

San Luis Obispo United Methodist Church
FACILITY USE POLICY
(Use by outside organizations)

San Luis Obispo United Methodist is an open and welcoming congregation and as such, we offer our facilities to groups and individuals in the community regardless of age, race, spiritual path/religion, marital status, economic status or personal ability. We recognize that the Church facilities lend themselves to many types of community outreach: cultural, educational and religious. We believe that our Church facilities should be used so as to conform with the dignity, proprietary, spirit and atmosphere of a house of worship. To facilitate such access and proper use, we have adopted the following policies regarding use of Church facilities.

Application Process

Groups wishing to use the Church facilities must first submit an Application and signed Facility Use Policy. All rooms to be used are to be designated on the Application. Applications are subject to the approval of the Board of Trustees. Applicants will be informed of approval/disapproval of their application within ten days of receipt of the completed application by the church office. Use is limited to the rooms designated and approved.

The Applicant's event must first be cleared with the Church's master calendar to ensure that the dates and times do not conflict with any scheduled functions. Ministry functions will have first priority for use. Member functions will have second priority and non-affiliated functions third.

Use of Church facilities for long term group activities (e.g., Scouts) will be reviewed on an annual basis, or such other period as may be applicable. Please indicate on your Application the entire period of use, including all dates.

No uses are permitted which are in conflict with the purposes of the Church or which may jeopardize the Church's property tax status.

Fees

All fees for weddings are to be paid in full at least thirty (30) days prior to the event. All fees for all other events are to be paid in full at least fourteen (14) days prior to the event. Failure to pay such fees may result in cancellation of your event, at the Church's discretion.

All fees for services should be paid directly to the Church. The wedding coordinator or Church Administrative Assistant will then give instructions to the Treasurer to issue payroll checks to individuals who have provided services, such as organist, sound technician, site coordinator or kitchen coordinator.

Security Deposit

A security deposit of up to \$500 (see Fee Schedule) will be collected with each Application. The deposit will be returned if the Application is denied. If the Application is approved, the security deposit will be returned after inspection of the Church facilities following your event. The following fees may be deducted from the security deposit:

- (1) If extra custodian services are required, we will deduct \$50 per hour to cover these costs.
- (2) If Applicant fails to remove its property (rented or otherwise) after an event, we may deduct the costs (including custodial labor) to move the property.
- (3) If Church property is damaged in any way, we may retain the full amount of the deposit.

If the cost of custodial services or repairs exceeds the security deposit, the Applicant will be billed for the additional costs and agrees to reimburse the Church within fifteen (15) days after being billed.

Cancellation Policy

If an event scheduled for the Sanctuary or Methodist Activity Center is canceled by the Applicant at least thirty (30) days prior to the date of the event, the Church will refund 50% of the rental fee paid under the Application. If such an event is canceled less than thirty (30) days prior to the event, all rental fees paid will be retained by the Church. If an event scheduled for any other room is canceled by the Applicant at least seven (7) days prior to the date of the event, the Church will refund all rental fees paid. If such an event is canceled less than seven (7) days prior to the event, all rental fees paid will be retained by the Church. In the event of any cancellation, your security deposit will be refunded to you. Additional cancellation charges may apply to weddings. Please see our wedding booklet.

Keys

Keys may be made available to Applicant's representative as listed on the Application, at the Church's discretion. If made available, keys are to be returned the first business day following your event. The security deposit will be retained until the return of all keys. No duplication of keys is permitted.

Site Coordinator

Applicants may request the services of a Site Coordinator and pay the applicable fee, The Site Coordinator is a representative of the Church, who can be available to open and close the building, direct parking, turn house lights off, and other duties as needed.

Prohibitions

No smoking, alcohol (including champagne) or drug use is permitted in Church facilities or on Church property. No food or drinks are permitted in the Sanctuary.

The following items are not permitted anywhere on Church premises: red punch, animals (except assistive animals), firearms, rice, bird seed, glitter, confetti, silly string, sparklers, smoke or other substances which may leave a residue in the building or on the premises, and special effects without the written approval of the Board of Trustees.

Room Set Up

If you require a room to be set up, arrangements must be made at least two (2) weeks in advance by filling out the Request for Custodial Help provided with your Application. These forms are to be submitted to the Administrative Assistant in the Church office.

In the event you move any Church furniture, you must return the furniture to its original position upon completion of use. No Church property may be removed from the Church premises.

In the Sanctuary area, movement of any furniture must be cleared with the Board of Trustees or wedding coordinator, as applicable. The pulpit, lectern, baptismal font, and altar table may only be moved by a Church representative.

Any movement of a piano also requires permission of the Board of Trustees and payment of an additional fee. The Church will be responsible for moving any piano. The Applicant should arrange to be present when the piano is moved to insure satisfactory placement. If not present, the placement of the piano will be at the discretion of the movers. The Applicant must pay for

tuning of the piano if needed due to the move. Flower arrangements must not be placed on the piano.

Kitchen

The Church has kitchen coordinators for events involving the kitchen. If your event requires use of the kitchen, you must request these services on your Application and pay the applicable fee. If you have a caterer or other person that is knowledgeable regarding use of commercial appliances, the Board of Trustees may waive the kitchen coordinator requirement. No children shall be allowed in the kitchen without close adult supervision. Please do not use any food belonging to the Church, including coffee, condiments, etc.

Barbecues

Barbecuing will only be permitted if approved by the Board of Trustees. All barbecuing must take place in the Church's designated barbecue location so as to avoid smoke damage to the Church.

Sound

The Church has sound technicians for events involving operation of the sound system in the Sanctuary. If your event requires use of the sound system, you must request these services on your Application and pay the applicable fee.

The Church has available for rent a portable sound system for the Methodist Activity Center. You may also bring your own portable sound system if approved by the Board of Trustees. You need to be aware of the fact that your own sound system will provide sound in neither the Narthex nor the Infant Calming Room., nor will it be compatible with the Church's devices for the Hearing Impaired.

Organ

Only organists cleared through the church organist, or on the official list of persons who play for church events, are allowed to play or practice on the organ.

Music Room

The Music Room may only be used with the approval of the Music Director. Under no circumstances may the bells be used or the piano moved. The piano may only be used if approved by the Music Director.

Nursery

Childcare personnel over 18 years of age used by the Applicant in the nursery must be fingerprinted individuals, as set forth the Church's Safe Sanctuary policy. The Applicant will provide evidence of such fingerprinting. Fingerprinting is not required if the childcare worker is under 18 years of age.

Applicant Property

The Church reserves the right to approve or disapprove any request of use and/or items used at Church facilities.

All equipment, decorations, flowers, food, and property of the Applicant, guests, and vendors, must be removed within two hours after termination of the event unless approved by the Board of Trustees.

Decorations

Nails, staples, tacks, glue or similar fasteners or adhesives are not to be used on the walls, floors, doors, ceiling, light fixtures or other parts of the Church premises or Church equipment. Only painters tape may be used; no other tape (including duct tape) shall be used. In decorating any area of the building, the fire extinguishers and exits shall not be hidden or closed off.

All candle use must be approved by the Board of Trustees. If approved, candles must be non-drip and will only be allowed in stationary candleholders or candelabras.

Weddings

All persons scheduling weddings at the Church shall do so through the wedding coordinator.

Parking

Cars may be parked in marked parking spots only. Under no circumstances are cars to be parked in non-marked spots, including fire lanes. Please respect our neighbors and park appropriately on city streets. Note that portions of Fredericks Street are not available for parking. The Church reserves the right to have any car removed at the owner's expense which is parked in violation of these rules. The Church is not responsible for any vehicles parked on the Church premises.

Cleaning

The Applicant agrees to restore the facility to a condition of cleanliness and good order entirely free of waste material suitable for immediate use by others. If the kitchen or the nursery is used, each must be left in a clean and sanitary condition following all procedures posted therein. All kitchen equipment, dishes and utensils must be washed and put away in the cabinets from which they came. Any leftover food must be removed from the Church facilities. The Applicant must turn off all lights and lock all doors and windows before leaving.

Insurance

Applicant (and its vendors) must provide the Church office with a certificate of insurance naming the Church as an "additional insured" at the time all fees are due (see "Fees" paragraph above). Such insurance must include \$1,000,000 in Comprehensive General Liability coverage, with a minimum \$1,000,000 combined single limit for bodily injury and property damage.

For those wanting to rent our facilities but who do not have insurance, you may purchase insurance online for your event through a simple, low-cost program, the Tenant Users Liability Insurance Program (TULIP). Go to <http://www.ebi-ins.com/tulip>. At Step 1, you will be asked to enter the Facility/Venue/Entity ID. Enter CPUM in the first box and 283 in the second box, then press the Enter key. This will bring up San Luis Obispo UMC as the facility. You then answer a few questions about the event and get a price quote. (Here's a tip: when asked the number of attractions (performers, etc.), leave the number set at zero.) If you decide to purchase the insurance, enter the buyer's information and credit card information to pay the premium. As soon as the transaction is complete, you can print out a policy and certificate of insurance for your records. This online system automatically sends a certificate of insurance directly to our church's e-mail address. If you have any questions while completing the application, please call our insurance broker, HUB International, at (800) 645-6100 ext. 5986.

Non-Transferable

Approved Church facility use is non-transferable to any other person, group or organization.

Compliance with Law

Applicants must comply with all applicable city ordinances, state and federal law. Please note that there is a city noise ordinance that requires quiet after 10pm.

Applicant acknowledges that it is aware of, and will abide by, the maximum lawful room capacities. Applicant will not interfere with any other uses or activities of the Church.

Church Representative

A Church representative or its authorized agent may be present at any event and retains the right to check on compliance with this Facility Use Policy.

The Applicant understands and agrees that neither the Church, nor its trustees, representatives, employees, members, volunteers or agents may be held liable in any way for any occurrence in connection with the Applicant’s event which may result in injury, harm, or other damages to the undersigned or members of Applicant’s organization and guests, invited or not.

As part of the consideration for being allowed to use the Church, building and grounds as well as all appliances and fixtures in connection with the event, the Applicant hereby assumes all risk in connection with participation in the event. The Applicant further agrees to defend, indemnify and hold harmless the Church, its trustees, employees, members, volunteers, agents, and representatives, from any claim by the Applicant, its members, employees, guests, representatives or agents, or their estates, heirs, or assigns, arising out of, or relating in any form or fashion to, Applicant’s event, or any participation therein, including without limitation any loss, claim or cost arising out of injury to any persons or damage to or loss of property of any kind.

By signing below, the Applicant agrees to comply with all requirements and rules of conduct set forth herein. If this Agreement is being signed on behalf of an entity, the person signing below represents that he/she has the authority to bind the entity without the necessity of additional signatures or corporate action. The person signing below accepts all responsibility for any damages arising from this use of the Church facility. The Applicant understands that the Applicant’s event is not approved until written approval is received from the Board of Trustees.

Signature _____ Date _____

Printed name and title of signing party: _____

Signed on behalf of: _____ (list entity hosting event)

OFFICE NOTES: