



Christ United Methodist Church

BUILDING USE POLICY

Christ United Methodist Church
301 East Drake Road
Ft. Collins, Colorado 80525
970-226-2341

CHURCH BUILDING HOURS

Business hours: Monday - Friday: 9:00 a.m. to noon, 1:00 pm to 4:00 p.m.

Doors are on a security system and will be locked according to the meeting schedule.

Security will check the building nightly. They are to be notified of building use after 10 p.m.

If there are no other meetings in your wing, the lights and windows must be checked by a responsible person assigned by the organizational leader to make sure they are turned off/closed.

Please notify the Christ United Methodist Church (CUMC) office in advance of late activities.

TYPES OF BUILDING USE

1. The primary purpose and highest priority for use of the building and facilities is for church programs, events of worship, education, mission, and fellowship which are initiated by action of a church organization or staff. First priority will be given to regularly scheduled CUMC programs, including district and conference events. The next highest priority will be given to CUMC programs which are initiated and sponsored by action of the church or staff. A list of current church programs is available in the church office and on the church calendar on the church website, www.cumc-fc.org.
2. The facilities may be used by related religious programs, events, worship, education, mission, or fellowship of cooperating religious organizations in our area with the necessary prior approval of the Pastor and appropriate compensation.
3. The facilities may be used by not-for-profit service, civic, educational, and social groups engaged in activities that benefit people's spiritual, education or social lives, provided that such programs are not intended for profit making. These may be non-church programs but must be non-profit organizations. Proof of 501(c)(3) non-profit status may be required. These groups must be approved by the Pastor AND the Chair of the CUMC Board of Trustees.
4. If the Pastor or Chair of the Board of Trustees deems it necessary, a CUMC representative will be designated as the responsible person for the coordination and accountability for the group while they are using the church facilities.
 - a. Responsibility for clean-up:
 - user must check with church office prior to putting anything on wall, doors, windows, eaves, bulletin boards, etc.
 - items brought in must be taken out each day, unless prior arrangements are made.
 - do not leave anything behind "for the next group".
 - clean/wet wipe tables, counters, chairs and floor space if used.

- liquid spillage must be cleaned and dried immediately.
 - follow any special clean-up instructions provided, if any, when the room is reserved.
5. In order to maintain and monitor accurate and complete building records, any changes, additions or deletions to the building infrastructure, fixtures and fittings will require prior approval from the Chair of the Board of Trustees and the Pastor before work starts.

RULES FOR USE

1. At least one member of any given group using the church facilities must be a member or constituent of CUMC or approved by the Pastor and/or the Chair of Trustees and designated as the person responsible for the activities and conduct of such group. The Church Office staff shall keep a record of these individuals as requests to use church facilities are made. The office staff will also keep a record of who has keys to the church building. When there is a change in leadership in a group, the office staff must be notified of the new contact information. The group will be provided a current copy of the Building Use Policy.
2. Groups should stay in the area where their meeting room is and not wander in the church.
3. Smoking and tobacco use, vaping, alcoholic beverages, and illegal drugs are not allowed anywhere on the premises.
4. If gathering near the church premises, be mindful of residential neighbors. If smoking (off-property), please use butt cans that are on the edges of the property to keep our neighborhood clean. There are black poles for cigarette butts near the entrance to the building at both the east and west doors. Group participants must leave the premises within a reasonable period of time following completion of the event/meeting.
5. Games of chance (gambling) and rowdy or disruptive behavior are not allowed at any time.
6. No furniture, except folding tables and chairs, are to be moved unless the custodian or church office is first consulted. One fan is provided per room downstairs which must be left in the room. Individual groups may bring a fan but must remove it after each use.
7. Doors and windows must be closed and locked and lights turned out in the area of use before leaving the building. If no other groups are meeting, turn out all building lights. Note that windows have locks that must be unlocked before using the cranks to open the windows.
8. The kitchens must be left clean after each use with items stored where they were found.
9. Any organizations using the church facilities shall be responsible for any damage incurred during use of the facilities.
10. If spills happen on carpet, pour clean water on the stain and blot out excess liquid as quickly as possible. Water bottles and towels are provided for this purpose.
11. Due to CUMC's tax-exempt status (and other regulations), profit-making groups will not be allowed to use the building for profit making purposes unless prior written approval has been obtained from the Board of Trustees. Evidence of IRS certification of tax exemption may be requested by the office staff.
12. Candles (battery candles are preferred) may be used by groups but must be removed from the premises after each use, meeting or event by the event coordinator. Burning of any other materials

such as sage or incense, is prohibited.

13. Decorations: All plants, flowers and other decorations must be removed at the end of the scheduled meeting/event.
14. No religious symbols may be removed, covered, altered or disrespected.
15. No bikes are allowed in the building and bike racks are available at the east and west entrances.
16. Service and support dogs are allowed only on a lease both inside and outside of the building.
17. Trash cans in the rooms may be left for the custodian. The large trash cans in the Fellowship Hall must be bagged and carried to the blue dumpster on the south east side. The combination to the dumpster lock is posted in the custodian closet in the kitchen, along with the cleaning supplies.
18. All thermostats are preset for use based on the calendar and must not be adjusted. If the temperature is an issue, please contact the office.
19. No food or drinks are allowed in the Sanctuary.

ATTACHMENT POLICY

The Board of Trustees has set the following guidelines for the attachment (hanging, sticking, mounting) of materials to ceilings, floors, and walls of church rooms.

PERMANENT ATTACHMENT

1. Any attachment which involves modification of existing facilities needs approval by the Board of Trustees.
2. Removal of permanently-installed equipment (i.e. doors, cupboards, etc.) needs approval by the Board of Trustees.
3. Any modification, including painting of permanently or temporarily-attached equipment or facilities must be approved by the Chair of the Board of Trustees.

TEMPORARY ATTACHMENT

4. No holes from nails, tacks, screws, drilled, etc. are allowed without prior approval of the Board of Trustees.
5. Use only approved reusable and removable adhesive (i.e., Poster Putty, Plasti-Tak etc.) and remove and clean off all adhesive when project is complete. Painters Tape is also allowed.
6. Use of cellophane tape (Scotch-type) or masking tape on painted walls, woodwork, glass, or floors is prohibited.
7. Bulletin boards have been provided in strategic locations throughout the church, and their use is strongly recommended for all signs and posters. Push pins and thumbtacks may be used on designated bulletin boards.
8. All non-church notices must be reviewed by staff prior to posting. No signs are to be posted on walls or woodwork or windows.

EQUIPMENT USE POLICY

To minimize the repair and replacement of church property, the Board of Trustees has established the following policies regarding the use of various types of equipment and furniture.

KITCHEN EQUIPMENT

Kitchen use must be scheduled with the church office. A church member may be assigned to meet with the group regarding use of the kitchen. Procedures for kitchen use are posted in the kitchen. It is recommended that groups needing ice bring their own bagged ice and place it in the bottom of the freezer.

MOVABLE FURNITURE

Large pieces of furniture such as a piano, pulpit, lectern, altar, risers or library table must not be moved without consulting the Chair of the Board of Trustees or the church office. Folding chairs and rectangular folding tables may be borrowed by contacting the church office and receiving approval. Chairs from Fellowship Hall, round tables from Fellowship Hall and upholstered chairs may not be borrowed.

ELECTRONIC EQUIPMENT

All Sanctuary PA system equipment must be pre-approved and set up by trained church staff. CUMC's Video/Screen & Multimedia may be operated only by a trained church member. Use of any Multimedia equipment, including laptop computers, by members (for personal/family gatherings) and non-members (Community Clubs/Organizations) might be considered and allowed depending on the availability of a trained volunteer. A fee of \$100 will be charged for system use in the sanctuary.

MICROPHONES

The microphones and speakers available in the Sanctuary and Fellowship Hall may be used, but no additional microphones or other equipment may be connected to the system unless prior written permission is given by the Pastor and /or the Chair of the Board of Trustees. The Sound Director/Organist must be informed for setup and implementation for all microphone and sound system usage.

OFFICE EQUIPMENT

1. Church staff members have first priority for use of typewriters, computers, calculators and office equipment. Use by others must be coordinated with the church office staff.
2. The printer/copier and folding machine may be used only by trained church staff or volunteers and for church-related business. Call to schedule use of all office equipment.
3. The church staff has priority for the use of the telephone system. No personal international long-distance calls are allowed unless they are charged to a personal account in the office.
4. The printer/copy machine is for church-related material only. The church office staff/volunteer can assist in making copies. Personal copies may be made at a cost of 10 cents per copy. Violation of the Copyright Law is a punishable offense. For copy assistance, please call to schedule a time.

MUSICAL INSTRUMENTS

1. Use of the Sanctuary organ and the Fellowship Hall piano is limited to approved church staff and those with prior approval from the Staff Organist or Pastor.
2. All other pianos should be used appropriately and must not be moved without approval of the office staff, music director, organist or custodian.
3. Use of any handbells shall be under the supervision and with the approval of the Bell Choir Director.
4. Musical instruments or amplifiers may not be connected to the church sound systems or equipment without permission by the Staff Organist, the Pastor, the Church Office staff, or the Board of Trustees.

KITCHEN AND FELLOWSHIP HALL USE GUIDELINES

The following guidelines shall be used for interpreting the Building Use Policy when a group has requested the use of the kitchen and fellowship hall for a major function:

1. If a church-related group is requesting to serve another church related group, the use will be allowed without charge provided it is properly scheduled through the Church Office staff. Donations to the Church-operating budget will be accepted. All unusual costs and costs associated with the use of the building after normal business hours must be paid by the requesting group.
2. If a church-related group is requesting to serve a non-church-related group (e.g., Church Youth Group serving a senior citizen dinner), the use will be allowed without charge provided the group has prior approval of the Pastor and the Board of Trustees and it has been properly scheduled through the Church Office staff. Contributions to the Church operating budget are strongly encouraged to defray building costs associated with the use of the facilities. All unusual business costs and costs associated with the use of the building after normal business hours must be paid by the requesting group.
3. The use of the kitchen and Fellowship Hall is not encouraged after 6:00 pm on any Saturday unless the group is trained and willing to do the setup for Sunday morning.

BUILDING USE FEES AND DONATIONS

1. Fees for use of the Sanctuary and Fellowship Hall is found in a separate document.
2. Use of a room for a meeting may not be charged a fee, however, donations are requested.
3. Use of the Sanctuary and/or Fellowship Hall will require a fee be charged to cover costs for heating, cooling, lights and cleaning.
4. The Church Office staff shall collect the appropriate fee before the scheduled activity.
5. The Church Office staff shall also collect donations from building users for meetings and events where fees are not specified in other portions of this document. Donations can be placed in the black mail box outside the church office door.
6. All checks shall be made payable to Christ United Methodist Church (CUMC).
7. Fees may be reduced or waived by the Board of Trustees or Pastor for events.
8. Separate fees or assessments may be made as unusual situations require. These fees will be based on the anticipated costs incurred as determined by the appropriate staff members.

INSURANCE

1. **For CUMC group** outside activities: CUMC Groups holding events away from the church are urged to call (the Mountain Sky Conference or email Church Mutual,

MountainSkySupport@churchmutual.com) informing them of the outside event and the number of people attending. The Conference will mail an event proof of insurance form.

2. **For groups not directly associated with CUMC:** Evidence of insurance which names CUMC as additional insured or as a certificate holder **is required** to be made available to the church office at least one week in advance of the event. Groups with ongoing use of the building will be asked to supply an updated proof of insurance each year.
3. **Chartered Scout Troops** will provide evidence of liability insurance which names CUMC as additional insured or as a certificate holder. CUMC will obtain property insurance for the chartered troop's trailer and property stored in the trailer, shed, and church building. They will reimburse CUMC for any additional cost.

KEY/FOB POLICY

1. All key/fob assignments must be approved by the Church Office staff. Key/fob assignments are made to a specific person and are issued on an as needed basis.
2. The Church Office staff keeps a record to whom those keys are issued. Keys are not to be loaned or passed on to others. Keys/fobs must be returned to the Church Office staff for reissue to the next person.
3. When a person's committee or volunteer status changes, the individual shall return their key to the Church Office.
4. Periodically, key/fob assignments are audited and action taken, if necessary, to ensure the correct personnel have keys/fobs. There is a \$15 charge for lost keys or fobs.

APPLICATION and APPROVAL OF REQUESTS

1. All requests for the use of the building, or any portion thereof, shall be made on a **Room Request Form** and submitted to the Church Office staff. The application must be filled out completely to reserve a room. Approval will be based on room availability and the purpose of the event or type of group.
2. Completed requests are given to the Pastor or Chair of Trustees for approval in accordance with the building use policy. The Chair of Trustees must approve requests for the Sanctuary and/or the Fellowship Hall.
3. The Church Office staff or the Calendar Manager is responsible for putting scheduled rooms on the church calendar and informing the appropriate staff members of such requests and needs. The Church Office staff shall also inform the requestee of building use restrictions and rules and make sure the responsible party has signed a Building Use Agreement and has a copy of the Building Use Policy. The signed Building Use Agreement will be filed in the church office.
4. All unusual or exceptional requests, including use by a non-member group, must first be referred to the Board of Trustees. If the use is approved, the decision will be communicated to the requestee, the Calendar Manager and the Church Office staff for scheduling arrangements.
5. First priority shall always be in favor of church programs and events. Approval of building use for all other programs shall be tentative. Should a conflict arise with a church program, another date will have to be selected for the other program.
6. If a scheduled meeting date is canceled, the Church Office staff must be notified as soon as possible but no later than five business days preceding the date. Failure to give such notice may result in charges being assessed anyway. If a meeting is canceled or postponed, you must notify the office in advance, during office hours. Failure to notify the office can lead to loss of building use privileges.
7. No specific group has "claim" to certain areas or rooms.