



**Building Use Guidelines and
Policies
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I. Basic Considerations

These “Building Use Guidelines and Policies for First UMC, Cleburne” are established in accordance with paragraph 2532.3 of The Book of Discipline of the UMC - “When a pastor and/or a board of trustees are asked to grant permission to an outside organization to use church facilities, permission can be granted only when such use is consistent with the Social Principles and ecumenical objectives.” Any group using our facilities, whether composed of members, non-members, or both must abide by these objectives, policies, and guidelines, which have been approved by the Board of Trustees of First UMC, Cleburne.

The buildings and grounds of First UMC, Cleburne (hereafter The Church) have been consecrated for the express purpose of the worship of God and the proclamation of the gospel of Jesus Christ through the traditions and beliefs of The United Methodist Church. Any use of church property by outside groups is permitted only as it furthers the vision, mission, and ministry of this church. Mindful that the sole purpose of this Church is to “make disciples of Jesus Christ,” these guidelines are established to provide an atmosphere of wholesome, Christian endeavor while showing proper respect, at all times, for the Church, its leaders, facilities, and equipment. All activities by any group using our church facilities must also conform to our “Safe Sanctuary” policies.

Our Vision: MAKING DISCIPLES OF JESUS CHRIST FOR THE TRANSFORMATION OF THE WORLD THROUGH... PRAYER, BIBLE STUDY, OUTREACH MINISTRY, CHILDREN’S, YOUTH, & ADULT MINISTRIES, MUSIC MINISTRY, OPPORTUNITIES TO SERVE, BUILDING RELATIONSHIPS WITH OTHER CHURCHES, WORKING IN & THROUGH OUR CONNECTIONAL UMC.

II. General Rules

A. Use of Facilities

1. All groups & individuals using the church facilities (members of The Church & non-members) must clear, schedule, and coordinate all activities through the Event Scheduling Coordinator, who represents The Church Trustees in the implementation of the policies and guidelines.
2. All members of The Church and its ministry teams, classes, and groups may use the church facilities without charge when the activity or event is a Church related function.
3. Non-members and outside groups and/or organizations may use The Church facilities only if these activities do not conflict with The Church’s ministries and meetings and are consistent with The Church’s vision, mission, and ministry.

4. Non-members, outside groups, or non-church functions are subject to building use fees as outlined in this document.
5. No outside group will be allowed to make alterations in room arrangements without permission from the Event Scheduling Coordinator.
6. There will be NO alcoholic beverages, drugs, or profanity in the church building or on the church grounds.
7. This is a non-smoking facility and campus. NO SMOKING in church building or on church property
8. No weapons of any kind are permitted on the church property.
9. Political activities will not be conducted in the church building or on the church grounds. This includes scheduled elections.
10. All events must be concluded and cleaned up by 10 pm unless special arrangements have been made with the Event Scheduling Coordinator.
11. Overnight events are not permitted unless prior approval is received from the Board of Trustees of FUMC - Cleburne.

B. EQUIPMENT

1. Church members and/or charitable organizations are the only entities allowed to remove equipment from the church property.
2. All removal of church equipment must be approved through the Church office by the Event Scheduling Coordinator by completing a "Facilities Request Form".
3. The signature on the "Facilities Request Form" indicates the party responsible for the return of the equipment.
4. A deposit will be collected for any non- church related event, whether conducted by a church member or a charitable organization. The deposit will be held until the return of the church property on the pre-approved date. If the equipment is returned in need of cleaning, disrepair, or broken, the deposit will be forfeited.

C. SAFE SANCTUARIES

See the complete attached Safe Sanctuary Policy of FUMC-Cleburne.

II. USE OF FACILITIES

A. FIRST UNITED METHODIST CHURCH SPONSORED ACTIVITIES

1. Any member or group of the Church may use the church facilities for regular church and church related functions without charge.
2. Each person or group is required to complete a "Facilities Use and Room Reservation Form". A confirmation of the reservation will be provided to the group by the Event Scheduling Coordinator.
3. The facilities used will be cleaned by the group using them. The facilities are to be LEFT AS THEY WERE FOUND. Cleaning will include sweeping, trash removal, and rearrangement of furniture as indicated.

4. Refer to the "Weddings at First UMC, Cleburne" for information on the use of the church facilities for weddings by members.
5. The sanctuary will not be used for any purpose other than worship or other religious services unless approved by the senior pastor.
6. All church related activities, aside from regularly scheduled worship services, Sunday School, and midweek programs, will complete the "Facilities Use and Room Reservation Form" to request child care through the nursery.

B. CHILDREN'S DEVELOPMENT GROUPS (ie. Boy Scouts, Girl Scouts, Campfire)

1. Children's non-profit organizations may use the facilities without charge for regular or special meetings.
2. These groups must complete a "Facilities Use and Room Reservation Form" to schedule events. This form must be completed no less than one time a year for regularly scheduled meetings. All special events must be reserved on a separate form.
3. The facilities used will be cleaned by the group using them. The facilities are to be LEFT AS THEY WERE FOUND. Cleaning will include sweeping, trash removal, and rearrangement of furniture as indicated.
4. If damage occurs to church equipment or church facilities during usage, the organization will be financially responsible for replacement or repair.
5. No paraphernalia of the organization may be left in the building without prior approval of the Board of Trustees.
6. The sanctuary will not be used for any purpose other than worship or other religious services unless approved by the senior pastor.
7. Adult Sponsors shall be present for meetings of these groups and shall be held responsible for the actions of the group.
8. These organizations will follow FUMC - Cleburne's Safe Sanctuary Policy.
9. Beginning in the year 2012-2013 school year, a member of FUMC - Cleburne must be actively involved in leadership of the group utilizing the facilities of FUMC - Cleburne.

C. NON-PROFIT GROUPS OR NON-CHURCH SPONSORED EVENTS

1. Non-profit or non-church sponsored events may utilize the church facilities if the organization is on the approved list. However, if the organization does not appear on the approved list, the event must be authorized by the Board of Trustees.
2. Each group or event must complete a "Facilities Use and Room Reservation Form" and receive approval from the Event Scheduling Coordinator.
3. The sanctuary will not be used for any purpose other than worship or other religious services unless approved by the senior pastor.
4. Fees for facility usage will follow the attached fee schedule.
5. The facilities used will be cleaned by the group using them. The facilities are to be LEFT AS THEY WERE FOUND. Cleaning will include sweeping, trash removal, and rearrangement of furniture as indicated.
6. If damage occurs to church equipment or church facilities during usage, the organization/person will be financially responsible for replacement or repair.
7. These organizations will follow FUMC - Cleburne's Safe Sanctuary Policy.

D. WEDDINGS

1. All weddings shall be approved by the senior pastor of FUMC- Cleburne.
2. For additional information concerning weddings, refer to the "Weddings at FUMC, Cleburne" document.

III. RESERVATIONS

A. The organizations or programs of First United Methodist Church Cleburne shall have preference over the scheduling of non-church related events.

B. Individual or groups have preference in the following order:

1. Church sponsored events
2. Church Members
3. Other United Methodist Churches
4. Churches of other denominations
5. Non-Profit groups

C. All reservations must be made through and confirmed by the Event Scheduling Coordinator. A "Facilities Use and Room Reservation Form" must be completed for all event requests.

D. Reservation requests for non-church related events should be submitted at least 14 days in advance. It is recommended that reservations for church related events be submitted at least 14 days in advance.

E. Non-church related reservations should be cancelled 7 days prior to the event. If a cancelation is made less than 7 prior to the event, any fees will be non-refundable.

F. Usage fees are due 14 days prior to the event.

G. Fees for audio technicians, organists, or pianists are due the day services are rendered.

H. The signature on the "Event Request Form" and/or the "Required Signature Form: indicates the party responsible for the keys for the event. Keys will only be distributed to church members. If a church member is not involved in the even a church staff member will open and close the facility. Any keys that are distributed must be returned by the next business day following the event. If the key is not returned, the key deposit will be forfeited.

IV. USE OF OFFICE AND EQUIPMENT

The use of the Church office and the equipment will be limited to church staff or church members for church related business. Arrangements for work to be completed in the office for groups within the church and church sponsored groups should be made with the office manager as far in advance as possible. A work request form will be completed and turned into the office manager.

The office will be open for a short period on Sunday mornings prior to Sunday School for the convenience of teachers and leaders needing copies.

Utilities Reimbursement Fees

Non-member Weddings:

Refundable Deposit: \$300.00

Florist Deposit: \$50.00

Wedding and rehearsal - Sanctuary, Brides room, Grooms room (New Beginnings Classroom) - \$1000.00

Wedding and rehearsal - Chapel, Brides room, Grooms room (Parlor) - \$650.00

Audio Technician - \$25 per hour

Organist - \$25 per hour

Pianist - \$25 per hour

Member Weddings:

Refundable Deposit: \$300.00

Florist Deposit: \$50.00

Wedding and rehearsal - Sanctuary, Brides room, Grooms room (New Beginnings Classroom) - \$500.00

Wedding and rehearsal - Chapel, Brides room, Grooms room (Parlor) - \$325.00

Audio Technician - \$25 per hour

Organist - \$25 per hour

Pianist - \$25 per hour

Fee for Non-church sponsored events:

Key Deposit: \$50.00

Refundable Deposit: \$300.00

Sanctuary - \$400.00

Chapel - \$225.00

Youth Center - \$500.00

Family Center - \$500.00

Parlor - \$150.00

Sunday School room - \$75.00

** The above cost is 1/2 price for members scheduling non-church sponsored events

Audio Technician - \$25 per hour

Organist - \$25 per hour, minimum

Pianist - \$25 per hour, minimum

Set up and take down of tables/chairs for Family Center/ Youth Center

1-100- \$25

101 -200 - \$50

201-300 - \$75

Equipment Usage Deposit

This fee is refundable if all equipment is returned clean and in working order.

Chairs - \$1.00 per chair

Tables - \$10.00 per table