

## BUILDING USE POLICY

### PANAMA CITY FIRST UNITED METHODIST CHURCH

It is our intention that Church facilities be used for the glory of God. Decisions concerning use of church facilities will be guided by the fact they have been dedicated to worship, Christian education, community service, or other related activities. In addition to providing space for its own activities and members, First United Methodist Church offers space to organizations and groups which serve the needs and interests of the community; however, their purposes and goals must be consistent with the doctrines, beliefs, and social principles of the First United Methodist Church. Panama City First United Methodist Church does not discriminate in the use of our facilities on the basis of race, color, sex, ethnicity or national origin. Profit-making organizations and political groups will not be permitted to use our facilities.

Building usage fees are designed to cover or contribute towards the costs incurred in or resulting from the use of the facilities, and include some contribution towards upkeep of the building. Permission to use facilities may be granted to individuals, groups or organizations and all facility requests **must be placed on the church calendar**.

Administration of the building use policy will be delegated to the following FUMC staff: The Director of Education will be responsible for putting all events on the regular church calendar. Any activities to be scheduled in the CLC will be the responsibility of the Recreational Minister. Any person who rents a church facility must also coordinate through the Finance Director/Administrator. After the facility rented period is completed, the facility must be inspected and cleared by the Church Janitor in order to receive any previously paid deposits.

### GENERAL CONDITIONS OF BUILDING USE AGREEMENT

1. The Building User is responsible for any damage and or loss of FUMC property and equipment. Known damage must be reported to the church office within 24 hours after the use of the facilities. The church Janitorial Department will be responsible for checking any damage that may have occurred during the rental period.
2. User is responsible for the safety and actions of any people brought or allowed onto FUMC property; therefore, the User must be present for the duration of the event.
3. Member/User must clean up area per assigned list or pay a cleaning custodian. If area is not cleaned to specifications, the cleaning custodian will clean the area and the cleaning fee will be charged to the User. A “before” and “after” check off list for the area rented will be available to the User to assist with proper cleanup.

4. No alterations or additions to the buildings including the hanging of items on the walls may be made without the express written permission of the Trustees.
5. No food or drink is allowed without permission.
6. Floors are to be restored to the condition they were prior to the building use or pay a cleaning custodian.
7. All trash and garbage generated by the user must be removed from the building and placed in the appropriate trash dumpster. Dumpsters are located at the end of the south parking lot of the Trinity Center and the west side of the CLC.
8. If additional cleaning is needed to restore the building to its original condition, the fee established by the cleaning custodian will be charged to the User and deducted from the deposit.
9. Thermostats are not to be adjusted or altered in any way.
10. Smoking or the use of any tobacco products is not permitted inside the building.
11. The use of alcoholic beverages is not permitted on church property.
12. The Gathering Place of the CLC will not be rented to members or non-members. Church groups may use this area **only** if they do not conflict with scheduled CLC activities.
13. No child or group of children must ever be left alone in a church facility.
14. FUMC is not responsible for items lost, damaged, or stolen.
15. Agreed dates and times will be determined when FUMC confirms an entry on its scheduling calendar. User will be informed by phone and will be required to prepay the use fee and deposit. If User requests more dates and time than specified in this agreement the use fee will be increased in proportion to the amount of additional use. If User exceeds the permitted use without prior confirmation, FUMC may charge an additional fee.
16. In order to qualify for the member discount the User must be a member of FUMC. The person must be on the membership rolls and defined in the Book of Discipline as a person who has been baptized and processed their faith.
17. CLC kitchen may only be rented when church chef is providing the cooking and supervision. If a banquet or gathering is the event, the gym must be rented along with the kitchen.

18. Staff members who sponsor events that enhance their ministry and church groups who sponsor fundraising events that will benefit the church will not be charged a rental fee.

19. A non-member or non-profit must provide a certificate of liability insurance in an amount satisfactory to the church before use of any church facility.

## **BUILDING USAGE FEES:**

### **The following groups will be required to pay the appropriate usage fees:**

- A. Church groups who host a onetime district event.\*
- B. Boy and Girl Scouts who host a onetime district event.\*  
Note\* Church groups who use other area church facilities at no cost for district meetings on a rotational basis will be allowed to use FUMC church facilities without usage fees in order to fit within the rotation.
- C. Weddings.
- D. Personal family events such as family reunions, birthday parties, anniversaries, bridal and baby showers, whether sponsored by church groups or family members are classified as personal events.
- E. Community service organizations which are non-profit and non-political in nature.
- F. Support or self-help groups not sponsored by the church which are non-profit and non-political in nature.
- G. Profit-making organizations and individuals whose purpose for the building usage requested are non-profit and non-political.

All fees are payable in advance. Deposits are in addition to the fees charged and shall be refunded after inspection of premises and payment of all cleaning fees and damage charges. The deposit shall not be utilized for the payment of cleaning or damage fees except in the case of a default in doing so by the User. No User who has previously defaulted in the payment of any fee related to the use of the facilities shall be allowed to use the facility until payment of all such outstanding fees, in addition to a late fee of 1% per month on the outstanding balance.

No building usage fees are involved in regular church sponsored activities and ministries of the church, since this is the primary purpose for the facilities.

Funerals and activities associated with the funeral will not require usage fees.

Rentals are either a Half day or Full day. There will be no adjusted hourly rates if a rental goes over the half day four hour time frame; the rate will then be computed on a full day rate.

Half Day Usage: a half day use is four ~~(4)~~(5) consecutive hours, including User setup, take down, the event and any dead time in between.

Full Day Usage: a full day use is considered any time over ~~(4)~~(5) hours up to (10) consecutive hours, including User setup, take down, the event and any dead time in between.

Any combination of full and half day usages may be put together to gain the total number of hours required for your specific facility usage.

**HOBBSCENTER**

	Member/Non-profit	Non-Member	Deposit
Half Day	\$50	\$75	\$100
Full Day	\$100	\$125	\$100

**TRINITYCENTER**

Classroom	Member/Non-profit	Non-Member	Deposit
Half Day	\$25	\$50	\$100
Full Day	\$50	\$100	\$100

Room + Kitchen	Member/Non-profit	Non-Member	Deposit
Half Day	\$75	\$150	\$300
Full Day	\$175	\$300	\$300

2 rooms + Kitchen	Member/Non-profit	Non-Member	Deposit
Half Day	\$100	\$275	\$300
Full Day	\$200	\$550	\$300

3 rooms + Kitchen	Member/Non-profit	Non-Member	Deposit
Half Day	\$200	\$425	\$300
Full Day	\$400	\$850	\$300

**MAINBUILDING (NON-WEDDING)**

Classroom	Member/Non-profit	Non-Member	Deposit
Half Day	\$50	\$75	\$100
Full Day	\$100	\$125	\$100

Chapel	Member/Non-profit	Non-Member	Deposit
Half Day	\$100	\$125	\$100
Full Day	\$200	\$250	\$100

Sanctuary	Member/Non-profit	Non-Member	Deposit
Half Day	\$200	\$300	\$200
Full Day	\$400	\$600	\$200

### COMMUNITYLIFECENTER

Gym	Member/Non-profit	Non-Member	Deposit
Half Day	\$300	\$500	\$300
Full Day	\$500	\$750	\$300

Locker Room	Member/Non-profit	Non-Member	Deposit
Half Day	\$50	\$150	\$100
Full Day	\$100	\$300	\$100

Kitchen*	Member/Non-profit	Non-Member	Deposit
Half Day	200	300	100
Full Day	300	500	100

\*Price includes cleanup and supervision. Meals cooked in the kitchen will be contracted with a Church cook for a per meal price. Only a church cook is permitted to provide meals prepared in the kitchen.

<b>Audio Visual Equipment</b>	Member/Non-profit	Non-Member
TV/DVD/VCR	10.00	20.00
Power Point Projector	25.00	35.00
*Gym Sound/Video System	10.00 per hour	25.00 per hour

\*Sound system in gymnasium must be operated by a church approved operator @ 25.00 per hour.

### FEE OPTIONS

**The Church does not have janitorial services or personnel to cover setup/take down or cleaning services when facilities are used. These services must be done by paid contract personnel. The User will communicate and agree with church staff on how the church facility is to be arranged prior to setup.**

**Fees do not include setup/take down or cleaning. These services are in addition to the above listed fees.**

### Member/Non-Profit Fee Procedures

Members/Non Profits may choose to setup/take down and clean the facility they used or pay the appropriate fees to have these services. In the event that a regularly scheduled

church service will held in the facility shortly following the rental term, FUMC may require the utilization of contract personnel to clean and set up the facilities for such service. Each facility area must be returned to its original state or setup for the next activity as requested by the Facility Manager. There is also a fee (\$10.00 per hour) for an Event Coordinator who will open and close the facility and be present the entire length of time the facility is used.

### **Non-members Fee Procedures**

Non-members must pay for an Event Coordinator (\$10.00 per hour) who is responsible for opening and closing the facility to be rented. The Event Coordinator will be present the entire length of time the facility is used.

Non-members must pay for setup/take down and cleaning fees. The number of personnel necessary for this service and the projected cost of these services will be placed on the facility use agreement. It should be understood by the User that any additional unforeseen costs such as extra cleaning will be added to the final costs. All facility setup/take down fees are \$20 per hour per person. All church facility cleaning fees will be contracted and the church will be responsible for contracting the number of personnel for these services. These fees are in addition to the usage fees and the deposit and shall be paid to the FUMC.

### **APPEAL OF BUILDING USE FEES**

The Trustees Committee with the approval of the Senior Pastor has the right to deny use of the First United Methodist Church facilities to any group or organization. The decision of the Trustees and Senior Pastor will be final.

Any group or person may request the waiver or reduction of usage fees alleging the fee to be a financial burden. This request shall be in writing setting forth the basis for the request and shall be directed to the Trustees. This request must be presented at the regular scheduled Trustee Committee meetings on the second Wednesday of each month. In the case of a regular Trustee meeting that is cancelled, a phone vote will be conducted so a decision is made in a timely manner.