

LITTLETON

UNITED METHODIST

Facility Use Policy

Statement of Purpose

The primary purpose of Littleton United Methodist Church (LUMC) property and facilities is for functions of LUMC, such as worship services, church events, administrative functions, and fellowship activities. LUMC recognizes that its ministry is enhanced through a broad use of its facilities by members and the community.

All use of Church Facilities must be in conformity and compliance with the *Mission and Vision* of LUMC. The Board of Trustees reserves the right to refuse any request for use that they believe is inappropriate for church use, even if there is not a direct violation of the *Mission and Vision*. Facility use will not be permitted if it is in conflict with or contradicts the mission or principles of the church, or its faith and moral teachings.

For the purposes of this Policy, "use" for scheduling purposes does NOT include worship services or programs of the entire congregation of LUMC.

Approved Users and Priority of Use

LUMC facilities are available for various groups, subject to approval by the Director of Operations and Board of Trustees. Priority of use is hierarchical based on numbered groups below:

1. **Church Core Activities:** Church related activities, including activities of the whole church and activities of smaller groups within the church family, shall take priority in any time conflict in Church Facility use, unless a Use Agreement has already been fully executed. Priority is given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church.
2. **Weddings and Funerals:** Weddings, funerals, and receptions are available to church members and non-church members upon approval by Board of Trustees.
3. **Nonprofit Organizations:** Priority is given to non-profit groups that are supported by the church and then to other non-profit organizations.
4. **Member Personal Use:** When space is available and approval is granted, members may use facilities for personal events, such as anniversary celebrations and birthday parties for adults.
5. **For-Profit Organizations:** For-profit organizations may use the facilities for meetings and programs when profit-making activities are not being conducted. LUMC facilities may not be used for profit-motivated activities with exception for use of the commercial kitchen and with approval of the Board of Trustees.

The Board of Trustees shall resolve any question as to what constitutes a church relationship.

LITTLETON

UNITED METHODIST

Facility Usage Hours

Facilities are generally available between the hours of **8 a.m. and 10 p.m.** Use outside of these standard hours may be approved by the Director of Operations or Board of Trustees.

Scheduling Events

Application and Submission: A "Room Request Form" must be completed and submitted for scheduling purposes for all groups. The application and a separate Facility Use Agreement are required for members and non-members for non-church related use, and for outside organizations.

1. **Administrative Scheduling:** Routine church functions and use by individual members and church groups shall be scheduled by the on the church calendar preferably at least 60 days prior to the use date.
2. **Submission Timeline:** The application form must be completed and submitted for approval by the Director of Operations or designee at least 14 days prior to the proposed use. Requests from outside groups must be made at least 60 days prior to the requested date and must also be approved by the Board of Trustees.
3. **Waivers:** Advance notice is flexible for funerals and extenuating circumstances and other church related events.
4. **Priority Handling:** Requests from non-church groups will be considered on a "first come basis".

Approval Authority and Conflicts: All applications for the use of church property or facilities by outside groups must be approved by the Director of Operations or designee.

In the event of conflicting requests, the Director of Operations will attempt to resolve the conflict by considering factors such as group size, programming needs, the ability to reschedule, and the suitability of alternative facilities. The Church reserves the right to change or reschedule a sponsoring group's event due to the ministry needs of the congregation.

LITTLETON

UNITED METHODIST

Fees & Deposits

Fee Structure: The Board of Trustees of Littleton United Methodist Church establishes fees for single event usage of rooms, resources, and services. The fee structure below indicates current rates. Should needs exceed normal usage, the Trustees can review and confirm a longer-term rate. Multiple use (recurring) events and requests by special non-profit organizations can be negotiated with the LUMC Director of Operations and authorized by the Board of Trustees.

Fees are based on the category of the user. There are three categories of users with different fees.

Group Category	Group Description	Fee %	Cleaning Fee %
1	Outside groups including non-profits	100%	100%
2	Non-profit groups in-line with the mission and vision of LUMC	50%	100%
3	Members using the facility for outside groups	25%	100%

Fees may be modified or waived at the discretion of the Trustees. The current fee schedule is listed below:

Facility	Hourly Rate**	Cleaning Fee	Equipment Fee***
Room 130 – Sanctuary	\$175	\$150	\$50
Room 110 – Grant Fellowship Hall	\$125	\$100	\$50
Room 106 – Chapel	\$75	\$50	\$15
Room 100 – Reception Hall	\$75	\$50	\$15
Room 126 – Parlor	\$75	\$50	\$15
Room 030 – Choir Room	\$50	\$25	\$15
Room 201 or 204 Upstairs	\$50	\$25	\$15
Way Station Upstairs	\$50	\$25	\$15
Way Station Downstairs	\$50	\$25	\$15
Safety Team Presence	\$20/person		
** 2-hour minimum is required ***Equipment includes organ, AV, pianos, etc.			

Fees for Services:

- **Professional Services:** Pastor, musician, soloists, or other church professionals (light, sound and video techs), together with all details, should be arranged directly with that professional.
- **Payment Due Date:** To confirm a reservation, a payment for all fees must be provided to the church office at least 7 days prior to the scheduled event.

LITTLETON

UNITED METHODIST

Facility Use Guidelines and Code of Conduct

Personal Conduct and Safety:

- **Respect:** All visitors are asked to respect LUMC as a place of worship and prayer. All sponsoring groups and their guests shall conduct themselves in a manner keeping with the character of a house of worship.
- **Prohibited Conduct:** Profane, discourteous, disrespectful, and discriminatory language is prohibited. Running or shouting is not allowed inside the building. Gambling is prohibited on church property.
- **Supervision:** An adult shall be identified as the “Person in Charge” for all events. Groups containing minors must have an adult supervisor (at least 21 years old) present at all times.

Prohibited Items and Activities:

- **Substances:** No alcoholic beverages or smoking will be allowed in the Church Facilities at any time. Controlled substances and illegal drugs are prohibited on church property.
- **Weapons:** The use and possession of weapons and firearms are forbidden on all Church premises.
- **Fire/Flames:** No open flames of any kind, including but not limited to, candles in jars and tea candles, are permitted with the following exceptions. Sternos are permitted to keep food warm, provided a user is specifically named and responsible for their use and disposal. Only votive candles are permitted in the fellowship hall (Room 110), reception hall (Room 100), or church parlor (Room 126) during other events. For weddings in the sanctuary, if candles are used as part of the ceremony, a layer of protection must be used directly under candelabras.

Property Care:

- **Decorations:** Nothing shall be affixed to walls or other furnishings without permission. Nothing shall be mounted on any wall without prior written permission noted on the application form. The use of adhesive tape and tacks on walls is prohibited; only painter’s tape is permissible.
- **Equipment:** Permission is required for the use of or any rearrangement of seating, furnishings, or equipment belonging to LUMC. Use of the organ or grand piano requires written permission by the Church Director of Music Ministries.
- **Extent of Use:** Users must remain within the designated spaces for their event. Users may not take tables, chairs, or other items from other unreserved rooms/areas.
- **Sanctuary Restriction:** No food or drink is allowed in the sanctuary or chapel at any time.

Policy Enforcement: Any deviation from the approved usage or perceived misuse will result in the immediate termination of the usage agreement and potential damage fees may be assessed.

LITTLETON

UNITED METHODIST

Insurance Requirements

Mandatory Coverage: Non-church groups/individuals using LUMC facilities must provide proof of liability insurance coverage. Users must carry general liability insurance with a combined single limit of not less than \$1,000,000 per occurrence. The user must provide a Certificate of Liability as proof of insurance.

Additional Insured Status: The Church must be listed as an additional insured on the user/group's liability policy. This step is critical, as failure to name the church as an additional insured means the local church does not cover losses or liabilities incurred by the outside group. Evidence of this insurance coverage must be provided prior to the license commencement date.

Church Responsibilities vs. User Responsibilities

Church Responsibilities: The Church shall be responsible for:

- Unlocking the required doors and windows.
- Setting the appropriate temperatures and adjusting lighting.
- Setting up the chairs, tables, and furniture in the requested configuration.
- Configuring and placing any required audio or visual equipment.
- Removing all the foregoing (church equipment/setup) after the event.
- Providing information regarding the location and operation of fire extinguishers and emergency exits.

User Responsibilities: The User is responsible for all actions of its participants and guests. The User agrees to:

- Assume all risks and liabilities of any nature, whether physically injurious, financial, or otherwise, relating to their use of the Church facilities.
- **Indemnify and Hold Harmless:** User agrees to indemnify and hold the Church harmless from and against any and all liability, claims, damages, and losses, including attorney's fees, arising out of the use of the Church property by the User.
- **Release of Claims:** User agrees to waive all rights against, and release and discharge, the Church from and against any and all liability or claims for injuries or damages suffered by the User and User's guests arising in connection with the use of the premises.
- **Preparedness Plan:** User is responsible for knowing and following the Church Preparedness Plan.
- **Property Condition:** User must be responsible for leaving the Church Facility in the exact condition found.
- **Cleanup:** The Person in Charge is responsible for ensuring interior lights (except exit lights) are turned off, windows are closed and locked, trash is removed from the facility and placed in the dumpster, and exterior doors are closed and latched securely upon departure.

LITTLETON

UNITED METHODIST

- **Damages:** The user is responsible for all damage caused during their function and agrees to reimburse the Church for repair costs necessitated as a result of damage to premises, fixtures, equipment, and furnishings.

Safety & Emergency Preparedness

To uphold the safety and security measures outlined in the **LUMC Preparedness Plan**, all Users must become familiar with its contents and acknowledge responsibility for implementing emergency procedures when church staff are absent from the premises.

- Users must remain vigilant and report any observed activity that “Doesn’t Look Right” or is “out of the ordinary” by completing an Incident Report (Appendix I of the Preparedness Plan).
- External groups are specifically responsible for securing the building after use, referring to Appendix L of the Preparedness Plan for the necessary checklist.
- Exterior doors must be locked while meetings/rehearsals are in progress to preclude unauthorized or uninvited entry.
- Because LUMC buildings generally operate in a lockout mode (locked by default), specific unlocked doors must be monitored by persons designated by the meeting organizer.
- Exterior doors and emergency exits shall not be propped open.
- Unauthorized loitering or sleeping on church property is expressly prohibited.