

First United Methodist Church

107 N. COLLEGE STREET - FRANKLIN - KENTUCKY

Guidelines for Use of the Facility

Rev. February 2023

I. Purpose

The primary purpose of the Christian Life Center (CLC) is to reach out, receive and welcome people as they are; to help them relate to God; to nurture and help people grow in their faith and to send them back into the community to live and serve as Christians.

Our facilities are designed, built, and stand for the glory of God. The buildings and grounds are to provide a place for Christian worship, education, and fellowship for all believers. They also exist to help prepare person(s) to be in ministry in the wider community and world. Whenever possible, the facilities will be available as a meeting place for members and appropriate, non-profit groups in the church and the community.

II. Qualifications for Use of the Facilities

- A. Priority for the use of the facilities shall be given to members and organized groups which are a part of the ministry, organization, or sponsored activities of Franklin First United Methodist Church or its connectional agencies (Bowling Green District, Kentucky Conference, national boards and agencies, etc.).
- B. Non-profit groups which have a member or parent who is a member of FFUMC, but which are not a part of the ministry, organization or sponsored activity of our church or its connectional agencies, and which do not exist for purposes in opposition to the teachings of the church may request reservation of the facilities when they are available. The member of FFUMC (or the parent who is a member) should be present and accept responsibility for the facility during its use. These groups shall be referred to as "member sponsored non-profit groups".
- C. In the case of non-member groups who do not have a church member, consideration will be given and judgement made on the basis of the group and purpose. The final determination will be made by the Facility Coordinator and/or the Board of Trustees. *(Non-member groups requesting the use of the facilities must meet with the Facilities Coordinator before final permission will be granted.)*
- D. For-profit organizations may use the facilities only when invited by the Church Council. The services of the organization must meet a program need of the church.

III. Reservations

Reservations shall be made through the church office and shall be handled by the Facility Coordinator.

- A. FFUMC members, programs, groups, committees, and classes have priority and may make confirmed reservations as far in advance as necessary for the group's planning.
- B. United Methodist connectional agencies may make confirmed reservations as far in advance as necessary with the approval of the Facility Coordinator.
- C. Individual members and non-member groups may make confirmed reservations 15-30 days prior to the event. (Wedding arrangements not included.)

IV. Reservation Form/Deposits

After making a request, a representative from each group should obtain a reservation form from the church office. This should be filled out and returned immediately, showing times needed, set-up needed, and custodial assistance required. The event will be put on the church calendar when the reservation form and deposit are received and approved by the Facility Coordinator.

V. Building Use Fee

A. In the case of church sponsored groups and activated, no charge shall be made for building use. In the case of non-member groups, a daily charge and deposit will be made according to the following established guidelines.

B. DEPOSIT: A deposit is required by non-members who use the building. The deposit will be refunded within two weeks if the facilities are left clean and all equipment returned to proper place of storage in good repair. The amount of the CLC building deposit is \$250 to be paid at time of booking. Note: For non-profit groups that are not sponsored by a member the deposit is \$100 for kitchen and social hall. If the multipurpose room and kitchen are used the deposit is \$250.

C. FFUMC Use Fee Guidelines for **non-members**:

1. Sanctuary (other than wedding)	\$400
2. Sanctuary (wedding)	\$600
3. Chapel	\$100
4. CLC	\$200
5. Kitchen	\$100
6. Atrium	\$50
7. Gathering Room	\$50
8. Conference Room	\$25

D. SUPERVISORY FEE: For outside groups who do not have a church member who assumes responsibility for the group and for all large special events, an approved supervisor may be required. This supervisor will be paid an agreed upon hourly rate.

NOTE: *Outside groups planning to use the facilities must meet with the Facility Coordinator to finalize plans for set-up and use of equipment BEFORE final permission will be granted.*

VI. Guidelines for the Use of the Building

- A. Groups are restricted to those areas of the building and grounds it has reserved only.
- B. There shall be no alcoholic beverages or drugs allowed in the building or on the grounds.
- C. Smoking is prohibited inside the facilities.
- D. The sale of products and admission to the event shall be cleared with the Facility Coordinator and/or Board of Trustees.
- E. The facilities are available during these hours: 7:45 am – 9:30 pm. Special arrangements will need to be made for Saturday and Sunday afternoons. No activities may be scheduled on Holy Days or days the church office is closed.
- F. Non-member groups may be prohibited from using the facilities on Saturday nights due to the need to set up for Sunday morning services.

G. Parking will be permitted in designated parking areas only.

VII. Equipment, Furnishings, and Supplies

- A. Church owned equipment (tables, table coverings, chairs, audio visuals, kitchen equipment which includes utensils, pots, plates, punch bowls, crystal plates and cups, coffee pots) may be used by any appropriate scheduled church related function. *(There is a fee for use of tablecloths and an additional deposit will be required for some church equipment.)* This policy is restricted only by conflicts with scheduled programs at the church or by situations where adequate care or security cannot be given to the church equipment.
- B. Church owned equipment (tables, table coverings, chairs, audio visuals, kitchen equipment which includes utensils, pots, plates, punch bowls, crystal plates and cups, coffee pots) **shall not** be taken from the church. When items such as punch bowls, tablecloths, etc. are used, the items must be signed for and checked back in with the church office.
- C. The Facility Coordinator or church staff must observe the removal and return of items used. As mentioned in Section VII-Letter A, there is a deposit and/or fee required for the use of some items (for example, tablecloths, punch bowl, etc.). The church owns some tablecloths. The fee for use of the tablecloths is \$8.00 per cloth. The fee covers the cost of commercially cleaning tablecloths after use. Any other cloths or table covering must be furnished by the user.
- D. Exceptions to this policy will be made only by the FFUMC Board of Trustees.
- E. In the event of damaged or broken furniture or equipment, replacement in kind will be required by the group using the facility.
- F. All consumable supplies (paper products, food, beverages, etc.) shall be provided by the user group unless prior arrangements have been made.

VIII. Set-Up and Clean Up

- A. Set-Up
 - 1. Connectional groups and non-member groups using the facility shall assist in setting up the space and/or pay an additional fee.
 - 2. Furnishings and equipment shall not be moved into or out of the reserved space without prior written approval. Any special needs or equipment should be listed on the *FFUMC Facility Request Form* under Equipment Requested: See section VII, section A & B for details.
 - 3. Posters, decorations, etc. shall not be attached to walls or ceilings with anything that will mar the surface.
- B. Clean Up
 - 1. All groups using the facility shall be responsible for cleaning up the space used. (See the Kitchen Policies for a kitchen checklist.)
 - 2. All furnishings and equipment shall be returned to their original positions.
 - 3. The space shall be left clean, and all trash or garbage shall be disposed of in the outside container.
- C. There is a \$200 mandatory clean-up fee for weddings that involve both members and non-members.

IX. Kitchen Policies

- A. Use of kitchen and dining facilities is limited to members of FFUMC and those who have obtained permission by the Facilities Coordinator and/or Board of Trustees. Any member or organization using the kitchen or dining facility must fill out a request form with the church office. A deposit is required at the time of scheduling.
- B. Concerning kitchen equipment, persons in charge shall see that it is left clean and returned to its proper place. If the stove is used, be sure all burners are turned off and the stove is left clean. Also, we ask that you clean and put away all utensils, silverware, dishes, etc., that were used.

No equipment, dishes, utensils, etc., are to leave the kitchen for any reason.

Any damage to the kitchen or equipment requiring repair or replacement will be at the expense of the person or organization.

- C. Everyone using the church kitchen is:
 - 1. To be responsible for bringing and preparing their own food and beverages. The church does not provide any supplies such as coffee, sugar, cream, etc. or paper products.
 - 2. To be responsible for washing and putting away all dishes.
 - 3. To be responsible for following all items on the inspection Check List.

4. Inspection Check List	Yes	No
a. Dishes cleaned and put away	___	___
b. Kitchen counter tops clean	___	___
c. Cabinet fronts clean	___	___
d. Stove top clean	___	___
e. Steam table clean	___	___
f. Kitchen floor swept	___	___
g. No food left in the refrigerator	___	___
h. No food left on counters	___	___
i. Spills in refrigerator/freezer wiped out	___	___
j. Sinks rinsed out	___	___
k. Dishwasher and runways cleaned	___	___
l. Dirty towels/rags put in laundry basket	___	___
m. All trash taken out to the dumpster	___	___

- D. Items (such as bowls, pans, etc.) left in the kitchen over 60 days will be disposed of.
- E. Borrowing items from the kitchen: nothing is to be removed from the kitchen.

- F. All consumable supplies (paper products, food, beverages, etc.) shall be provided by the user group unless prior arrangements have been made.
- G. Any person or organization using the kitchen and dining facility will be responsible for disposing of leftover food and all garbage in the dumpster outside. Please take all personal dishes with you.
- H. Please leave the kitchen and dining area clean after use, lock the kitchen, and turn off all lights.
- I. Make sure all doors are closed and locked.
- J. If the organization is using a caterer, the member or organization must make the caterer aware of all kitchen policies.

Facility Reservation Form

Rev. February 2023

Reservation Date: _____ Time: From _____ am/pm To _____ am/pm

Name of Individual or Group: _____

Type of Event: _____ Estimated Attendance: _____

Name and contact number of the person who will assume responsibility for the facilities:

Name: _____ Cell Phone: _____

Email: _____ Work Phone: _____

Facilities Needed:

___ Sanctuary ___ Christian Life Center (CLC) ___ Kitchen ___ Atrium

___ Conference Room ___ Gathering Room ___ Chapel

Equipment: _____

Wedding Information:

Date of Rehearsal: _____ Start Time: _____ End Time: _____

Date of Wedding: _____ Start Time: _____ End Time: _____

Bride's Name: _____ Groom's Name: _____

Pastor in Charge of Wedding: _____ Pastor's Phone #: _____

I have read the guidelines for the use of the Franklin First United Methodist Church facilities and assure the Church that we will faithfully adhere to these rules and regulations. I agree to be responsible for this group and will see that everything is left clean and in its place. I also agree to be financially responsible for any cleaning or damages that exceed our base cost. I will hold any volunteers or paid staff of First United Methodist Church harmless for any personal injury, theft or property damage that may occur during this event.

Signature of Responsible Person(s): _____ Date: _____

Approved By: _____ Date: _____

Rental fee: \$ _____ Date Received: _____ Cash/Check #: _____ Deposit Date: _____