

**St. Paul's United Methodist Church
FACILITIES USAGE AGREEMENT
FOR MEMBERS, CONSTITUENTS, AND NON-MEMBERS
FOR NON-CHURCH-SPONSORED EVENTS**

Policy Approved: 06/05/2011; Updated 7/12/2012; Updated 9/13/2013

Name of Group/Organization_____

Member/Contact Name_____

Address_____

Phone numbers_____

Email address_____

Date and time
requested_____

Nature of meeting or event_____

Approximate number of attendees_____

Rooms Requested_____

The above-named group or organization (1) acknowledges receipt, from St. Paul's United Methodist Church, Inc., a Kansas not-for-profit corporation, of its Facilities Usage Policy, and has read and fully understands all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, which are incorporated herein by reference, (2) requests usage of church facilities as indicated above and (3) accepts, agrees to, and will in all respects fully and timely comply with St. Paul's Facilities Usage Policy in connection with such usage, including all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, and such additional requirements and restrictions as may be communicated on behalf of St. Paul's to the above-named group or organization prior to or in the course of such usage.

Date _____ Signature _____

Print Name _____

Title _____

Authorized Representative

Accepted by St. Paul's Facility Usage Decision Committee (Senior Pastor, COM Chair, Trustee Representative, Office Manager, Custodian):

Date _____ Authorized Representative _____

FACILITIES USAGE POLICY
St. Paul's United Methodist Church
7740 Lackman Road
Lenexa, KS 66217
Church office: 913-268-9551

Approved: 06/05/2011; Updated 7/12/2012; Updated 9/13/2013

Policy: St. Paul's United Methodist Church, Inc. (SPUMC), a Kansas not-for-profit corporation, as part of its outreach to the community, makes its facilities available to members and non-members for events, in accordance with the following policy. Events held by non-members must fall under the category of a not-for-profit event and/or organization. Regardless of membership, no event can produce income for an organization or individual. Please note that limited events will be approved for Sundays. Also note that ongoing, long-term/continuous commitments of use of our building will be limited.

Exemptions from Policy: Weddings, SPUMC religious services, and church-sponsored activities (for example, Boy and Girl Scout Troops chartered by SPUMC) are not subject to this policy.

Scope: This policy is applicable to use of St. Paul's facilities by any Member/Constituent or Non-Member. For purposes of this policy, any reference to facilities includes reference to any property of St. Paul's, including furniture and equipment.

Member/Constituent Definition: For the purposes of this policy, "members" are defined as those who are currently members of SPUMC. "Constituents" are defined as those who attend regularly but have not joined. Non-members are all other individuals not classified as a member/constituent.

Restrictions Incorporated by Reference: Every event participant is required to abide by all church guidelines, requirements and other restrictions regarding usage of St. Paul's facilities. Without limiting the forgoing sentence, no participant shall use any church facilities in any manner or for any purpose that is in conflict with or contradicts the United Methodist Book of Discipline or the mission or principles of St. Paul's. The use of tobacco products, alcoholic beverages, firearms or illegal drugs is strictly prohibited on church premises. St. Paul's is used for a variety of events, but first and foremost, it is a house of the Lord. It is used primarily for worship, service, and study. Please ask all your participants to treat it with respect.

Term: The term of this agreement shall not exceed one year from the date of acceptance.

Scheduling: All requests for use of church space for an event are approved or denied by a Facility Usage Decision Committee to include a trustee representative, the office manager, custodian, COM Chair, and senior pastor. If your request is approved, please contact the church Office Manager for scheduling. Dates for use of the church must be cleared through the church office to be placed on the church calendar. A deposit will be due at that time. Groups/organizations and events affiliated with or sponsored by SPUMC shall have priority for use of the building.

No Exclusive Use: SPUMC reserves the right to schedule other activities and events in other parts of St. Paul’s facilities. SPUMC may cancel any request for any facilities of St. Paul’s at any time.

Deposit: A deposit is due when you place your event on the calendar. Dates will not be held without a deposit. Your check will be cashed upon receipt. The deposit will be returned one week after the event, if all policies were followed and no damage or breakage occurred. If the custodial service encounters unusual conditions that require more than the normal amount of time and cleaning, additional custodial time may be paid for out of the deposit fee. The Senior Pastor will consult with the Business Manager to determine if it is acceptable to return the deposit. Usage fees and post-use cleaning fees are to be paid at the church office two weeks in advance. Fees for undefined spaces will be determined on a case-by-case basis.

Fees for Facility Use

Members/Constituents

	<u>Deposit</u>	<u>Fee</u>	<u>Post-use cleaning</u>
Sanctuary	\$150	\$100	\$50
Classrooms (each)	\$45	\$35	\$30
Bridge Area	\$45	\$35	\$30
Kitchen	\$45	\$35	\$30
Piano (sanctuary)	\$100	\$75	N/A
Audio/Visual	\$60	\$50	N/A

Non-members

	<u>Deposit</u>	<u>Fee</u>	<u>Post-use cleaning</u>
Sanctuary	\$220	\$145	\$65
Classrooms (each)	\$75	\$65	\$40
Bridge Area	\$75	\$65	\$40
Kitchen	\$75	\$65	\$40
Piano (sanctuary)	\$120	\$95	N/A
Audio/Visual	\$75	\$65	N/A

Many activities take place all over the building every day and evening; please use only the space you have reserved. Even though a room is empty when you arrive doesn’t mean it won’t be used later. Check the screens in the entryway or downstairs for where your group is meeting.

Access: Call the church Office Manager for times of accessibility on the day of your event. Arrangements will be made for a church official to unlock and lock the doors, or you may be loaned a key. If the key is not returned within five (5) days after your event, you will be billed the cost of a locksmith to replace the lockset and create new keys for staff.

No Admission or Other Fee: No member may charge a fee to any individual or other group for use of St. Paul’s facilities.

Insurance: Ongoing non-church related events (such as Boy Scouts, Girl Scouts, etc.) must provide a certificate of insurance with evidence of comprehensive general liability coverage with a combined single limit of not less than \$1,000,000 naming St. Paul’s as an additional insured. The certificate must be given to SPUMC for review prior to signing an agreement with SPUMC. One-time events, in most cases, will not require proof of insurance.

Care of Facility: Event leaders and participants agree to: (i) use utmost care in the use of church facilities and agree to leave the facilities in good, clean condition; (ii) confine themselves to the areas provided for in their Facilities Usage Agreement; (iii) not exceed the capacity limits of requested facility areas; (iv) restore to their original placement all furniture and room arrangements after use; and (v) supply required supplies/materials, i.e. “consumables” for their event.

Kitchen/Food Preparation: Due to limited space, dinners and receptions should be catered. Our small kitchen is available to you for limited use. It is equipped with a refrigerator and freezer. It is necessary to bring all your own utensils, hand towels, coffee pots, serving items, paper supplies, etc. No kitchen items or cleaning supplies are available. No leftovers should be left in the kitchen, refrigerator or freezer.

Sanctuary Use: The chancel (where the altar is located) is a sacred space. If you plan to use it as a stage, please treat it with respect. Please don't use the altar as a table. Prior approval is needed to use the piano. **The piano may not be moved.** When moving chairs in the sanctuary, stack them no higher than five. Do not climb or sit on stacked chairs. Return chairs to their original configurations.

Candles and Decorations: Lighted candles are not permitted anywhere in the church. (Weddings are the exception, and covered by a separate contract.) All decorations that you bring in must be used in a manner that will protect our building and furnishings. Decorations attached to walls or chairs must be attached in a way that do not harm or disfigure them. Please remove all decorations not belonging to the church immediately following the event. Do not use duct tape on the carpet. Instead, use blue painter's (light tack) tape. You must supply your own.

Audio/Visual Equipment: The A/V equipment in the sanctuary is available for use, pending the availability of an SPUMC technician to run it. No other person may run it. See page three for the fee schedule.

Band Equipment: The band equipment is not available nor should it be moved. This includes the electronic keyboard.

Copyrights: If you are using recorded music, recording copyrighted music, or other copyrighted material, it is your responsibility to be aware of pertinent copyright laws.

Storage: Because of the limited amount of storage and the large number of groups using SPUMC, storage is not available before or after your event.

Thermostats: The building manager will have preset the thermostats for your event.

Trash: If your event is one that resulted in a lot of trash, particularly food, please empty the trash cans and carry trash out to the dumpster north of the building. We encourage your group to recycle and place recyclable items into the recycle dumpster also located north of the church.

Building Security: When your event is complete, you are responsible for ensuring doors are locked if you are the last group vacating the building. Be sure to check the doors onto the playground if you were in that area of the building.

Emergency Numbers: In case of building emergencies contact Mickey Harrison, 913-268-9059 or 816-674-2111 (Cell), John Feldmann, 913-631-2798 or 816-863-6974 (Cell) ; Jim McNeal, 913-268-1140 or 913-515-1434 (Cell).

Events Involving Children and Youth

For events that include children and youth, the event must provide adequate adult supervision. You are required to have at least two adult leaders present with all children or youth at all times.

Supervision of Children: If childcare is needed for your event, all such childcare will be provided by SPUMC at your expense. Childcare rates will be provided at the time of acceptance of usage of the facility. You will coordinate this need with the Childcare Coordinator no less than two weeks prior to your event. You will pay the church Business Manager the childcare worker's hourly rate times the hours worked plus 7.65% to cover FICA. A minimum of two childcare workers is required and at least one must be an adult. Others may be needed according to the number and ages of children at your event. Questions about number of childcare workers needed may be referred to our Childcare Coordinator. You will be charged at least a minimum of one hour of care. In accordance with SPUMC's Policy for the Protection of Children, Youth, and Adults with Developmental Disabilities, no one convicted of child abuse or a related crime is allowed to care for children, youth or adults with developmental disabilities for their own protection as well as the children, youth or adult with developmental disability. No youth under age 16 may be the principal childcare giver. Children must be supervised and remain in the space you have reserved. Children not being cared for by our providers must be supervised by your group at all times.

Final Agreement

This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No church representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Facilities Usage Agreement.

Damage: In the event of damage to St. Paul's facilities, the member or event leader shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by St. Paul's Board of Trustees or its designee and shall pay SPUMC for such repair and replacement costs upon demand.

Indemnification: Those using St. Paul's facilities agree to release, protect, defend, indemnify and hold harmless SPUMC and its trustees, board members, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any St. Paul's facilities.

Not Assignable or Transferable: The transfer or assignment of permission to use church facilities to any other person or organization from a member/constituent or event leader is prohibited. The church member/constituent/event leader who signs the agreement must be present at the event.

Submission of Agreement Subject to Approval: Each event leader is required to complete and deliver to St. Paul's office a signed original of the Facilities Usage Agreement, but no rights are conferred by such submission.

Your Responsibilities

Before your event:

1. Complete Agreement and submit to Office Manager. Approval is handled by a Facility Usage Decision Committee, (Office Manager emails this committee for decision).
2. Once approved, work with Office Manager to:
 - ❖ Put on church calendar
 - ❖ Pay deposit
 - ❖ Pay fees
 - ❖ Make arrangements for access
 - ❖ Make childcare arrangements, if needed
 - ❖ Make custodial arrangements

The day of:

1. Move chairs and tables as needed.
2. Do not block fire exits with tables, chairs, boxes, etc. Nothing from St. Paul's interior may be taken outside.

Following your event:

1. Please clean up the areas you have used. A vacuum cleaner is located downstairs in the maintenance room by the copier.
2. Remove decorations.
3. If using the sanctuary, return hymnals to their original position.
4. In classrooms, return the room to the arrangement in which you found it.
5. Please take all leftover food with you.
6. Take trash bags to the dumpster in the north upper parking lot. More bags should be in the bottom of each trashcan or in the kitchen. Take recyclables to the recycle dumpster in the north upper parking lot.
7. As a fire safety precaution, please close all doors to classrooms, kitchen, and sanctuary.
8. Please make sure all doors are locked, upstairs and down.
9. Turn off all lights. THANK YOU.

Following Event, Office Manager will notify Business Manager to refund Deposit, pay fees, etc.

SPUMC Facilities Usage Agreement Fee Worksheet

Name of Group/Organization _____

Event Date: _____

I will use the following rooms:

	<u>Deposit</u>	<u>Fee</u>	<u>Post-use cleaning</u>	<u>Total</u>	<u>Date Rcvd</u>
Deposit due at time of booking, rest due 14 days prior to event					
Sanctuary	\$ _____	\$ _____	\$ _____	= \$ _____	_____
Classroom	\$ _____	\$ _____	\$ _____	= \$ _____	_____
Classroom	\$ _____	\$ _____	\$ _____	= \$ _____	_____
Classroom	\$ _____	\$ _____	\$ _____	= \$ _____	_____
Classroom	\$ _____	\$ _____	\$ _____	= \$ _____	_____
Kitchen	\$ _____	\$ _____	\$ _____	= \$ _____	_____
Sanctuary Piano	\$ _____	\$ _____	N/A	= \$ _____	_____
Audio/Visual	\$ _____	\$ _____	N/A	= \$ _____	_____
Childcare (will be calculated based upon hours & # of children)	\$ _____				
Total of all of the above					\$ _____

SPUMC Payment of Fees (following event):

	Amount	Date Paid
Audio/Visual	_____	_____
Custodian	_____	_____
Deposit refunded	_____	_____
Childcare	_____	_____