

POLICY FOR USE OF FACILITIES/EQUIPMENT OF BARTLETT UNITED METHODIST CHURCH BARTLETT, TN

A. PURPOSE

It is the commitment and goal of Bartlett United Methodist Church (BUMC) to provide our facilities (classrooms, LEC, ball fields, etc.) for use in calling persons into a living relationship with Jesus Christ. We seek to address the spiritual, emotional, social and physical needs of each individual in this congregation and community in order to promote the salvation and Christian growth of the total person. As such, we make our facilities available to church and service groups within and outside our congregation. The guidelines and policies that follow are intended only to protect the BUMC facilities from usage that does not serve or that might jeopardize the above stated goals.

B. PRIORITIES

- The first priority for BUMC facilities use goes to BUMC groups using the facility as part of the ministry of BUMC. This includes groups, ministry teams and committees supported through BUMC, as well as wedding and receptions of members.
- The second priority is reserved for other United Methodist groups outside BUMC's immediate congregation. Use by other United Methodist groups will be welcomed as availability permits. Formal requests must be made to the BUMC office per outlined request procedures. Groups with second priority may request the usage of the facilities up to 4 months prior to the event but must be at least 2 weeks prior.
- Other denominations, ecumenical, social, civic, service, educational, and charitable groups will be considered as third priority use based on availability. Formal requests must be made to the BUMC office per outlined request procedures. Groups with third priority may request the usage of the facilities up to 3 months prior to the event but must be at least 2 weeks prior.
- Bartlett UMC facilities will be available for a BUMC member's personal activities (e.g. family celebrations or birthday parties or athletic team practices as a fourth priority. Formal requests must be made to the BUMC office per outlined request procedures. Groups with fourth priority may request the usage of the facilities up to 2 months prior to the event but must be within 2 weeks prior.
- BUMC functions always take precedence over 2nd, 3rd and 4th priority events. An attempt to reschedule or move the non-BUMC events will be taken if there are conflicts.
- BUMC facilities will be made available for emergency aid and/or shelter when circumstances call for such a need.
- BUMC facilities will NOT be available for organized dances by outside groups (see Wedding Reception Attachment 3 for exceptions).
- BUMC facilities will NOT be available to any partisan political groups or for political activities, except early voting or other voting events sanctioned by the Election Commission.
- BUMC facilities will NOT be available to groups for commercial gain (for-profit groups) if not a BUMC sponsored event or approved by the Board of Trustees.

C. SCHEDULING, REQUESTS AND FEES

- The BUMC receptionist or designated secretary maintains the calendar for all BUMC activities.
- ALL groups/users desiring to use the facilities are to complete a Request to Use the Facilities Form. All Recreation Ministry activities are scheduled through the Director of Recreational Ministries (901-386-2724). Recreation Director must coordinate all events through the church office secretary before tentatively scheduling. This includes all use of the gym or ball fields. See also Attachment 1 & Attachment 2.
- All recurring event groups must complete an annual renewal of the appropriate form above. This will be due at the beginning of each calendar year.
- Request forms are kept on file for at least 2 years from the date of initial request.
- It is expected that usage of the facilities will end by 10:00 pm, unless special circumstances have been previously approved by Church Business Administrator or their designee.
- Scheduling will be according to the time tables listed above in the Priorities Section.
- Designated BUMC staff, using these guidelines, will determine acceptability of the requested use of BUMC facilities within 72 hours after request is received, unless special circumstances exist. The designated BUMC staff are:
 - I. Senior Minister
 - II. Associate/Executive Minister
 - III. Board of Trustees

All outside group events must go before Trustees for approval.

All outside fundraising groups must contribute 10% of profits back to BUMC. Fees may or may not be waived.

Events that have NOT been approved are NOT permitted. You will be notified whether or not the request was approved.

- The BUMC facilities will be closed for any activity while any worship service is in progress that is in direct conflict with the worship service, unless pre-approved using these guidelines.
- No two or more children or youth (under the age of 18) groups will occupy the facilities overnight at the same time.
- All outside groups must show acceptable proof (company and limits of liability) of Certificate of Insurance.
- The Board of Trustees has the authority to waive fees for scheduled events.
- Visiting youth choirs or mission teams will not be subject to fees, however, will be bound to all other policy items and responsible for costs for any damages to building and/or equipment.

D. KEYS

- Designated BUMC staff will have a key to the facilities.
- BUMC members may have a key to the facility as approved by the Church Business Administrator.
- Duplicate keys are NOT to be made.
- The Church Business Administrator is to maintain a current record of the location of each key at all times.
- When a key is picked up, a check for full payment will be given to the BUMC receptionist for any event that requires a fee.
- Keys should be returned to the Church Business Administrator within 48 hours of the event end.
- There will be a LOST KEY fee of \$50. If the key is not returned within 48 hours and after one reminder, then the group/user will be charged the fee. If the fee is not paid or the key not returned, then facility use privileges will be terminated.
- No group should have a master building key. Keys should be given out only to areas needed.

E. RESPONSIBILITIES

- All users must have respect for other users meeting in the BUMC buildings at the same time.
- A responsible adult (21 years or older) must be with the user groups at all times. All adult leaders must be Safe Sanctuaries trained for children and/or youth events. (See Safe Sanctuaries Handout)
- All users shall leave the facility as it is found. Users should thoroughly clean up after themselves unless prior arrangements have been made to pay custodial fees. If the user does not return the premises in satisfactory condition as determined by the BUMC staff, BUMC will bill the user for the cost of custodial hours required to clean.
- Attire should be appropriate for the activity. Shoes with non-marking soles should be worn in the gym, if possible.
- The use of BUMC facilities is at the risk of the participants. BUMC does not assume liability or responsibility for any participants of outside groups. BUMC does not make any express or implied warranty of the premises, equipment, fixtures, or furniture.
- The responsible person for the group is responsible for securing the building. The responsible person will check all doors and lights to make sure that the building is properly secured and all lights turned off before leaving the premises.

F. CHILDREN/YOUTH

- If children are present during the user activity, they should remain with the group and/or be supervised by an adult (21 years or older).
- Parents/supervisory person(s) must keep children/youth from wandering outside or throughout the building unsupervised.
- It is required that children 8 years of age and under are to be supervised by an adult while playing on the outdoor playground equipment. No children over the age of 8 are allowed to play on the playground.
- All adult leaders must be Safe Sanctuaries trained for children and/or youth activities. (See Safe Sanctuaries Handout).
- Children/youth under 14 are not allowed in the Weight room or allowed to use any weight equipment. Youth 14 through 16 must be accompanied by an adult (21 years or older).

G. HOUSEKEEPING

- Plastic tablecloths, paper placemats, paper plates, napkins, cups and plastic utensils are purchased for use by BUMC ministry groups only. These are not available for use by outside groups.
- Any damage to the facility, fixtures or equipment will be repaired/replaced at the cost of the user. Any expense that BUMC incurs in repairing/replacing any facility, fixture or equipment damage will be charged against the refundable deposit. If the deposit is insufficient to cover all cost, BUMC will bill the group for any remaining amount.
- Users shall not make changes in the BUMC facilities other than simple table/chair arrangements. The user is responsible for returning tables and chairs to their original locations before leaving. Any other changes that need to be made must be approved by the Maintenance Manager prior to the event.
- The user is responsible for removing all user decorations immediately after the user activity. If the user group does not comply with this request, their refundable deposit will be reduced by the custodial space cleaning rate as identified in the Schedule of Fees multiplied by the number of hours required for BUMC staff to remove the user decorations.
- Users are asked to take any leftover food items. These foods should be NOT left in the BUMC refrigerator, freezers or countertops unless prior arrangements have been made with a staff member to donate these items to another program ministry.

- Users are asked not to eat foods or drinks that are stored in the cabinets, refrigerator, freezer or pantry. These food items are for the program ministries of BUMC only.
- Users are expected to be conservative in the use of utilities. All lights are to be turned off upon exiting the building. Heating and air conditioning may not be changed without approval from the Maintenance Manager.
- All users shall leave the facility as it is found. Users should thoroughly clean up after themselves. If the user group does not comply with this request, their refundable deposit will be reduced by the custodial space cleaning rate as identified in the Schedule of Fees multiplied by the number of hours required for BUMC staff to clean the space that was used.
- Any user of the facilities or part thereof will check all doors and lights to make sure that the building is properly secured with lights turned off before leaving the premises.

H. REMOVING BUMC PROPERTY

- BUMC property can be removed from the BUMC facilities for BUMC-related activities sponsored by BUMC-related groups.
- ONLY the older tables and chairs may be removed from BUMC by BUMC members for private occasions or personal use. The Maintenance Manager will direct which tables and chairs are to be used.
- All property that is removed from the BUMC facilities must be signed out through the BUMC office and a record made of all items removed. All items are to be checked in at the BUMC office by staff when they are returned.
- BUMC property is NOT available for uses away from BUMC for non-members of BUMC.

I. ALCOHOL, ILLEGAL DRUGS, SMOKING AND WEAPONS

- Alcoholic beverages, illegal drugs and illegal use of controlled substances are NOT allowed within the BUMC facilities or on BUMC property, which includes the ball fields and cemetery.
- Smoking and the use of tobacco products are NOT allowed within the BUMC building. Smoking is restricted to the outdoors.
- Firearms and weapons are NOT permitted within the BUMC facilities or on the BUMC property.

J. MISCELLANEOUS

- Guideline violations will be dealt with promptly. Violation of the guidelines will result in the loss of privileges.
- BUMC reserves the right to cancel or terminate activities due to emergencies or other unforeseen circumstances.
- BUMC staff members have complete authority during any event held in the BUMC facilities. This includes the right to make disciplinary decisions or dismissal of people from the facility in the event that BUMC policies are being violated.
- When a staff member is not present, the approved contact person for a user event has complete authority during the event. This includes the right to make disciplinary decisions or dismissal of people from the facility in the event that BUMC policies are being violated.
- The capacity of the buildings cannot be exceeded.
- BUMC Board of Trustees reserves the right to modify fees on a case-by-case basis.
- This policy may be amended by action of the BUMC Board of Trustees.
- For LEC use, please also read Attachment 2 General Rules for Frank H. Bulle Life Enrichment Center.
- For Ball field use, please also read Attachment 1 Rules and Regulations for the DCL Athletic Field.
- For Weddings and Receptions, please also read Attachment 3 Guidelines for Weddings and receptions.

K. DEFINITIONS

- **BUMC GROUP:** a) Those groups who are directly accountable to the Administrative Board of BUMC and/or b) BUMC sponsored scout groups; Groups are not considered *BUMC groups* solely because they have a BUMC member as a part of their group.
- **OUTSIDE GROUP:** Those groups who are not directly accountable to the Administrative Board of BUMC.

REQUEST TO USE FACILITIES OF BARTLETT UNITED METHODIST CHURCH, BARTLETT, TN

Today's Date _____ Date(s) of use _____ Member of BUMC? YES NO
 Name of Group _____ Approx. size of group _____
 Nature of Event _____
 Time of Use: Set up time _____ Event start time _____
 Event end time: _____ Clean up end time _____

Please circle if your event involves children or youth? YES NO
 Have you been Safe Sanctuaries Trained? YES NO
 Do you have a Certificate of Insurance?(please attach) YES NO

Facilities of Church requested:

Sanctuary (capacity 999) _____ Chapel (capacity 350) _____
 Scout Hall (capacity 120) _____ LEC kitchen _____
 Fellowship Hall (capacity 132) _____ Fellowship Hall kitchen _____
 Classroom(s) _____ LEC Parlor/110L** _____
 LEC Gym _____ Athletic Fields _____

** LEC Parlor - No regular committee meetings or study groups over 12 persons. Special events only.

Equipment Needed (and Quantity):

Podium with microphone _____ Stage _____
 TV _____ VCR/CD/DVD _____
 Tables _____ Chairs _____
 Tablecloths _____ Other equipment _____
 Ballfield lights _____ Other equipment _____

Sound equipment in the Sanctuary and/or chapel can only be handled by designated personnel.

Schedule of Fees (except Weddings, Youth Choirs, Mission Teams)

Refundable Deposit \$250.00 per event
 Building Use \$85.00 per hour of usage
 Custodial Fees \$20.00 per hour with a 4 hour minimum = \$80.00
 Electronics Equipment(TV, VCR, etc) \$50.00
 Ballfield \$40.00 per hour of usage w/ lights / \$15 per hour w/o lights
 Lost Key \$50.00

I have received and reviewed a copy of the Policy for Use of Facilities/Equipment of Bartlett United Methodist Church (BUMC), Bartlett, TN. I agree to follow and adhere to these policies while using the facilities. I understand that if I fail to comply with these policies, I may be assessed additional fees or be denied future use of the facility. I further understand and agree to defend and to indemnify and hold harmless the BUMC, its staff, board members, members, agents and volunteers, for any and all costs, claims and damages of whatever type, resulting from or caused by, directly or indirectly, the use of the property which is in any manner connected with the permission given in this agreement. Requested date is tentative until a deposit is paid, signed form returned to BUMC and approved. Tentative hold date expires after 7 days. Any changes to request must be made 2 weeks prior to event and may require additional fees or may require additional approval. Person signing below MUST be authorized representative of the group. May require additional signatures if signee lacks credentials or authority. Only ONE contact person may execute contract form and request changes.

Contact/responsible party signature(PRINT AND SIGN):

 Date: _____
 Phone numbers: _____ DAY _____ NIGHT Email _____
 Address _____ City _____ ST _____ ZIP _____
 Witness/BUMC STAFF _____ Date: _____

Date Received by BUMC _____
 Usage Fee _____ Payment Made Ck# _____ Cash _____ Deposit Refunded _____

Special Notes (incl waiver of fees) _____
 REQUEST APPROVED / DENIED (circle one) DATE: _____

ATTACHMENT 1:

Rules and Regulations for the DCL Athletic Fields

Rules and Regulations for the David C. Lewis (DCL) Athletic Fields

1. The reservation is for field usage only as specified on the contract. And is rented “As Is.” The Bartlett United Methodist Church staff reserves the right to limit the amount of play permitted on the athletic fields.
2. Field charges are \$15 per hour without lights and \$25 per hour with lights. Fees are subject to change when additional costs occur. Lights will be turned on at the start of the rental time and will go off at the end time. (EX: Rental agreement 7 PM—8:30 PM; lights will come on at 7 PM and go off at 8:30 PM)
3. Corner flags, goal nets, bases, and field markings will be the responsibility of the organization renting the fields, unless otherwise agreed to in the contract.
4. No apparatus or equipment may be located on the fields unless the use and location of equipment has received prior approval and the field usage contract contains that approval.
5. Teams may not use ball fields unless they have been reserved in advance.
6. Batting practice is NOT allowed on outfield grass or on Soccer Fields.
7. Please do not use fencing or backstops for pickle or batting practice.
8. No person other than a commissioned law enforcement officer shall carry any firearm within the limits of the DCL Athletic fields.
9. Alcoholic beverages, anything considered a weapon, controlled substances, noise makers, or anything that would detract from the Christian atmosphere, are not allowed on Bartlett United Methodist Church property. This includes the DCL Athletic fields.
10. No person shall have in his/her possession or ignite any fireworks on Bartlett United Methodist Church property this includes DCL Fields.
11. The contract holder and users will leave the field in a clean, neat condition.
12. During periods of inclement weather, field closures may result as determined by Bartlett United Methodist Church Recreation or Maintenance Staff. Closures may also result from poor playing conditions or damage which could cause hazardous safety consideration for the public and/or excessive repair work to bring the field back to playable condition. It is the organization’s responsibility to obtain field closure information. (901-386-2724) Fees will be returned for fields that are deemed, unplayable by BUMC Staff.
13. If a field is rained out, no games or practice allowed.
14. In the need for athletic field assistance (such as no lights on at reserved time, sprinklers coming on, too many teams assigned to one field etc.) Please call the Director of Recreation 901-386-2724 or the main church office 901-386-4563.
15. No pets or animals are allowed on the fields, except on a leash. Clean up after all animals.
16. No golf practice allowed.
17. No person shall deface or destroy any notice or sign posted at any place on the fields. Nor shall any person post any notice or placard at any place on the DCL Athletic Fields.
18. Failure to comply with the rules and regulations of the Bartlett United Methodist David C. Lewis Athletic Field may result in the cancellation of the reservation, forfeiture of all fees and forfeiture the right to use the DCL fields in the future. Contracts are revocable at any time for violation of rules.

ATTACHMENT 2:

**General Rules
for the
Frank H. Bulle Life Enrichment Center**

General Rules for the Frank H. Bulle (FHB) Life Enrichment Center

All participants must sign in at the Control Center when using the gym, racquetball court, walking track, the fitness center or the game room.

Children sixth grade and under must be accompanied by an adult (21 years or older), or if prior arrangements are made, they may enter with a responsible youth.

All guests using the facility must sign in. Non-members are considered guests and must be with a member or at a member's function.

The walking track is for walking and jogging only. Children under 12 are only allowed on the walking track when walking with a parent.

No one under 14 is allowed in the Weight Room. Those who are 14 to 16 must be accompanied by an adult (21 years or older) while using the Weight Room.

Hard-soled shoes are not permitted for gym activities when soft-soled shoes would be appropriate.

These items are not allowed in or on the property of the LEC: tobacco in any form, anything that might be considered a weapon, any alcoholic beverage, controlled substances, pets, noise makers, or anything that would detract from the Christian atmosphere.

ATTACHMENT 3:

Building Use Policy for Weddings and Receptions

And

Guidelines for Receptions

BUILDING USE POLICY FOR WEDDINGS AND RECEPTIONS

No smoking inside buildings. Cigarette/cigar butts are to be deposited in containers provided outside by the front exits.

No alcohol is allowed inside or outside the buildings, on parking lots, or in cars.

Sanctuary

Exit the building through the double glass front doors only. DO NOT prop open other glass doors. This applies to the photographer also.

Chapel

Enter and exit through the Shelby Street side door, the west parking lot door, or the main entrance ONLY. The side doors of the chapel are locked just prior to the start of the ceremony.

Wedding Receptions

Wedding receptions are to conclude no later than 10:00pm whether they are done by family, an outside caterer, or the United Methodist Women. Dancing is allowed at receptions.

GUIDELINES FOR RECEPTIONS

TIME

Clear with Director of Recreation when facility is available for caterer/family to setup, to decorate, etc.

Clear with Director of Recreation when kitchen facility is available.

Designate time reception will end: _____.

REQUIREMENTS FOR CATERER/FAMILY

All food and serving equipment will be removed from reception area and kitchen. No rental dishes will be left in the LEC.

No rental linens will be left in the LEC.

All food and serving equipment will be removed from the kitchen. No left over food will be left in the church refrigerators.

Utensils belonging to the church will be washed and put in proper storage place. No soiled dishes will be left in sink.

Plans to use stove, deep fryer, convection oven, warmer, etc. must be cleared with Director of Recreation and Wedding Coordinator ahead of time.

Any spillage will be removed by caterer or family.

CLEAN-UP FEE

A clean-up fee of _____ will be charged to cover the following:

- All disposable table linens and tableware (plates, cups, forks) removed
- All church-owned tables and chairs removed. Family is responsible for rental equipment.
- Floors swept and mopped.
- Countertops wiped.
- Garbage can bags replaced.
- Lobby area cleaned.
- Lights turned off.
- Building locked.

A copy of these guidelines will be furnished to the family by the wedding coordinator. Family will furnish caterer/family a copy of the guidelines.

I have read and understand these guidelines and agree to abide by them.

Signed _____ **Date** _____