

# First United Methodist Church of Winter Garden

125 N. Lakeview Ave.

Winter Garden, FL 34787

407-656-1135 - 407-656-5690 (Fax)

**Emergency Contact #** Ken White 407-948-3240

## Facility Use Policy

[Weddings Excluded]

**Event:** \_\_\_\_\_

**Name of Group /User** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Event Representative(s):** \_\_\_\_\_

1. The property and facilities of the First United Methodist Church Winter Garden, Inc. (FUMCWG) are to be used primarily for church functions. FUMCWG recognizes, however, that its ministry to its members and to the community is enhanced through a broad use of its facilities, therefore, we expect considerable use of our facilities by other groups, including religious, charitable, cultural, community service, fellowship, and educational groups, as well as by individuals. For Profit, commercial activities shall not be permitted to use the facilities.

Submission of the attached request form is required for all outside Users (groups or individuals). Our goal is to be as helpful as we can in providing facilities for various events, however, FUMCWG reserves the right to refuse any application for use of the church facilities and the applicant agrees to hold the church harmless as a result of any refusal of an application. This document includes the user request form, policies, procedures, responsibilities, and terms of agreement relating to the use of FUMCWG property and facilities. These include the following:

- The representative of the group who signs the "Request for Use of Facilities" form is responsible for the group.
- Adequate adult supervision will be provided for all youth and children's activities.
- All groups using the church facilities are expected to leave the facilities in the same condition as, or better than, they were found.
- Application forms will be submitted no later than 31 days before space and/or equipment are needed.

The user or group representative, by signing the "Request for Use of Facilities" agrees to hold harmless and indemnify FUMCWG and its Board of Trustees with respect to any claim or loss, injury or damage due to negligence or wrongful performance of the user, including damage to the building furnishings, equipment, or property. Liability insurance coverage is required for all users scheduling events.<sup>1</sup> A certificate of this insurance must be included with the "Request Form".

The certificate of insurance must be issued by an insurer licensed to do business in the State of Florida, and include evidence of a general commercial liability policy providing coverage of at least \$1,000,000 per occurrence and list FUMCWG as a named additional insured. No such policy shall be canceled by the insurer without at least 30 days written notice to FUMCWG

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<sup>1</sup>Exceptions will be considered on a case-by-case basis

**GENERAL INFORMATION**

2. Smoking or use of tobacco products is absolutely prohibited on church property.
3. No alcoholic beverages or use of controlled substances are permitted on church property.
4. All trash is to be removed from the church facilities, church grounds, and church parking lots.
5. Events for youth and children in the building or on the church grounds must be supervised at all times by the following numbers of adult workers:
  - Preschoolers through K-3 – 2 workers per 12 children; at least one screened (defined below) adult/2 preferred.
  - K-4 – 2 workers per 16 children: at least one screened adult/2 preferred
  - K-5 – 2 workers per 20 children: at least one screened adult/2 preferred
  - Grades 1-12 – 2 workers per 24 children: at least one screened adult.
    - i. A screened adult is one who has a TRAK-1 Screening on file with FUMCWG.
6. Users scheduling events requiring child care providers shall have a minimum of two (2) providers for each group of children up to ten. At least one of the providers must be a screened adult. For more than ten children, the ratio of providers to children should be approximately 1 to 5. It is the user’s responsibility to arrange for the appropriate number of providers. Adults and children attending events must refrain from leaving the area(s) assigned to the event as stated on the request form.
7. Permanent signs, banners, pennants, decorations, etc. may not be placed in or on the church buildings. Temporary table decorations may be used. Other types of temporary signs may be used on easels or bulletin boards which are specifically assigned by the Property Manager.
8. The church will be unable to approve use requests for events planning extemporaneous programs unless control procedures can be described in an addendum to the Request that will ensure that presented material will be consistent with the mission and decorum of the church.

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**SCHEDULING**

If it is determined that a conflict exists among the requests for use of the facilities, the church office will resolve the conflict by suggesting alternative dates and times. Failing this, priority will be made in accordance with the listing below and in that order:

1. Church worship services, including weddings, funerals, and Sunday small groups.
2. Meetings of church committees, classes, and other organizational groups within the church.
3. Social and recreational activities of church groups.
4. District church conferences or meetings.
5. Church-sponsored groups, such as scouts.
6. Non-church organizations which regularly use the church.
7. Church-affiliated groups for use of the facilities for overnight accommodations.
8. Community service and educational organizations.

A calendar of all church activities will be maintained by the church office staff. If it is necessary to close the church due to inclement weather, the office staff will notify the scheduled users.

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**FUND RAISING ACTIVITIES**

The church buildings, equipment, and grounds shall not be used for commercial purposes, except when approved by the Trustee or Business Manager acting for the Trustees.

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**HOURS OF OPERATION**

Office hours are Monday through Friday 9 a.m. to 4 p.m.

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**APPROVAL**

Authority is given to the Trustees or Business Manager acting for the Trustees to bind FUMCWG.

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**RESERVATIONS**

1. Applicants for use of the buildings, grounds, or equipment will submit the form entitled "Request for Use of Facilities" to the church office as early as possible in order to provide the church office maximum flexibility in the event rescheduling is required. The church office will attempt to honor all reservations and resolve any scheduling conflicts by suggesting alternative times or dates. The submittal of a request does not guarantee use of the church facilities. The Church has the unilateral right and option to reject or accept applicants. Furthermore, should this agreement interfere with a future Church event FUMCWG reserves the right to amend or cancel the use by a third party with 30 days prior written notice. It is the responsibility of the Applicant to keep up to date contact information with FUMCWG for such notice purpose.
2. Non-church groups using the facilities on a recurring basis are required to make an annual application at the time of their first request and thereafter in the month of January for the use of the building during the ensuing calendar year.

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**CANCELLATIONS**

Cancellations shall be made with the church office at lease 30 days prior to the scheduled event. The notification shall be made in writing and mailed or delivered to the church, Attn: Ken White, 125 N. Lakeview Ave., Winter Garden, Florida 34787 or by email to Ken White at [kwhite@fumcwg.org](mailto:kwhite@fumcwg.org). If advance notice is not provided, payment will be due as if used.

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**SECURITY**

1. The church is not responsible for loss of the user group's personal items. The person losing an item may check with the church office and if the lost item is identified, it will be returned to its owner.
2. Children below the fifth grade must be monitored to and from restrooms and child care areas.
3. Users/ groups are charged with **the responsibility for closing windows, turning off lights and setting A/C up to 78 degrees in rooms used (including restrooms), and, if having been instructed by the approving authority, locking the doors to the meeting room(s) and building.** If authorized to use a kitchen facility, ensure that the dishes, glassware, and flatware are stored in the storage closet, all unused food is removed from the church, and the trash is disposed of in the dumpster.
4. If keys to the rooms and the building have been checked out for the event, they must be returned before the security deposit is returned to the user group's representative.

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**USE OF THE BUILDING AND EQUIPMENT**

1. Use of church facilities will be limited generally to the inherent systems and features installed or readily set up in each room. The church is not equipped for large theatrical events requiring a stage or elaborate lighting.
2. Food or drink may be served only in those rooms having kitchen facilities or those specifically permitted in the applications.
3. Special permission may be granted to use kitchen equipment – including china, glassware, and flatware – provided the users have been instructed in the proper operation and cleaning of all kitchen appliances.
4. Users assume full responsibility for any damage to the facilities and equipment used. Users are responsible for the cost of fixing the damage and replacement of equipment. Acceptance of repairs and/or replacements by the Business Manager is required before any part of the security deposit may be returned.
5. Paper products are provided for church-wide socials only. All other groups must provide their own paper products.
6. Church equipment or furnishings may not be removed from the premises.

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**CONTRIBUTION SCHEDULE**

Members of FUMCWG are not required to pay a fee for use of the facilities provided the use is for the Member or Member’s family benefit. Members are required to reimburse the church for any damages to the facilities or equipment used by them for private functions. Reservations must be made and approved through the Church office 30 days in advance.

For any non-church group approved to use FUMCWG, facilities, the following contribution schedule will apply and will be paid in advance:

- A security deposit of \$200 (by separate check) is required for groups of 100 people or less.
- A security deposit of \$300 (by separate check) is required for groups of 101 or larger.
- See attached fee schedule

The security deposit should be given with the submission of the request. This will be returned after inspection for damage is completed. If no damage is found, the deposit will be returned. Costs of damages to the facilities or equipment will be paid promptly to the church office and the costs will be based upon a church estimate or the actual cost of a contractor.

In certain instances, contributions may be requested for janitorial costs when larger rooms are requested or for evening and weekend functions.

\_\_\_\_\_ Initials

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman of Trustees or Business Manager

\_\_\_\_\_  
Date

# First United Methodist Church of Winter Garden

## Facility Use Rental Fees

### Non-Member Pricing

(prices are per day unless otherwise specified)

Cappleman Room	\$100.00	<u>No Food or Drinks allowed</u>
All class rooms (including music rooms)	\$50.00	
Koinonia	\$100.00	
Wheeler	\$100.00	
Ed Buliding N Room	\$50.00	
Ed Building S Room	\$50.00	
Chapel	\$150.00 per hour	<u>No Food or Drinks allowed</u>
Fellowship Hall	\$450.00 (for the first 4 hours)	
	\$150.00 per hour for additional hours	

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