



Policy: Facility Use Policy	
Revision History	
<i>Board of Stewards Approval Date</i>	<i>Description of Major Change</i>
August 4 th , 2022	Revised fees in Table 1 and made policy consistent with current organization and building use.
August 31 st , 2023	Section “Supervision of Children” was revised to reflect requirements from insurance carrier. Section “Fire/Security” was updated to include AEDs and other clarifications.

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Introduction:

UCUMC facilities and properties are first and foremost places of worship, entrusted to the watchful care and safekeeping of the congregation. Many Christian believers, past and present, have made heartfelt, faithful contributions to the life and ministry of this church and to its beauty. The giving of tithes and offerings, time, talent, and love to this church over the years has created a place, which must be maintained and preserved as a living testimony of affection and devotion to our Lord. UCUMC has a rich heritage that should be respected primarily as a spiritual and holy place deserving of reverence and preservation. The spiritual ministry and mission of the church will always be the first and foremost consideration when requests are made for using the church buildings and grounds.

A spirit of cooperation exists with community, civic groups, other non-profit organizations, and individuals regarding the use of the Church's buildings and grounds. While it is the church's desire to share its facilities within reasonable and established limits, at no time will any outside entity be allowed to interfere with functions that represent one of UCUMC ministries and worship services. The church and staff regret that we are unable to schedule all requests from outside groups that have building use needs. However, the growing needs for room use of our church programs have required the church to set guidelines for facility use. *The Book of Discipline of the United Methodist Church* takes precedence over any rule or guideline in this policy that may conflict in any way. Board of Stewards of UCUMC are overseers of the policy.

All events not deemed to be a part of the direct ministry of UCUMC require extra work, heating/cooling, clean-up, wear and tear on facilities, etc. The church will recover these costs through deposits and fees assessed for the use of the facilities.

General Policy:

Use of any of the UCUMC facilities and equipment will be at the risk of the user. UCUMC does not assume any liability or responsibility for injury to a user of the facility or equipment. Furthermore, University City United Methodist Church does not make any implicit or explicit warranty of the premises, equipment, machinery, fixtures, or furniture. All groups must finish activities and vacate the building by 9:30PM.

For the safety, security and the protection of our facility and equipment, our campus is under surveillance.

All facility usage besides UCUMC ministry activities will be charged a facility fee as shown in Table 1. The cleaning fee may be adjusted by UCUMC Administration, all other deviations from these fees must be approved by the Board of Stewards. Memorandum of Understandings (MOUs) may be put in place with partner organizations that supersede the fees shown in Table 1.

Reservation Request Process:

- Meeting leaders/activity leaders/wedding directors/staff members and all others using the facilities are responsible for scheduling the room by completing and signing a **Facility Use Request** and submitting it online to the church office.
 - The Facility Use Request shall be completed to schedule the use of rooms, facilities, equipment or grounds. Requests will not be considered until the proper documentations have been completed.
 - Facility Use Request form is available on the website – www.ucumc.org. Reservations are not considered approved until they have been acknowledged and accepted by the Church office.
 - Facility may not be reserved more than 6 months in advance except for weddings. (See wedding policy available from Church office).
 - One and only **one** contact person from the group reserving the facility shall be assigned to handle these details for each event and will be responsible for compliance with this policy and shall be in attendance during the event. The name of the contact person must be entered in the Facility Use Request.
 - Deposits are required per Facility Use Fees in Table 1. This is refundable if room is left in appropriate condition.
 - The Facility User Request shall include time for set up and take down.
- If a kitchen facility is to be used, the Facility Use Request must include a request to use the kitchen – and the extent to which the kitchen will be used.

- If Audio/Video Technical Support is needed, the Facility Use Request must include the specific services needed.
- All OUTSIDE groups MUST submit either a Hold Harmless Agreement or a Certificate of Liability (annual resubmission required, including insurer and policy number).

Non-UCUMC Affiliated Groups:

- Non-UCUMC organizations, non-profit or religious groups may be considered on an individual basis provided documentation of liability insurance is included with the Facility Use Request. This documentation shall include an insurance agent's name, company name, policy number, and contact telephone number.
- For-profit groups shall not use facilities unless they have been invited/sponsored by one of the UCUMC ministries or unless conducted for the express benefit of the congregation and approved by the Board of Stewards.
- Organizations or groups may be requested to present by-laws, charter and/or mission statement for review prior to the event being placed on the calendar. A determination will be made regarding the compatibility of the information with the church's religious faith and biblical principles.

Partner Organizations:

Partner Organizations are designated by their supporting UCUMC ministry area and/or the Board of Stewards. These organizations will pay the facility fees shown in Table 1 unless a Memorandum of Understandings (MOU) has been established through the Board of Stewards. MOUs are generally established with partner organization that have long term needs. The MOU establishes expectations around specific facility use and fee structure that aligns with the objectives of the long term relationship between the partner organization and UCUMC.

Prioritization of Requests:

1. In approving and scheduling events, priority for use of buildings and facilities shall be given to ministry groups and organizations that are an integral part of the ministry and mission of UCUMC. Funeral services for members and their families who request support from the UCUMC Pastoral staff will be a top priority. This may necessitate a room change. We will make every effort to accommodate scheduled events.
2. Second priority will be given to the scheduling of weddings for church members who request support from the UCUMC Pastoral staff (see Wedding Policy available from Church office).
3. Third priority will be given to requests from groups or institutions that are budgeted directly or indirectly through the general operating budget of the church.
4. Other groups or functions may be allowed if approved through the Reservation Request Process.

Cancellation and Renewal Policy:

- UCUMC requires 48 hours cancellation notice to the Church office to refund use fees.
- Ongoing events. Should your event end before the initial scheduled date the Church office should be notified. If the event is not cancelled, the fee will be applied.
- Ongoing group events shall be limited to a six-month period. Group leaders shall be required to re-submit room reservation requests prior to end date. Failure to re-submit requests will result in temporary denial of room use.

Appropriate Use of Facilities:

- The designated contact person (group contact) shall be always present during the function, shall be responsible for any damage and shall ensure compliance with this policy.
- Individuals and groups who use the church facilities shall treat the property with respect and dignity and keep the property in as found (or better) condition.
 - **Groups using the facilities should remain ONLY in the rooms that have been reserved/scheduled for use.**
 - Lights shall be turned off prior to vacating the facility – including lights in closets, bathrooms, and hallways.
 - Restrooms checked – toilets flushed, faucets turned off, trash in receptacles (not on counters or floors), lights turned off.
 - All rooms/areas used shall be clean (includes cleaning of tables, chairs and dry eraser board as needed).
 - All trash and waste from the room/area shall be placed in trash receptacle prior to leaving the facility:
 - Worship Center – Lower Level Administrative Workroom (between room 105 – 106)
 - Disciple Center – Lower Level Activities room
 - Fellowship Center – Large trash cans beside kitchen or outside dumpster.
 - Room/area shall be reset to original configuration. Please refer to pictures of the “room layout” (how the room is normally configured) posted in each room. If you need to reconfigure any part of the room, please re-set the room accordingly before leaving.
 - Ensure that all coffeemakers and appliances are turned off.
 - Displays of materials on walls are not permitted, without prior permission or on designated spaces (bulletin boards, using thumb tacks, and on doors using tape).
 - All material displays and signage need to be removed after use.
 - No use of electronic equipment in the Disciple Center is permitted without prior permission from the Youth or Children’s ministry directors.
 - Any materials needed to conduct group meetings should be brought in by the group leader and removed upon leaving the facility.
 - Cleaning fees applied as applicable to room usage. (See Table 1 fee schedule)
 - If rooms are not found in a satisfactory condition (per the above requirements), then security deposit will be forfeited, and/or additional cleaning fee charges will apply.
 - In the lower level of the Disciple Center, food and drink will not be consumed in areas other than the “Youth Lounge.”
 - In the upper level of the Disciple Center, please cover tables (using paper, tablecloths etc.) when eating or using materials that could harm or disfigure tables.

Set-up & Take-down:

- Individuals and groups using the UCUMC facility shall be responsible for set-up, take down and proper storage of tables and chairs.
 - There are pictures of the “room layout” (how the room is normally configured) posted in classrooms. Each group is encouraged to rearrange the room as needed (chair placement, tables, etc.) but shall return the room to the posted layout.
- Displays of materials on walls shall use staples, not tape.

Damage and Breakage:

- All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use to prevent defacement, damage or breakage. The designated person(s) requesting the use of the facility shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the facility or its furnishings and equipment which has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or groups involved.

Supervision of children (under 18 years old) and vulnerable adults (i.e., elderly, adults with physical disabilities, and/or adults with intellectual disabilities).

- UCUMC Groups: All group activities must comply with UCUMC’s Safe Sanctuary Policy including training and background check requirements. See the church website for the most recent revision of this policy.
- Non-UCUMC Groups: User agrees that it is solely responsible to implement appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending user’s function.

Prohibited Activities (on church property unless otherwise stated):

- Church facility use for personal or business monetary gain (or for-profit enterprises) unless conducted for the express benefit of the congregation and approved by the Board of Stewards.
- Setting up tables or display booths on campus or inside buildings without permission from Director of Ministry Administration or Facilities Manager.
- Use of campus for cookouts or contracted food service vendors without prior approval from Director of Ministry Administration or Facilities Manager.
- Selling, exchanging, wares in entrance areas without permission.
- Food and drinks are not allowed in the Sanctuary or Chapel, except for sealed water bottles and coffee cups with lids.
- Alcoholic beverages or possession of illegal drugs or other controlled substances. (Should anyone be found using alcohol or illegal drugs in the parking lots, Charlotte-Mecklenburg Police will be called.)
- *Smoking is not permitted on UCUMC campus.*
- Use of the facilities for local, city, state, or national politics except an election polling location.
- Possession of firearms. (Unless with Law enforcement agency).
- Operating any church audiovisual equipment without the permission of the Audiovisual Tech Team or Director of Digital Media

- Operating any office equipment without the permission of administrative personnel.
- Candles other than drip-less candles. (Drip-less candles may be used only under the supervision of a wedding director or staff.)
- Use of profane, vulgar, or indecent language, music, or symbols.
- Use of audiovisual materials (photos, videos, films, posters, compact discs, tapes, etc.) containing profanity or violent or sexually explicit images.
- Reckless driving.
- Rollerblading, skating or cycling.
- Loitering.
- Open fires, except as shown in the section below “Recreational Fires”
- Use of dumpsters for personal refuse.
- Littering the parking lot or grounds. If littering does occur, an appropriate clean-up fee will be assessed to the violator(s).
- Excessive noise or the use of loud equipment (including radios) in the parking areas.

Parking Lot:

Any organization wishing to use any of the parking areas for special events other than parking for church functions and services must complete a Facilities Use Request.

- UCUMC will not be responsible for the security of any person, vehicle, or property of those using the parking spaces.
- *Any abandoned vehicles will be towed at owner’s expense.*
- *No overnight parking allowed without written permission from UCUMC staff.*
- Only those attending services, functions, meetings, etc at UCUMC are authorized to park on church property. UCUMC Administrative Staff may authorize other parking (e.g., construction or maintenance vehicles).
- Vehicle’s parking in a “fire” zone will be towed at the owner’s expense without warning.
- Vehicles parked in the church parking lots shall not have any offensive bumper stickers, decals, signs, or other objects that are, in the sole discretion of the Pastoral staff deemed to be objectionable.
- Only passenger vehicles will be allowed in the parking areas. No heavy construction vehicles, construction equipment, construction material or large commercial trucks will be allowed on church property unless specifically authorized by UCUMC staff.

Anyone who violates these conditions will be asked to move his/her vehicle from the church’s property. If the vehicle is not moved, it is subject to being towed at the owner’s expense.

Recreational Fires (Fire Pit’s)

UCUMC will allow fire pits (recreational fires) on Campus if fires remain within compliance with City of Charlotte ordinances:

- a) A total fuel area of 3 feet or less in diameter and 2 feet or less in height.
- b) Shall not be constructed within 25 feet of a structure or combustible material.
- a) Open burning fires shall be constantly attended until the fire is extinguished. A minimum of one portable fire extinguisher (minimum 4-A rating) or other on-site fire-extinguishing equipment, such as dirt, garden hose or water barrel shall be available in case of an emergency.

Request for a fire pit shall be noted on the Facility Use Request form.

Fire/Security Procedures and AEDs

- Should the **Fire Alarm** sound, **ALL PERSONS** must evacuate the buildings immediately. The fire department is automatically called, and only the Fire Chief may declare the building safe to re-enter. The only exception is when notified by church staff that a test of the system is being performed.
- Please refer to the Red Emergency Procedures Notebooks located throughout campus for emergency/evacuation procedures.
- If the **Security Alarm** is activated, the security company is automatically called.
- Doors labeled as “**Fire Doors**” **shall not be left open**. No doors should be propped open.
- Automatic External Defibrillators (**AEDs**) are located in the Worship Center gathering space (cabinet in corner) and the nursery lobby behind the Fellowship Hall. AEDs can be used by untrained personnel. Press the green button and follow the AED’s verbal instructions.

Specialty Equipment:

Sound/Video System:

Members of the UCUMC Audiovisual Tech Team are the only persons authorized to “set-up” audiovisual. There may be a fee for the set-up and running of audiovisual equipment. Please consult the Facility Use Fees in Table 1. Specific audiovisual requests shall be noted on the Facility Use Request form.

- No church owned electronic/video equipment may be removed from the UCUMC facility unless approved by the Audiovisual Tech Team or Worship Director.
- If rented, borrowed, or purchased equipment is brought into UCUMC for special events, the equipment must be removed immediately after the event.
- UCUMC equipment may not be used in conjunction with other equipment without the approval of the Audiovisual Tech Team.

Use of the Kitchen:

All groups reserving the kitchen for any use beyond serving and/or sink use shall have Kitchen Coordinator direct kitchen use (see Table 1). Specific kitchen requests shall be noted on the Facility Use Request form.

The policies on display in the kitchen **will** be followed – without exception – by all organizations.

Wedding Policy:

Please refer to the **UCUMC Wedding Policy** for information.

UCUMC Contact Information:

University City United Methodist Church

3835 West W.T. Harris Blvd.

Charlotte, NC 28269

www.ucumc.org, Phone: (704) 369-8000, Fax (704) 369-0481

Facility Use Fees (based on 4 hours of usage unless noted otherwise):

TABLE 1: UCUMC Room Rates for Activities Not Conducted by a UCUMC Ministry Area (Approved 6/30/22)

Facility or Room (Room Capacity)	UCUMC Member Led Non-Church Event ^{1,3} – Room Fee	Partner Organizations ^{1,2,3} – Room Fee	Other Groups- Room Fee ⁶	Other Groups- Cleaning Fee	Other Groups- Refundable Deposit
Regular Classroom (25)	\$30	\$30	\$100	\$50	\$25
Large Classroom (45)	\$40	\$40	\$125	\$50	\$50
Choir Room (50)	\$50	\$50	\$175	\$50	\$50
Cafe (50)	\$50	\$50	\$250	\$75	\$50
Kitchenette	\$25	\$25	\$100	\$50	\$25
Fellowship Center (200)	\$150 ⁵	\$150 ⁵	\$500	\$200	\$125
Kitchen: Full Service	\$35/hr - \$70min ⁴	\$35/hr - \$70min ⁴	\$35/hr - \$70min ⁴	\$150	\$100
Sanctuary (900-1000)	\$300	\$300	\$800 for 4 hrs \$1200 for 8 hrs	\$200	\$150
Chapel (100)	\$75	\$75	\$250	\$50	\$75
Celebration Garden	\$75	\$75	\$150		\$75
Sound/Video Tech	\$35/hr/tech- \$70min	\$35/hr/tech- \$70min	\$35/hr/tech- \$70min		

Footnotes

1. Any event where money is collected beyond event expenses must be approved by Board of Stewards
2. Partner Organizations are designated by their supporting UCUMC ministry area. Those partner organizations that have a Memorandum of Understanding (MOU) in place may have rates that supersede the rates in this table.
3. UCUMC Member or the Partner Organization's church contact is responsible for chair/table setup, room configuration restoration, cleaning, and trash removal.
4. Requires presence of a Kitchen Coordinator: (\$35/hr - \$70min)
5. Includes use of kitchen for serving/sink. Use of kitchen beyond serving/sink requires charges for a Kitchen Coordinator (\$35/hr - \$70min)
6. "Other Groups" are responsible for chair/table setup and room configuration restoration

Current Fees approved by UCUMC Board of Stewards 06/30/2022. Cleaning fee may be adjusted by UCUMC Administration, all other deviations from these fees must be approved by the Board of Stewards.