



FIRST UNITED METHODIST CHURCH
W I N T E R P A R K

FACILITIES USAGE POLICY

Revised October 2017



FIRST UNITED METHODIST CHURCH
WINTER PARK

FACILITIES USAGE POLICY

The Church's facilities were provided through God's benevolence and by the sacrificial generosity of Church members. The Church therefore desires that its facilities be used always to God's glory and facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the Church's faith or moral teachings. This restricted facility use is necessary for two important reasons. First, the Church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Second, it is very important to the Church that it presents a consistent message to the community, which the Church staff and members conscientiously maintain as part of their witness to the Gospel of Jesus Christ. To allow facilities to be used by groups or persons who express beliefs or engage in practices contrary to the Church's faith would have a severe negative impact on the message that the Church strives to promote. It could also be a source of confusion to Church members and the community because they may reasonably perceive that by allowing use of our facilities, the Church is in agreement with the beliefs or practices of the persons or groups using church facilities. We also do not make either the Sanctuary or the Chapel available for a worship event to groups or individuals not affiliated with our church or the Florida Methodist Conference. First United Methodist Church of Winter Park is committed to the use of its campus and buildings as an integral part of its mission to change lives, communities, and the world. This mission statement will guide the decision-making process for any consideration of special uses of the building and grounds.

Building use and activities are reviewed and approved through the Board of Trustees.

GUIDELINES

1) Church Events

Examples: Church or ministry meetings, church or ministry banquets

- All events are scheduled on a first come, first serve basis
- Calendar requests should be submitted at least two weeks prior to the event
- Multiple events can be scheduled for the same room on the same day, but set up and cleaning requirements must be taken into consideration
- All events must end by 10:00 PM during the week and 6:00 PM on Saturdays

2) Ministry Related Events

Examples: Any event that may be associated with FUMCWP, but isn't necessarily a planned or scheduled event of one of the church's ministries.

- Ministry related events will be assessed a facility usage fee but FUMCWP reserves the right to adjust the rates accordingly
- Calendar requests must be submitted at least two weeks prior to the event



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3) Private Events

Examples: Weddings, receptions, showers, banquets, anniversary parties, Christian school activities, company meetings/functions, school testing, graduations, sports practices, etc.

- Private events will be accessed a facility usage fee, but FUMCWP reserves the right to make exceptions
- All events are scheduled on a first come, first serve basis and church events have precedence
- Calendar requests should be submitted at least two weeks prior to the event
- Depending on the type of event and the desired use of the facility, multiple events may be scheduled on the same day
- All events must end by 10:00 PM during the week and 6:00 PM on Saturdays, but FUMCWP reserves the right to make an exception depending on the event
- We do not host graduation parties or any kind of birthday parties.
- Company meetings/functions, sports practices, and large scale events of non- FUMCWP members require a certificate of liability or a Hold Harmless Agreement.

PRIORITIES FOR USE

- Regularly scheduled services and meetings of the FUMCWP congregation
- Regularly scheduled services and events of FUMCWP ministries
- Activities and events of members of FUMCWP
- Activities and events of ministries and organizations supported by FUMCWP
- Communities and non-profit organizations and service groups
- Other groups and organizations

TERMS OF AGREEMENT

- 1) A signed Facility Rental Form and Facilities Use Policy and Instructions is required before any private use of the facilities. They must be signed by one or more contracting individuals who will be legally responsible to FUMCWP for use of the facilities, as well as any damage or misuse.
- 2) No activity within the building or on the grounds of FUMCWP will contradict with the basic doctrines of the church or give in any way the appearance of dishonor toward God.
- 3) FUMCWP shall not be used for personal or corporate business monetary gain. "For profit" activity, or any activity designed to generate future profit is prohibited.
- 4) The person responsible for a function must be an adult 21 years of age or older. We may make an exception to this rule for staff members. This person must be present for the duration of the function and is responsible for maintaining all rules and policies of FUMCWP.
- 5) The contracting individual(s) will be required to hold FUMCWP harmless from any damages, claim, or demand arising out of the use of church premises by any persons participating in the event.



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- 6) The contracting individual(s) will be responsible to comply with the rules as contained in in the Facilities Usage Policy and any rules posted on the campus.
- 7) Any infraction of state or city ordinances on church property will be handled in an official manner. The proper authorities will be contacted (security coordinator, police, emergency services, etc.)
- 8) In case of doubt or uncertainty by any outside person or group of the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, FUMCWP reserves the right to forfeit immediately the use of any part of the facility.
- 9) Failure to comply with the terms of this policy may result in future rejections to use the campus and facilities of FUMCWP.

RULES AND REGULATIONS

- **PROPERTY**

Anyone using our facilities is expected to exercise care and judgment in order to prevent defacement, damage or breakage.

- **ROOM SETUP**

Many of our rooms have standard pre-approved setups. If custom setups are needed, these are subject to approval by the Director of Operations and may incur additional setup fees.

- **EQUIPMENT**

Church equipment must be managed and run by church staff and is not loaned outside the church facility (except for church-sponsored activities) unless otherwise approved by the Operations Director. Any equipment rented from an outside source must be delivered no later than 24 hours prior to the event and must be removed within 24 hours of your event.

- **KITCHEN USE**

The FUMCWP main kitchen is reserved for FUMCWP food service staff only unless arrangements are made and approved ahead of time.

- **SMOKING**

There is no smoking in the facilities of FUMCWP.

- **ALCOHOL AND DRUGS**

The serving, consumption or use of these products is not permitted at any time on church property. This includes outdoor courts and parking lots. Failure to comply with this regulation will lead to immediate expulsion from the property.



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- **MUSIC**

You may have music played for your event, but **MUST** be cleared through the office of the Operations Director or your Wedding Coordinator.

- **FOOD SERVICE**

Food service for your event may be requested, but will ultimately be approved by our Food Service Coordinator. The Food Service Coordinator will determine all fees associated with catering your event. Outside caterers are welcome, but they must submit a copy of their business license and proof of insurance and be approved by our Food Service Coordinator. Food or drink brought in for your event requires approval from the Food Service Coordinator and must be properly taken care of or disposed of after the event.

- **DECORATIONS**

The church does not provide decorations. No nails, tacks, staples, pins or anything that will damage church property may be used. Any decorations you bring must be cleaned up and removed immediately following your event.

- **WEDDINGS**

Please refer to our “Wedding Policies and Procedures” for guidelines specific to hosting your wedding at FUMCWP.

- **EMERGENCY SCHEDULING CONFLICTS**

FUMCWP reserves the right to pre-empt any facility use for its own in cases of emergency, such as funerals. Notice will be provided as early as possible.

- **SECURITY**

FUMCWP is not responsible for theft or damage to personal property.

- **WALK THROUGH**

If interested, you may visit and tour the facilities prior to booking your event. All escorted tours must be scheduled through the Event Coordinator’s office.



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REQUIRED FEES

Location	Non Member	Member
Sanctuary	N/A	\$825.00
Chapel	N/A	\$675.00
Fellowship Hall	\$75.00/hr	\$50.00/hr
Half Day (up to 6 hrs)	\$350.00	\$250.00
Full Day (6 hrs plus)	\$700.00	\$475.00
Wesleyan Rooms 236,238	\$50/hr	\$25/hr
Wesleyan Rooms 204, 205, 206	\$25/hr	\$15/hr
Gym	\$150/hr	\$75/hr
Half Day (up to 6 hrs)	\$700	\$350
Full Day (6 hrs plus)	\$1400	\$700
MFLC Room 313	\$50/hr	\$35/hr
MFLC Rooms 316, 305 (dance)	\$35/hr	\$20/hr
MFLC Rooms 315, 319, 320, 321	\$25/hr	\$15/hr

We are available to discuss fees for special events upon request. In addition, Christian groups requesting overnight stays in the Family Life Center will be considered for approval on an individual basis.

These fees are for standard room setups. An additional fee will be charged for custom set up based on complexity and quantities of tables and chairs. This fee ranges from \$100-\$400.

Payment Policy

Half of the fees are due upon booking the event and signing the Facility Rental Form and Facilities Use Policy and Instructions form. Final payment is due the day of your event. Checks should be made payable to First United Methodist Church Winter Park.



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FAMILY LIFE CENTER OVERNIGHT GUESTS

First United Methodist Church of Winter Park receives requests from groups who wish to use the Family Life Center (FLC) for overnight visits. Most requests are from youth and college groups coming to Orlando for both service projects and recreation. The policy for overnight visits is as follows:

1. Overnight visit requests will be reviewed and approved by the following: Director of Operations and Director of the Family Life Center.
2. Overnight visits will be accommodated in the FLC in an area designated by the Director of the FLC
3. Upon arrival an adult leader will be given a tour of the facility.
4. No smoking, alcohol, or illegal drugs are allowed on church premises.
5. At least two adult leaders must remain with students in the FLC at all times.
6. There must be a ratio of one female leader to every eight female students and one male for every eight male students.
7. Church vehicles will not be available for use.
8. Groups will park in proper parking spaces. Do not park in fire lanes or no parking areas.
9. Kitchen facilities may be used only when supervised directly by an adult leader and with training by the Director of the FLC. Kitchen must be kept clean and group's food labeled and kept in assigned areas.
10. A refrigerator, freezer and ice machine are available for use.
11. Shower facilities will be available upon request and must be left clean and as they were when group arrived. Group members must provide their own towels.
12. Laundry facilities will be available upon request and must be supervised by the Director of the FLC.
13. Group members should wear proper attire while visiting the church.
14. Groups must stay within their designated areas as determined by the Director of the FLC
15. Each group booking the facility for overnight visits will be required to provide a "Certificate of Insurance Coverage" listing FUMCWP as an additionally insured location covering the duration of the group's stay. The applicant shall supply a "Certificate of Insurance" reflecting minimum coverage of \$500,000.00 per occurrence and \$1,000,000.00 property damage. The certificate must be received 5 days prior to group's arrival.
16. The following charges will be assessed each group. All fees are due in full upon arrival on church property.
 - a. Refundable damage deposit per stay - \$200.00



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FUMCWP FACILITY RENTAL FORM

Original contact date: _____ **Date of function:** _____

Event Name: _____

Contact name: _____ **Contact phone number:** _____

Email: _____

Room/Rooms assigned: _____

Estimated number of attendees: _____ **Estimated number of meals ordered:** _____

Event Start Time: _____ **Event End Time:** _____

Set-up Time Requested: _____ **Tear-down Time Requested:** _____

Sound (A/V) Needs Yes Details: _____

MFLC Kitchen Needs Yes Details: _____

Room Setup/Teardown Needs Yes Details: _____
(Separate Form required)

Caterer (internal/external) Yes Name: _____

Equipment Drop Off-Set up Needed

Yes Details: _____
 No

1. The event will be governed by the FUMCWP policies which I have received a copy.
2. The applicant/organization agrees to abide by the policies governing the facilities and is responsible for charges incurred.
3. The applicant agrees to hold harmless the First United Methodist Church Winter Park from all liability arising out of the applicant's use of facility.

Applicant Signature _____ **Date:** _____

Staff Signature _____ **Date:** _____



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Facilities Use Policy and Instructions

The First United Methodist Church of Winter Park (FUMCWP) recognizes that various groups, both from within the church and from outside the church, will make requests to hold meetings, functions, concerts, conferences, etc. using the church property. In order to meet the needs of the community while complying with church policy and the Internal Revenue Code, the church has set forth the following guidelines when leasing/renting property. These guidelines are to be used in conjunction with the "Facilities Usage Policy and "Facility Rental" form.

- 1) The church shall lease/rent property to only federal tax-exempt organizations and church members without requiring approval of the Director of Operations.
- 2) Non-exempt organizations lease/rental are subject to Trustees reviews and must not be considered "substantial" with regard to the exempt purpose of the church.
- 3) The applicant hereby agrees to indemnify and hold harmless the FUMCWP from all liability arising out of the applicant's use of the facility.
- 4) All leasers/renters must provide a "Certificate of Insurance Coverage" listing FUMCWP as an additionally insured location covering the duration of the lease/rental. Individuals should provide proof of homeowners or personal liability insurance. The applicant shall supply a "Certificate of Insurance" reflecting minimum coverage of \$500,000.00 per occurrence and \$1,000,000.00 property damage within ten (10) days prior to the requested date.
- 5) All lease/rentals must be cleared through the Director of Operations and must have a completed and signed "Application for Facilities Use" form.
- 6) All leasers/renters must agree to a facilities fee schedule and any deposit requirements: 1) 50% facility use deposit due with signed contract; if event is cancelled within 14 days of the event date, deposit will be forfeited; 2) \$250.00 damage deposit to be held by separate check with signed contract; 3) all deposits must be received with signed contract.
- 7) All users must pay remaining fees prior to their scheduled function. Rental fee is based on time in, time out, starting with the first person in the building and the last person of the building.
- 8) Childcare and/or childcare space is not available for non-church events unless arranged by FUMCWP.
- 9) If the program or event includes children FUMCWP's Safe Sanctuary policy must be followed.
- 10) If damage occurs, the amount deducted from the Damage Deposit will be determined by the cost of materials and labor needed to repair the facility. Additional billings may occur depending upon the extent of the damage.

The Damage deposit will be retained by the FUMCWP for the reasons listed below:

- A. Damage to building, equipment or property
- B. Failure to leave the building at the scheduled time
- C. Use of rooms in the facility that were not rented by the lessee
- D. Misrepresentation of the organization or the type of activity scheduled
- E. Any damages sustained as a result of breach of the rental agreement or these rules and regulations

Damage deposits will not be applied toward the rental fees. The facility will not be reserved until the reservation deposit has been made and rental agreement has been turned in. Damage Deposit to be refunded or a statement setting forth the damages to the lessee by mail within 15 days after the rental date.



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11) The Sponsor of the event is responsible for clean-up; clean-up will include:

- A. Clearing all tables including table coverings
- B. Picking up trash off the floors
- C. Empty all trash cans in lined garbage cans
- D. All garbage and trash must be taken to the dumpster
- E. All spills mopped up from floors, counters, tables
- F. All decorations, plants, floral arrangements, etc. must be removed

If the above cleanup is not performed, the damage deposit will be forfeited.

12) The use of nails, tape, or staples on the walls or banisters is prohibited as is the use of glitter and confetti. Tape is allowed for the tables and the padded gym walls if removed at the end of the event.

13) No decorations will be hung from the ceiling or lighting fixtures.

14) The dispersing of rice or birdseed within the facility is prohibited. Any birdseed or rice in the building is an immediate loss of damage deposit.

15) Hours reserved should include the total activity time that the facility will be in use: set-up, activity time and cleanup. All changes in arrangements including time changes must be accepted by FUMCWP before going into effect.

16) The Sponsor of any event will be responsible for the orderly conduct of individual participants. All children must be under adult supervision. Beside the use of restroom facilities, each person from the event must stay in the designated event area.

17) The FUMCWP will not be responsible for any articles left at the facility.

18) Vandalism, breakage, and possible hazardous conditions must be reported immediately to the on duty FUMCWP staff member.

19) There is to be NO SMOKING in the facilities of FUMCWP.

20) There are to be NO ALCOHOLIC BEVERAGES in the facilities of FUMCWP.

21) Arrangements for rental equipment drop off and pick up must be cleared through the FUMCWP event coordinator prior to the reservation date.

22) In addition to calling before the event, cancellations must be sent in writing to FUMCWP by the person originally booking the event.

23) The above stipulations are not meant to be exhaustive of other possible church requirements depending upon the nature of the use of its facilities. Facilities Use Fees are subject to change. All events held in this church are subject to review regarding their content and purpose. The church reserves the right to refuse any and all such use of its facilities for events and uses the church considers not to be in keeping with its Christian principles or in accord with the beliefs of the FUMCWP. The church also reserves the right to require that non-refundable deposits be made in advance for facilities use. Should the church determine that the organization or group has inappropriately used and/or abused church facilities, it shall refuse any further use of church facilities.

I have read and agreed to the above stipulations and have noted all necessary information regarding the proposed event as requested on the "Application for Facilities Use" form. I understand that I am responsible for the accuracy of all information and all fees incurred as a result of the described event.

(Signature of Event Coordinator) _____ Date _____