

Facilities Use Policies

Rolla First United Methodist Church

Approved by FUMC Board of Trustees and Administrative Council, August 2005

Policies for use of First United Methodist Church (FUMC) buildings and facilities are guided by these principles:

- The Church's mission is to serve the community, not to make money. There is no intention to make a profit from user fees. On the other hand, it is not necessarily part of the Church's mission to compete with existing halls and meeting facilities in the Rolla area by providing similar services at lower prices.
- Making our facilities available for community use is not without cost. We owe it to our members, both present and future, to maintain our buildings responsibly.
- For most non-Church, non-member activities, fees should cover a significant portion of the marginal cost of the activity. User fees should offset the cost of additional heating/cooling and cleanup, but not fixed costs of construction and maintenance.
- Members have already contributed to the facility through gifts and service, and should be charged lower rates than non-members.

Types of Activities

Church facilities may not be used for commercial activities, and at the discretion of the Trustees may be tightly restricted for other types of non-Church fundraising.

Activities can be categorized as Church or non-Church, member or non-member activities. The following table summarizes these categories and associated fees:

	<i>Church Activity</i>	<i>Non-Church Activity</i>
<i>Members</i>	No charge	1/3 of amounts in non-member fee schedule. Fees may be waived for sports activities.
<i>Non-Members</i>	[never occurs]	Non-member fee schedule. Some fees may be waived for some sports activities.

A *Church* activity is sponsored and hosted by a FUMC group. Church activities are often open to anyone who wishes to attend, though there are exceptions.

A *non-Church* activity is organized and hosted by organizations not affiliated with FUMC. Individuals organizing these activities may or may not be church members.

A *member* activity is one in which at least one adult church member reserves the facility, is present at the activity, and assumes responsibility for monitoring the activity and enforcing Church rules and policies. If these conditions are not satisfied the activity is a *non-member* activity. Note that a member activity is not necessarily a Church activity.

Exceptions to fee policies are allowed for sports at the discretion of the Trustees or Church staff. Sports are treated as a special case for the following reasons:

- Many organized sports (e.g., youth basketball) are community events. It is part of the Church’s mission to support these, even if they do not involve members.
- Ad-hoc sports (e.g., Sunday afternoon pick-up basketball) tend to involve Church members and have low priority on use of the facility.
- Both types tend to be very low-cost activities. No part of the building is used except the gym and restrooms, climate controls do not have to be adjusted, little cleanup is usually needed.

The gym was designed for basketball and volleyball. Other sports activities that involve throwing or kicking balls (or any projectile) are either prohibited or tightly restricted.

FUMC has a separate wedding policy that remains in place and is not affected by this document.

Non-Member Fee Schedule

FUMC facilities will not be used for commercial activities without special permission from the Board of Trustees. User fees for non-commercial activities will be charged according to the schedule below.

Fees, including security deposits, will be paid at the time the reservations are made. Reservations are confirmed only after these fees are paid in full. Reservations cannot be confirmed over the telephone.

	<i>Room(s)</i>	<i>Deposit</i>	<i>User Fees</i>	<i>Other Fees</i>
<i>Main Building</i>	Sanctuary	\$150	\$125 per day	
	Fellowship Hall	\$40	\$20 per hour or \$100 per day plus setup fees	Table and chair setup: \$50 per 100 people; \$25 minimum
	Kitchen	Included with Fellowship Hall	\$10 per hour or \$50 per day	
	Classrooms	None	None	
<i>Family Life Center</i>	Gym	\$150 ¹	\$75 for max 4 hours or \$150 per day plus setup and attendant fees ¹	Table and chair setup: \$75 per 100 people; \$75 minimum
	Kitchen	\$100	\$25 per hour or \$ 125 per plus attendant fees	
	Additional rooms	\$40	\$25 per day per room	

¹Deposit or user fees for gym use may be waived for member sports activities, at the discretion of the trustees or the Church staff.

Notes:

There is no key deposit; this is included in the security deposit.

There will be an additional charge of \$8.00 per hour to non-member activities for a church-assigned building attendant. The attendant will open and lock the building, adjust temperature controls, inspect the building after the activity, and be available to assist with anything else that comes up.

Two hours of normal custodial cleanup is included in the usage fees of each space. If additional cleanup time is needed it will be deducted from the deposit at the rate of \$15 per hour.

Prices for use of dinnerware place settings are available upon request.

Prices for use of MFLC audiovisual equipment are available upon request.

General Use Rules for All Areas

1. No alcoholic beverages or illegal drugs of any kind.
2. No smoking or use of tobacco products.
3. No food or beverages in the multi-purpose room during athletic activities.
4. No defacing or vandalism of Church property.
5. No profanity. Use of profane language, abuse of another's rights, or disruptive behavior will lead to expulsion from the premises.
6. Facilities must always be returned to original (or better) condition after use.
7. All participants must stay in their assigned areas (e.g., groups that reserve only the gym may not use meeting rooms or kitchen).
8. Air conditioning and heating units are not to be adjusted by anyone other than the appointed Church supervisor or a Church staff member.
9. Non-church children and youth groups must show proof of liability insurance coverage.
10. All non-Church groups, regardless of age, using the gym for athletic activities must show proof of liability insurance coverage.

Points 9 and 10 apply only to formal groups such as youth basketball leagues, not to groups of individuals participating in informal games.

Care and Use of our Facilities

Posting and displaying notices: No notices can be posted without permission and then only in designated areas. For safety reasons, no publicity notes are to be posted on glass doors.

Fund-raisers: Use of our facilities for fund-raisers is restricted. Approval for such activities needs to be sought from the pastoral staff and the Trustees. All requests must be in writing.

Cancellations: Two weeks notice will be needed to cancel a scheduled event. Failure to provide notice will result in forfeit of the security deposit.

Damages: If damages and additional cleanup charges exceed the deposit amount, person(s) responsible for the event will be held accountable to provide additional compensation.

Kitchens: We are glad to offer the use of our kitchens to various groups within limits. When using these areas, you need to follow the guidelines and clean-up procedures clearly posted in each area. Requests for use of our kitchens must be in writing and are subject to approval by the pastoral staff and the Trustees.

Sanctuary: Our sanctuary is a place of worship and glorification of God. Its use is reserved for religious activities only.

Activities away from church premises: Some of our property, including tables and chairs, may be available for use by members for off-site Church activities. All requests need to be in writing and are subject to approval by the pastoral staff and the Trustees.

Use of gym: Balls and other objects shall not be thrown, kicked, or hit against walls, ceilings, or doors. Regulation baseballs, softballs, bats, and soccer balls are not to be used in the gym (however, see soccer addendum for limited exceptions). When activities or practices involve minors, there shall be two adults present at all times in the gym, one of whom shall be a member of FUMC.

Soccer Practice Addendum

The MFLC gym was designed for basketball and volleyball. The lights, heating ducts, and other fixtures are not “hardened” to withstand the impact of soccer balls, baseballs, and other projectiles with high momentum. Such activities are therefore generally prohibited in the gym. However, limited exceptions may be permitted for youth soccer teams, subject to the following guidelines:

1. The gym may be used (subject to availability) for bad-weather practice by organized youth teams that are affiliated with the Missouri Youth Soccer Association (MYSA) or a local MYSA club.
2. In general, the gym may be used for ball control drills, but not for games or shooting drills. **Soccer games and scrimmages are strictly forbidden**, including small-side practice scrimmages. Drills that involve shooting or full-force striking of balls are forbidden.
3. Individual ball-control drills are permitted. These include juggling, dribbling, throw-in, settling, heading, and controlled one-on-one drills.

This soccer exception is included in the facilities use policy as an experiment. If damages result from teams being unable or unwilling to follow these guidelines, soccer practices will be banned outright.

These policies do not prohibit recreational kick ball games with lightweight balls, whiffleball games, etc. Nor do they permit irresponsible use of volleyballs and basketballs (for example, using a volleyball as a kickball). Adult leaders of youth activities are expected to use common sense in deciding the types of games and balls that are appropriate for the facility.