are addressed in terms of liability insurance covering the activities of the not-for-profit organization and remuneration for direct expenses and long-term wear and tear of the facilities. Such agreement shall be approved by the Senior Pastor and the Trustees. The Trustees shall inform the Church Council of such agreements at the next Church Council meeting.

Use by individuals:

Individuals who are members of MUMC may arrange to use MUMC facilities for personal events such as family reunions, birthday or anniversary celebrations, etc. The cost recovery fee schedule will apply. Use of MUMC for weddings of members or their families is governed by the MUMC Wedding Policy Book. If the member requests use of MUMC facilities on behalf of an organized group, the procedures applicable to for-profit and not-for-profit organizations above apply.

Individuals who are not members of MUMC may arrange to use MUMC facilities for personal events such as family reunions, birthday or anniversary celebrations, etc. The market-based fee schedule will apply. Use of MUMC for weddings of non-members is governed by the MUMC Wedding Policy Book.

Priorities:

The following priorities will guide the use of MUMC facilities. Where MUMC has contracted for the use of MUMC facilities by outside organizations or individuals, those legal obligations must be honored unless a modification on a specific date/time basis is agreed to by mutual consent of the parties.

1. Religious services and activities of MUMC as directed by the Senior Pastor and MUMC staff take precedence over all other activities. This category includes funerals and related receptions.
2. Activities of the larger United Methodist organization (district, conference, etc.) that MUMC has, through the MUMC staff or MUMC representatives to these organizations, agreed to host.
3. Activities directly sponsored, organized and directed by commissions, councils, committees and task forces of MUMC.
4. Activities directly sponsored, organized and directed by outside organizations that MUMC has elected to support through the free use of its facilities. A listing of these organizations is in **Attachment 1**.
5. Activities arranged by individuals who are members of MUMC.
6. Activities arranged by individuals who are not members of MUMC.

Heating and Air Conditioning:

MUMC heating and cooling systems are programmed to achieve a set temperature. Please do not adjust the thermostats.

Audio/Visual Systems:

Use of the audio/visual systems in the Sanctuary and Family Life Center must be requested in advance. These systems are to be operated only by an approved MUMC equipment operator. A fee will be assessed to cover the cost of the operator.

Decorating Guidelines:

All decorating materials shall be of a self-supporting type. There shall be no use of nails, screws, tacks, staples, or any other items that leave a hole. There shall be no use of tapes, glues, flower putty, gum or other adhesive items. There shall be no use of any material that would peel paint or leave a residue or stain on any surface. Plastic runners must be used under all candles and open flame items. Only dripless candles are allowed. Balloons must be fully secured to tables/chairs. Balloons left to float to the ceiling will incur an additional charge. Unless special permission is obtained from the Facility Coordinator, all decorating and room set-up(s) and take down(s) shall be performed the day of the event. All decorations shall be removed immediately following the event.

Kitchen Use:

Kitchen users must follow procedures outlined in the MUMC Kitchen Guidelines. These Guidelines can be found in **Attachment 3**. The Trustees reserve the right to suspend kitchen use privileges to any person or any group.

Musical Instruments:

The use of the MUMC organ and other musical instruments is prohibited without permission of

the Facility Coordinator.

Removal of MUMC Property:

No MUMC property shall be removed from the MUMC premises without express written consent from the Facility Coordinator or Trustees.

Sanctuary Chancel Area:

Under **NO** circumstances shall the items listed below be moved from their positions without express written consent from the Facility Coordinator. The Facility Coordinator will manage requests for materials to be moved and will follow proper channels with the Senior Pastor and Trustees. If such consent is given, we recommend taking photos on a cell phone of the chancel area before items are rearranged so that it is easier to return items to their exact original locations.

- Banners, Tablecloths, Pulpit Cloths
- Baptismal Font
- Communion Altar
- Choir Chairs
- Pulpit
- Flower Tables and Urns
- Cross and Candle Sticks

Facility Care and Cleanup:

- The throwing of rice, birdseed, confetti, flower petals, etc. is prohibited.
- All food and trash must be deposited in trash receptacles located in the space being rented.
- All spills must be cleaned up immediately to avoid staining and permanent damage to flooring and woodwork.
- All folding tables used must be washed with warm soapy water after each event.
- Tables and chairs must be picked up if moved, not drug across the flooring.
- Damage to furniture, equipment, or buildings or any other problems including equipment or facility malfunctions must be reported immediately to the Facility Coordinator.
- The need for excessive custodial services may cause forfeiture of the deposit.
- Fees for repair of damages and/or additional cleaning will be assessed and immediately due.

Accidents Resulting in Injuries/Damages:

Users must give written notice to MUMC of any accident resulting in bodily injury or damage to property of MUMC or others occurring on the MUMC premises or in any way connected with the use of the MUMC premises within 24 hours of the accident. The notice must include details of the time, place and circumstances and the names and addresses of any person(s) witnessing the accident.

Attachment 1
MUMC Building Use Policy
Organizations Authorized Free Use of MUMC Facilities

The following organizations are granted free use of MUMC facilities in accordance with the MUMC Building Use Policy.

Boy Scouts of America – units affiliated with MUMC
Girl Scouts of the USA – units affiliated with MUMC
Camp Fire USA – units affiliated with MUMC
Family Promise (Interfaith Hospitality Network)
Kairos Prison Ministry International
Alcoholics Anonymous
Al-Anon
Co-Dependents Anonymous
Austin Family Institute (counseling)
Faded Blue Jeans (prison ministry)
Walk to Emmaus and related programs
Divorce Care
Travis County (for election voting and town hall type events)
City of Austin (for town hall type events)
United Methodist groups, such as youth groups from other UMCs, that request to stay at MUMC while attending or conducting activities in our area or transiting to activities in other areas
Other community or non-profit groups approved by the Senior Pastor or Chairman of the Trustees

Attachment 2
MUMC Building Use Policy
Fee Schedule

Facility	Cost Recovery Fee	Cost Recovery Deposit	Market Rate Fee	Market Rate Deposit
Sanctuary	\$220	\$110	\$600	\$600
Family Life Center (FLC)	\$260	\$135	\$580	\$580
Parlor	\$100	\$50	\$220	\$110
Fellowship Hall	\$130	\$65	\$260	\$130
Choir Room	\$50	\$25	\$120	\$60
Bell Room	\$30	\$15	\$60	\$30
Large Classroom	\$40	\$20	\$120	\$60
Small Classroom	\$30	\$15	\$80	\$40
FLC Kitchen	\$100	\$50	\$240	\$240
FLC Audio/Visual (AV)	\$100	\$0	\$200	\$0
Sanctuary AV	\$100	\$0	\$200	\$0

All fee-based reservations will require both the rental fee and deposit as set out above. The deposit will be refunded within 30 days of the event provided the facility is left clean and without damages.

Notes:

Rental fees are for a nominal four-hour period - morning, afternoon, or evening.

Room setup and cleanup by MUMC custodians is included.

Large Classrooms are Rooms 29 and 30. These are limited to a maximum occupancy of 49 people.

Small Classrooms are all other classrooms.

Parlor rental includes use of the Parlor kitchen, if desired.

Fellowship Hall rental includes use of the Fellowship Hall kitchen, if desired.

Attachment 3
MUMC Building Use Policy
Kitchen Guidelines

1. All outside individuals and organizations (Priority 4, 5, and 6 users) must provide their own paper towels, napkins, and disposable dishes and cutlery.
2. All utensils must be washed, dried, and put away.
3. All pots and pans must be washed, dried, and put away.
4. All trash must be deposited in trash receptacles located in the space being rented.
5. Counter tops must be wiped down with a cleaning solution.
6. Any damage, breakage, or equipment malfunction must be reported immediately to the Facility Coordinator.
7. Refrigerator and freezer must have all items removed unless prior arrangements have been made with the Facility Coordinator. Any food left must be appropriately wrapped/covered and labeled with name and date.