



BUILDING USE POLICY

HOPE UNITED METHODIST CHURCH

Hopeinmarshalltown@gmail.com

VISION STATEMENT

Hope United Methodist Church (HOPE UMC) seeks to be a vital church connecting people with God and with others. Our vision statement is:

“Hearts and Hands to the world, Open to all, Pathways for finding God, Empowering Change.”

OUR AFFIRMATION OF WELCOME

Welcome to Hope United Methodist Church! Wherever you are in your faith journey, Hope UMC welcomes and affirms all persons without regard to anything which threatens to divide God’s family. We are a caring church; we commit ourselves to loving acts of invitation, hospitality and reconciliation, providing ministry to, for and with all persons. Hope United Methodist Church welcomes all persons, is a caring community who committed to loving God and neighbor through worship and service to others.

THE MINISTRY OF OUR CHURCH BUILDING AND FACILITIES

The building and facilities of the Hope UMC have been constructed to the Glory of God and are held in trust for the General United Methodist Church by the local Hope Leadership Team (HLT) under the supervision of our appointed pastor. The HLT and all staff appointed by the area bishop are responsible for the maintenance and care of the facilities and for determining their use. Hope UMC and the HLT reserve the right to make final determinations as to whether a group/individual may use the church’s building, facilities, or equipment. No commitment for building use is finalized until an application/covenant has been completed and been reviewed by the HLT or its designee.

Our goal is to welcome others as we would Christ through the ministry of our church building and property. We aim to treat all who walk through our doors as guests in God’s house. The use of our building becomes an extension of our vision and mission to share the gospel in a variety of ways. We actively desire to seek ways to utilize our building in fulfillment of our mission.

We welcome the use of facilities for special birthday celebrations, anniversaries, graduation receptions, Eagle Scout ceremonies, recitals and concerts, and gatherings that bring people together for social, educational, missional, or cultural occasions.

Hope UMC has had a relationship with community organizations for ongoing use of the facility. Other local organizations and individuals have also used our facilities for one-time or short-term usage. Our first priority is for the program ministries and membership needs of this local congregation. We will accommodate the needs of other non-profit groups and organizations, but these needs must be reviewed by the HLT or its designee.

Approval of the use of the facilities and grounds does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by Hope UMC. Hope UMC reserves the right to have a church representative at any meeting or event on the premises. Hope UMC reserves the right to refuse a group.

The use of the building, facilities, and equipment results in expenses to the church. This policy details financial contribution amounts that will be used to help defray this expense.

AUTHORIZATION FOR BUILDING AND FACILITY USE

All organizations and individuals (members or nonmembers) will need to submit an application form with the office manager for use of any part of the facility. This application will be reviewed and approved by the HLT or their designees. Organizations or activities that are not compatible with the basic mission and ministry and ideals of the church will not be accepted. Worship and activities of Hope UMC will have top priority in scheduling the use of the building and facilities.

The pastor and/or office manager will make the day-to-day decisions concerning the overall use of the facilities in accordance with this policy. All who use our building and equipment are to follow all the guidelines that are found within this *Church Building Use* document.

EMERGENCY SCHEDULING CONFLICTS

The church reserves the right to preempt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

GENERAL CONDITIONS AND RESTRICTIONS

1. Smoking is prohibited inside the church building and on church grounds.
2. Use and /or distribution of alcoholic beverages and /or illegal drugs is prohibited on church property.
3. All weapons are prohibited on church property.
4. Gambling activities are not permitted.
5. Entrance doors to the building must not be “propped” open unless for loading or unloading.
6. Candles, or incense, or other open-flame devices are not permitted except in the observance of a religious service and must be given exemption by the HLT or its designee.
7. Because of potential damage, tape, adhesives, staples, or tacks are not to be used on any wall surface without prior approval by the HLT or its designee. Additionally, nothing is to be mounted on doors, windows, or glass that could cause damage.
8. Animals are not permitted unless they are service animals used in aiding an individual or when otherwise approved by the HLT.
9. Liquids and /or foods are not permitted in the sanctuary. Water bottles or glasses of water can be used by individuals leading worship.
10. Certain rooms, facilities, and equipment – such as the staff offices, copiers, and computers – may be designated as not available.

11. Heating and cooling controls are preset and should not be disturbed or adjusted by the organization or individual using the facility.
12. Groups may only use the rooms, facilities, and equipment for which they have applied and been approved, plus restrooms.
13. Hope UMC shall indemnify itself from all and any liability for harm to any person(s) or property caused or claimed for any reason while this building, facilities, and equipment are used by the organization or individual. The responsibility and liability for injury to person(s) or damage of property must be assumed by the organization or individual involved.
14. The individual or organization's representative seeking use of the building must be present from the time of entry into the facility until the time of departure and is responsible for making sure all lights are shut off and all doors are closed and locked.
15. The applicant will provide adequate and competent adult supervision to all minors during the time of use. Minors are not to be allowed to freely roam about the facilities unsupervised.
16. The person(s) or groups using the facility or grounds will agree to restore to the original condition any property destroyed or suffering from excessive wear and tear because of their use of the facility. Any equipment or supplies destroyed or missing will be replaced by Hope UMC with equipment or supplies of equal quality and the cost will then be charged to the applicant.
17. All groups and individuals are required to clean-up after using the facilities. The room and facilities are required to be returned to order of arrangements they were in before the scheduled use. All trash will be removed and placed in the dumpster on the north side of the building. All trash must be placed within the dumpster and not on the ground around it. Should there be a spill, please clean the floors immediately. Tile floors should be clean of any liquids or food. Carpeted floors should be blotted with water-soaked paper towels and dried with paper towels. As needed, please notify the church staff and report the spill so it can be given immediate attention. If extra custodial service is required, then the cost will be charged to the applicant.
18. At the conclusion of any activity, all food and personal items must be removed.
19. No organization or individual may sublet their use of the facilities to any other group;
20. Please be aware that events, even recurring ones, may be rescheduled at the discretion of the pastor, in conversation with the HLT.
21. Groups and individuals using the facilities must observe their stated hours of beginning and ending.

LIABILITIES AND PROOF OF INSURANCE

1. Damage to the building, facilities, and broken or missing equipment will be the responsibility of the organization or individual using the facilities.
2. Insurance:
 - a. Hope UMC is not responsible for accidents, injuries, or loss of personal property in connection with use of its facilities. Hope UMC will require liability insurance in an amount of one million dollars (\$1,000,000). Certificate of insurance must be submitted with paperwork for using this space for all events requiring liability insurance. Insurance must list Hope UMC as "additional insured endorsement" for up to one million dollars (\$1,000,000) for specific locations and dates of the event.
 - b. Exceptions can be made on approval of the Hope Leadership Team or its designee to accept a signed waiver of liability by organizations and individuals desiring to utilize the building, facilities, and equipment.
3. If at all possible, all groups requesting use of the facilities must provide proof of non-profit status.

KITCHEN USE AND GUIDELINES

1. Food/beverage service is restricted to our kitchen, fellowship hall and foyer. Exceptions may be made for other rooms, but need to be requested and approved by the HLT or its designees.
 2. Groups may use the kitchen facilities for cooking, beverage service, food storage, refrigerators and microwaves as long as they have requested. Groups/individuals using the kitchen must follow the guidelines posted in the kitchen.
 3. It is recommended for all outside groups desiring to use the kitchen to bring in all of their own dishware, tableware, and table linens. Groups/individuals must obtain approval for use of any church-owned dishes, glasses, utensils, and table linens. All church-owned items must be properly cleaned and returned to their original places.
 4. Food placed in refrigerators/freezers must be disposed of at the time of departure.
 5. At the time of departure, counters and all equipment in the kitchen area should be free of all clutter and food service materials. Counters must be wiped down and clean. All tabletops in the fellowship hall, if used, must be wiped down and clean.
 6. Do not drag tables and chairs across the floors.
 7. See all other items listed under the General Conditions and Restrictions of this document.
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USE OF AUDIO-VISUAL EQUIPMENT AND ACCESS TO INTERNET

Wireless internet access is available for use upon request. The wireless internet password can be obtained from the office manager. The viewing or access of any material that is not consistent with the overall ministry of the church is prohibited.

Use of any audio-visual equipment must receive prior approval from the HLT or its designee. Using the equipment in our sanctuary requires one of our audio-visual team to be present and there will be an additional contribution for that service.

USE OF PIANO(S) AND ORGAN

Upon approval by the church accompanist or the worship arts director or the pastor, members may use the piano(s) and organ for practicing if they can provide proof that they are students taking formal lessons. The date and time for practicing on the instrument needs to be cleared with the office manager.

Piano recitals can be held upon approval of the HLT or its designee. No objects, especially flowers, will be placed on the piano/organ.

USE OF NURSERY

Persons using this space must adhere to the policies outlined in our Safe Sanctuary Policy. Two adults (over 18 years of age) must be present to use this space.

PARKING

Designated handicapped parking spaces are to be observed. There is no parking under the driveway canopy, except to unload or load items.

BICYCLES AND SKATEBOARDS

No bicycles or skateboards are allowed inside the church facility. No sport bicycling or sport skateboarding is allowed on church property.

SECURITY

Our church works to maintain a safe and secure environment within the facility. However, no systems are foolproof. We ask all users to pay close and careful attention to personal property and valuables. Do not leave them unattended. The church is not responsible for any theft or damage to personal property. As part of our building-use policy, we do ask all users to adhere to all security guidelines, especially be sure that doors are locked and all lights are turned off. All groups will ensure that all of its members are contained within the agreed upon area for the event and that its members do not visit other parts of the church.

KEYS

If and when keys are absolutely needed by an outside group or individual, they will be issued by the office manager. There will be a \$50 key deposit, which will be refunded once the key is returned. Keys are to be returned immediately upon the completion of the event. Outside groups or individuals who do not return the issued key(s) within five (5) days of the event will forfeit the deposit. Refund of key deposit will be issued only when the key is returned on time. No copies of keys are to be made. The office manager will keep a list of key holders and will routinely confirm that the designated key holder still has it and has need of it.

CONTRIBUTION AMOUNTS

Members are defined as persons who are on our membership rolls. Even though there may be listed “no charge” for church members, please know that donations are always welcomed to help defray expenses. Members may refer to the amounts listed on the application form as a guide for making their contribution(s). Non-Profit (501.C) groups will be required to use the amounts listed for non-members as a minimum for making their contribution(s) to the church for building use. Any additional contributions are always welcome.

Fellowship Hall/Foyer

Member: No charge

Non-member: \$50 for 1-3 hours; \$20 every hour after 3 hours

Church Kitchen

Member: No charge

Non-member: \$50 for 1-3 hours; \$20 every hour after 3 hours

Sanctuary

Member: No charge

Non-member: \$50 for 1-3 hours; \$20 every hour after 3 hours

Nursery

Member: No charge

Non-member: \$20

***Custodial service donation: \$25/hour (as needed) if extra custodial assistance is required. Please assist our custodian with set-ups and tear-downs of spaces whenever it is possible.

***Weddings have their own contribution amounts. Please refer to our Wedding Guidelines/Policy

DAMAGE DEPOSIT

The reserving group (non-members) will leave the damage deposit with the office manager. The damage deposit shall be returned in full or partial after an inspection has been completed following the event. The deposit will be in the amount of \$50. Checks need to be made out to Hope UMC. Deposits will be returned within five to ten working days after the event, depending upon any damages.

SPACE SHARING CONTRACT
HOPE UNITED METHODIST CHURCH
2203 S 3RD AVE
MARSHALLTOWN, IA 50158
641-752-5104

<https://lifeinhopemarshalltown.org/>

Please provide the following information and return the form(s) to the church for approval.

Name of Group _____

Person making the Request (must be at least 21 years old) _____

Email address _____

Telephone number _____

THIS REQUEST IS FOR:

1) **Recurring Event:** Describe the day of month, e.g., "the first Tuesday of every month",
"every Tuesday." _____

Time _____ Starting Date _____ Ending Date _____

2) **Single Event:** Date _____ Time _____

3) **Give Details Here:**

a. Room(s) requested _____

b. For the purpose of _____

c. No. of people in attendance _____

d. Will you require any special set-up? _____

e. Will you require sound/audio-visual? _____

f. Will you use the kitchen? _____ (must complete Kitchen Contract Form)

g. Will you use piano/organ? _____ (must complete Piano/Organ Rider)

h. Will you use the Nursery? _____ (must complete Nursery use form)

i. Do you require a key? _____ (must complete key deposit form)

Read & Initial the following statements:

I have read the Building Use Policies & understand them & my obligation & responsibility in keeping them. _____

I have read & agree to our deposit & contribution amounts for using our facilities. _____

I release Hope United Methodist Church from any and all liability, past, present and future, arising from use of the church facilities. _____.

Signature _____

Complete Address _____

This is approved by _____ on _____

Deposit made: _____ Deposit Returned: _____

KEY REQUEST FORM
HOPE UNITED METHODIST CHURCH
2203 S 3RD AVE
MARSHALLTOWN, IA 50158
641-752-5104

<https://lifeinhopemarshalltown.org/>

Please turn in to the office manager when completed to receive a key.

Person Requesting Key Name (must be at least 21 years old):

Address _____

Telephone (H) _____ (C) _____

Email _____

I understand that a key is issued to me for my sole use only. I will not have copies or duplicates of the key made, nor will I allow others to do so. When our event is completed, I will return the key to the office manager immediately. If this key is lost or stolen, I will report it immediately to building's custodian and office manager. I am aware that I will be liable for the cost of new key (s)/lock(s). I have read the building use policy and agree to follow it.

Signature of the person requesting the key _____

Reason for the key request:

Program/Activity _____

Activity Days/Date _____

Position of person making request _____

Expected return/term expiration _____

\$50 deposit will be refunded when the key is returned on time.

Date of issue _____ Type of Key (s) _____

Request approved by _____

Date the Key returned on _____

Person returning key(s) _____

Key(s) received by _____

END OF EVENT CHECKLIST
HOPE UNITED METHODIST CHURCH
2203 S 3RD AVE
MARSHALLTOWN, IA 50158
641-752-5104

<https://lifeinhopemarshalltown.org/>
Please turn this in to the office manager

Event Date _____ Group _____

Signature of Group Representative/Individual _____

- _____ All tables and chairs are returned to proper place of origin within the space. The room has been tidied.
- _____ No adhesive, tape, pins, nails, or tacks were used to secure decorations/signage and so forth. If so, adhesive has been removed. (There may be a charge for repairing any holes or major marks on the walls.)
- _____ All trash has been removed and placed in outside receptacles.
- _____ All counters and tables have been wiped off and cleaned.
- _____ Floors have been swept and mopped as needed
- _____ The kitchen (if used) was left clean, including sinks, and garbage removed.
- _____ All leftover food has been taken out.
- _____ Bathroom facilities are clean and lights are turned off.
- _____ All equipment, especially AV items have been put away and secured.
- _____ All lights are off in the space used.
- _____ Doors are locked.
- _____ Event began and ended on time.
- _____ Any further notes:

Checklist reviewed by _____ Date _____

Amount and date of any deposits returned via postal mail: _____

KITCHEN CONTRACT FORM
HOPE UNITED METHODIST CHURCH
2203 S 3RD AVE
MARSHALLTOWN, IA 50158
641-752-5104

<https://lifeinhopemarshalltown.org/>

I/We, _____ of _____ agree to
use the kitchen facilities at the contribution deposit and use amount.

It is understood that the deposit will be returned after use and inspection of the kitchen.

By signing this agreement, I/we agree that we have read and will adhere to all the church
policies for building use and especially for using the kitchen facilities and equipment.

By signing this form, I/we release Hope United Methodist Church from any and all liability, past,
present and future, arising from use of the church facilities.

Signature of the user (must be at least 21 years old)

Complete address _____

Email _____

Telephone H: _____ C: _____

Approved by _____ on _____

Deposit made: _____ Deposit Returned: _____

PIANO(S) AND ORGAN USEAGE REQUEST FORM

HOPE UNITED METHODIST CHURCH

2203 S 3RD AVE

MARSHALLTOWN, IA 50158

641-752-5104

<https://lifeinhopemarshalltown.org/>

This rider **must be signed** by the same person completing the building use form.

I, the undersigned individual and responsible party for securing the use of the sanctuary of Hope United Methodist Church for the purpose of a music recital/performance, do hereby assume full and sole responsibility for any and all damages to the piano or organ caused during the period of my rental by anyone; and if damaged I hereby agree to pay upon demand for repair or replacement of either instrument at the discretion of the HLT of the Hope United Methodist Church.

Event date: _____

Time: _____

Signature of the user (must be at least 21 years old): _____

Complete address _____

Email _____

Telephone H: _____ C: _____

Approved by _____ on _____

Deposit made: _____ Deposit Returned: _____