**Building Use Policy**

**The Vision and Purpose of MUMC**

The vision of the Mason United Methodist Church is to be a reaching, nurturing, sending community of committed followers of Jesus. Our purpose is equipping disciples to live God’s mission to renew the face of the earth. (Psalm 104:30)

Mason United Methodist Church (MUMC) is happy to make our building available for church and community functions seven days a week. It is intended that the church building shall be used for the glory of God and that it shall not be used as a commercial enterprise. With this in mind, the building will be open for the use of all community organizations and institutions that have a charitable purpose; whose philosophies and goals are compatible with those of MUMC; and which have the highest interests of the community at heart.

Church functions take precedence in the schedule. Groups and events of Mason UMC will be given preference for dates over other non-associated organizations for building usage. All individuals, groups and organizations that use MUMC facilities will observe the following procedures.

**Building Use Procedure**

**To Schedule the Facilities—Non-Affiliated Groups:**

1. Please complete the appropriate Event or Meeting Room Request form on our website at [www.masonumc.org](http://www.masonumc.org) and review the Building Use Policy also on the website.
   1. All request forms are subject to approval by church leadership.
   2. Groups meeting for a single event must complete the Event or Request Form along with any fees or deposits **30** days prior to the date of the function.
   3. No event can be scheduled more than 12 months in advance.
   4. Requests for long-term repetitive usage will be received on an annual basis.
   5. Groups that meet on an ongoing basis must submit an Event or Meeting Request Form 30 days before the first meeting to allow scheduling of the facilities.
   6. All groups must sign and return the waiver included in this Building Use Policy before using the church facilities.
   7. Groups must exit the building by 10 p.m. Please make sure the doors are locked if your group is the last to use and leave the building.
2. Your Group Leader/Officer is required to sign the Building Use Policy statement and return it to the church no later than 48 hours prior to the event.
3. Your Group Leader/Officer is responsible for obtaining a key to the church or making arrangements with the church office to have someone greet you and give your group access to the room(s) you have been approved to use. Possession of a key does not give open access to any room in the building.
4. **MUMC reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible. A full refund will be made to the affected organization.**

**To Schedule the Facilities—MUMC Affiliated Groups or Members:**

1. Church members or constituents may request and be granted to use the facilities for ministry events or meeting directly involving the church member at no charge and without a key deposit. The User is still required to request usage by submitting an Event or Meeting Room Request form on the website www.masonumc.org., abide by the Building Usage Guidelines, must leave the facilities as found and is responsible for janitorial services and damages if required.
2. Church members may request and be granted permission to use the church facilities for non-ministerial meetings and not-for-profit gatherings. The User is still required to request usage by completing the Event or Meeting Room Request Form, abide by the Building Usage Guidelines, must leave the facilities as found and is responsible for janitorial services and damages if required.
3. Obtain a copy of the Building Use Policy and review it.
4. All requests are subject to approval by church leadership.
5. No event can be scheduled more than 12 months in advance.
6. Requests for long-term repetitive usage will be received on an annual basis.
7. Groups must exit the building by 10 p.m. Please make sure the doors are locked and lights turned off if your group is the last to use and leave the building.

**Building Use Fees—Non-Affiliated Groups:**

The fees help MUMC maintain its building and facilities, and cover the overhead costs affiliated with their use.

All event fees are required one week prior to any scheduled event. Fees will be refunded if the facilities are not available or if the reservation is cancelled twenty-four hours prior to scheduled usage.

Refundable Key Deposit (by check) $50

Audio Tech Operator $50

Video Tech Operator $50

Sanctuary $360/4 hours

Multi Ministry Room $240/4 hours

Meeting Room Small $24/4 hours

Meeting Room Large $48/4 hours

**Above fees are based on a 4 hour segment of time. Any additional time taken over and above the 4 hour segment will be prorated and charged at the applicable rate.**

**Custodian and coordination fees:**

Additional fees to insure your event experience reflects the excellence and hospitality you need and we value will be determined based on group size and event specifics, but will be no less than $50. These will include custodian and coordination services and are in addition to the facility fees. This fee will be quoted upon completion of the *Event or Meeting Room Request Form* and apply to every scheduled event not associated with MUMC ministries.

**Before You Arrive:**

1. The group’s responsible party must read and sign the Building Use Policy statement/Waiver of Liability and return it to the church office no later than 48 hours before the event. The group’s responsible party must complete the *Event or Meeting Room Request Form* and return it to the church office along with any required fees no later than 2 weeks before the event. The church office is open Monday & Friday 9 a.m. – 12 p.m.; Tuesday through Thursday 9 a.m. – 4 p.m. By signing the Building Use Policy you are responsible for any damages/loss to the premises caused by your group.
2. One of the group’s responsible parties MUST be present when your group uses the building. If one of the responsible parties listed cannot be present your meeting should be rescheduled with the church office.
3. Storage space for equipment and supplies for non-affiliated church groups cannot be provided.

**While You Are Here:**

1. Use of the building is limited to your designated area, restrooms and custodial closet. Please DO NOT allow members of your group to roam the building or to enter rooms not assigned to your group.
2. Do not make room changes without permission of the Event Coordinator.
3. Please note that emergency fire and tornado procedures are posted in each room on the back of the door.
4. No adhesives, tapes, pins, nails, tacks, etc. may be used to fasten decorations, announcements, etc. to the walls, windows, chairs or any other furnishing within the church.
5. Food or snacks may not be stored in any room other than the kitchen. No food or drinks are allowed in the Sanctuary.
6. The Church **does not** permit the use of tobacco, alcohol, controlled substances or illegal drugs on the church property.
7. Firearms (concealed or exposed to view) are not allowed inside the church at any time.
8. Loud activities and music are to be kept to a level that does not disturb other users of the building.
9. The Picnic Shelter may be used upon request of the church office.
10. Do not damage any trees, shrubs, flowers, or grass areas on the property.
11. Flammable materials, such as charcoal lighter fluid, are not allowed in the building.
12. No animals, except for service animals permitted by law, will be allowed inside any area of the facility.
13. Do not play any piano, organ, or any other musical instrument in the church without permission from the church office. Do not store anything on the piano.

1. Do not move any piano or other musical instruments.
2. Wi Fi is available throughout the facility. Users are prohibited from activities such as online bullying, harassment, accessing obscene or offensive content, online gambling, illegally downloading copyrighted content, and other actions that are not consistent with the Vision, Purpose, and Core Values of MUMC.
3. MUMC has adopted the policy of Safe Sanctuaries for children and youth. Those groups which expect to have children or youth at their event are expected to follow the guidelines of this policy including the following:
4. No fewer than two unrelated adults must be present at all times during any program of event involving children.
5. Those adults must be 18 or older and must be at least 5 years older than the children/youth with whom they are working.
6. The adults involved with the children/youth must receive annual training related to child abuse prevention.
7. MUMC works to maintain a safe and secure environment within the facility. However, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.
8. You agree to see that the premises of MUMC, its buildings, fixtures, and furniture are left in a clean and sanitary condition (this includes the rented space, restrooms, and common areas) in which they were found. If additional custodial services are required you will be charged additional fees.
9. Building use does not include use of expendable church supplies, such as paper, pens, and equipment such as copy machines.
10. Requests for AV equipment should be made on your Building Use Application form. Small single user portable systems are available at no cost. If the church sound system or video systems are required, they may only be used while a trained member of the MUMC Audio or Video Tech Ministry teams is present to operate, which is subject to fees (see p.3).

**When You Leave:**

Please complete the following checklist before you leave to ensure the building is secure and the areas you have used are in order:

\_\_\_\_\_\_ Leave the area designated for your meeting clean and neat.

\_\_\_\_\_\_ Return all furnishings to the original room(s) and position(s) in which

they were found.

\_\_\_\_\_\_ Check all restrooms. Flush toilets and urinals. Use plungers if needed.

\_\_\_\_\_\_ Turn off lights. (Safety lights will remain on.)

\_\_\_\_\_\_ Check windows and all doors to make sure that they are closed and

locked. (This is especially important if you are the last group to leave

the building.)

\_\_\_\_\_\_ Empty trash containers & replace liners. Trash should be placed in the

dumpster on the Mason-Montgomery Road side of the parking lot.

\_\_\_\_\_\_ If the kitchen has been used, it must be cleaned. This includes the

following:

* Please take home all food and beverage items. If necessary, Church members may label and date items for storage in the refrigerators.
* Eating and food preparation surfaces are washed and sanitized.
* All items used must be washed, dried and returned to original locations.
* Ranges are turned off and cleaned.
* Coffee grounds are disposed of in the trash, not in the sink.
* Garbage disposal must be clean.

Cleaning supplies, including vacuum cleaners are available for your use in a specially marked custodial closet between the men’s and women’s restrooms at the end of the Education Wing hallway. See building diagram attached.

If any problems occur, including plumbing problems that cannot be resolved, please notify the Event Coordinator. If the Event Coordinator is not available, please use emergency numbers posted by telephone at the Welcome Desk and kitchen.

Any abuse of these policies may result in termination of your ability to schedule the facility.

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I have read the building use policy/procedures and agree to adhere to its use.

**Waiver of Liability**

In consideration of receiving permission from MUMC to enter on the premises, the receipt of permission having been acknowledged, and in further consideration of receiving permission to participate in any activities on the premises of MUMC, receipt of permission being also acknowledged, each of the undersigned (representing all individuals associated with the event being scheduled) release MUMC, its agents, officers, servants and employees of and from any and all liability, claims, demands, actions and causes of action whatsoever, arising or related to any loss, damage, or injury, including death, that may be sustained by any or each of the undersigned, or any property of any or each of the undersigned, while in or on these premises, or en route to or from the premises.

Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Primary Contact Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Secondary Contact Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Secondary Contact Signature