



# Facilities Use Policy

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## Section 1 – INTRODUCTION

This policy statement provides guidelines, regulations, and instructions for use of the buildings, grounds, and related equipment of Oak Ridge United Methodist Church (“ORUMC” or “church”) and reflects the church’s Vision Statement:

*Oak Ridge United Methodist Church welcomes and grows disciples for  
Jesus Christ who worship God and love others.*

The church building and grounds are dedicated to the Lord for the purpose of worship and ministry to the people of the community. It is the policy of the church to make the facilities available to members and their families, as well as the community groups whose interests do not conflict with the vision and scope of the ministry of Oak Ridge United Methodist Church. The church desires that its facilities be used for the fellowship of the Body of Christ and always to God’s glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member groups and individuals.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the church’s faith or moral teachings. Nor may facilities be used for activities that contradict, or are deemed by the pastor as inconsistent with, or contrary to the church’s faith or moral teachings. The pastor, and or the Board of Trustees are the final decision makers as to whether a person or group is allowed to use the church facilities.

The church may not in good conscience materially cooperate in activities or believe that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church’s beliefs would be material cooperation with that activity, and would be a grave violation of the church’s faith and religious practice.

This policy applies to all church facilities.

## Section 2 – TERMINOLOGY

In this document the terms “ministry activity” and “non-ministry activity” are described as follows:

- 2.1 **Ministry Activity** – activities, events and/or use in keeping with the general purposes for Christian ministries (such as worship, education, fellowship and outreach) and that are **affiliated or sponsored by Oak Ridge United Methodist Church**. These events include, but are not limited to, **Scouting groups, Weekday School activities, weddings, funerals, small group bible studies, class fellowship**

events, and approved events which are open to all members or to a recognized entity of ORUMC (for instance, pancake breakfast for all Sunday School classes).

- 2.2 **Non-Ministry Activity** – activities, events, and/or use by individuals who are not active church members and by groups that are not affiliated with or sponsored by ORUMC, as well as private events held by active church members (family reunions, graduation parties, and birthday celebration where participation is by “invitation only” and not open to all members.
- 2.3 **Non-Ministry Non-Profit School-Related Activity** - Non-profit school-related activities where a church member reserves the space, will be on-site, and will agree to take full responsibility for clean-up and any damage to property – will be considered a good faith risk and not be charged fees or deposits.

### Section 3 – GENERAL CONDUCT

- 3.1 Oak Ridge UMC maintains smoke, alcohol, and drug-free campus. All persons, groups, and organizations are expected to behave in a Christ-like manner at all times while on church property.
- 3.2 No horseplay of any kind of allowed or considered acceptable in the church buildings.
- 3.3 Skateboarding and rollerblading are not allowed on church property, inside or outside the buildings.
- 3.4 No aircraft of any kind allowed landing, or taking off, on or from church property at any time.

### Section 4 – GENERAL RULES

The Trustees and the Facility Usage Team are responsible for monitoring compliance with the Facilities Use Policy. The rules and guidelines set forth herein apply to all events and to all facility users, (ministry and non-ministry events, members, and non-members. The general rules of this policy are all follows:

- 4.1 All use of the facilities must be requested through the **Scheduling Coordinator** and will be posted on the official church calendar upon approval.

- 4.2 All persons using ORUMC's facilities, equipment, and/or furnishings, whether during a regular church activity or a special event, are expected to leave the facilities clean and in good order.
- 4.3 Approved ministry activities and events are not subject to the Fee Schedule, but subject to all other facilities use policies.
- 4.4 Use of church property is limited to the area assigned to your group. In order to comply with insurance standards and regulations, the playground area outside of the Weekday School building is not included in your reservation and may not be used under any circumstances.
- 4.5 Use of the Sanctuary for non-ministry activities, or activities other than regularly scheduled services and ministries of ORUMC, must be approved by Pastor. All such requests should be submitted in writing to the Scheduling Coordinator. The exceptions to this policy are funerals for members or their immediate family members.
- 4.6 As a general rule, non-ministry activities will not be permitted on Sundays. Non-ministry activities should be concluded and the building vacated by **9:00pm** on Saturdays. Weddings and wedding receptions may be exempt with prior approval. Week-night activities must be completed and the building vacated by **9:00pm** except as approved by the Trustees, Facility Usage Team, and/or Pastoral Staff.
- 4.7 For profit groups will be subject to approval based on the stipulation that no profit-making activity will take place on any location on church campus. (examples include, but are not limited to sales). No events will be permitted for the sole purpose of benefitting business interests. Approvals will be given based on information given at time of request and will be at the discretion of the Church Liaison and/or Board of Trustees committees.
- 4.8 Each group shall have a sufficient number of responsible adults in attendance at all times during their activity or event pursuant to the ratios and policies currently in use at the time. These adults will be responsible for ensuring compliance with all ORUMC policies.
- 4.9 Use of candles, sterno, or open flame of any type is not permitted in the multi-purpose room unless approved in advance. Also no smoke, fog, or haze producing equipment of any kind will be permitted.

- 4.10 Nothing should be placed on the walls, doors or floors without the approval of the Trustees and/or Facility Usage Team. If given approval, do not use anything on the walls or doors, such as scotch tape, masking tape, push pins, or other securing items or adhesives that will cause damage of any kind. Blue painter's tape that can be used for posters and will not damage paint is available in the church office.
- 4.11 No dye-colored food or drink items (Kool-Aid, etc) on carpeted areas.
- 4.12 Grills may not be used without pre-approval. Criteria for use will be specified at time of approval. (Generally, grills may not be used on any concrete or asphalt areas ((front portico, area between buildings, sidewalks, entrance area to FLC, and parking lot)).
- 4.13 All food and/or soiled diapers and/or trash cans containing same should be removed to the outside dumpsters immediately following all activities, unless custodial service is pre-arranged (additional fee paid) through Facility Use Policy by group responsible or ORUMC.
- 4.14 At the conclusion of an activity or event, any furniture or equipment that has been moved must be returned where originally found or placed in storage.
- 4.15 Tools, equipment, and furnishings that are the property of ORUMC must not be moved off the premises or borrowed for personal use without the express permission of the Trustees.

## Section 5 – PRIORITIES FOR USE

We give highest priority for use of our facilities to core church activities. This ensures that we meet our congregation's needs. Facilities use requests may be altered or denied by the church to accommodate the ministry priorities of the church.

## Section 6 – APPLICATION FOR USE

- 6.1 All inquiries, Facilities Use Policy, deposits, and facility use fees are to be submitted to the church office or to the Scheduling Coordinator. Usage fees must accompany the application and agreement form when submitted or as soon as an estimate of costs is provided. Damage deposits and other fees must be submitted no less than two (2) weeks prior to the event. (Exception – deposits for weddings or other wedding events that are planned in the future must accompany the signed application and with Facility fees being due within two 2) months of

event). Fees for wedding personnel will be collected by Wedding Coordinator within two (2) weeks of wedding.

- 6.2 Applications should be submitted to the church office or to the Scheduling Coordinator in writing at least thirty (30) days prior to the requested date for an event whenever possible. The earlier an event date is requested, the greater our ability to accommodate the request.
- 6.3 Reservations for non-ministry events (other than weddings) will not be considered earlier than six (6) months before event date.
- 6.4 The ministry team leader or individual should contact the Scheduling Coordinator by email or submit a "Facility Use Policy" to the church office or Scheduling Coordinator in order to avoid scheduling and facilities use conflicts. Reservation requests (facilities use applications) submitted for ministry activities without approvals will be delayed in processing until such approval is received.
- 6.5 All groups scheduling events must provide the church with 24/7 contact information in the event of emergencies.
- 6.6 Every group approved to use ORUMC's buildings and property must have a designated adult representative named as the "responsible person" who is at least 25 years of age. That individual is responsible for policy compliance, is required to be on-site during the event, and will be the designated contact person for the event.
- 6.7 Non-ministry groups that use ORUMC's facilities on an ongoing basis are required to make annual application and to pay all required fees monthly in advance. Reservations for non-ministry events (other than weddings) will not be considered earlier than six (6) months before event date.
- 6.8 Non-ministry groups must submit to the church, prior to the event, a **signed document agreeing to all terms and conditions in the Facility Use Policy.**
- 6.9 Scheduling Coordinator, in cooperation with the Trustees and Facility Usage Team will be the principle contact on behalf of all facility requests.
- 6.10 The Scheduling Coordinator, or a designated church representative, will coordinate with the responsible contact person regarding their group's activity and/or event, walk them through the facilities as needed, review their event

needs, discuss ORUMC's requirements and rules contained in the Agreement, and arrange for building access if application is approved.

## Section 7 – CANCELLATIONS

ORUMC reserves the right to pre-empt any group's scheduled activity for good and sufficient reasons. We will make every effort to provide as much advance notice as possible.

- 7.1 If a group or individual must cancel as scheduled activity, they must notify the Scheduling Coordinator; at [admin@oakridgeumc.org](mailto:admin@oakridgeumc.org); or the church office, in writing, as far in advance as possible.
- 7.2 Cancellations received less than five (5) business days prior to a scheduled event will result in the full forfeiture of the deposit.
- 7.3 Severe weather conditions sometimes require cancellation of activities at ORUMC to insure everyone's safety.
  - 7.3.1 If the local school system closes for inclement weather, ORUMC may also close for all activities. If so, we will make every effort to contact the responsible contact person as soon as possible. It will be the responsibility of the responsible contact person to contact those participants attending his/her event.
  - 7.3.2 ORUMC notifies the public of inclement weather cancellations on the church's website ([www.oakridgeumc.org](http://www.oakridgeumc.org)), WFMY Ch. 2, or on WGHP Ch. 8.

## Section 8 – FEES

- 8.1 The intended purpose of all facility use fees is to help defray some of ORUMC's related expenses.
- 8.2 The fee schedule will be reviewed annually by the Trustees and the Facility Usage Team. Any revisions recommended will be submitted to the Church Council for approval.
- 8.3 Usage fees must accompany the signed agreement – all other facility fees must be paid within two (2) weeks of the scheduled event. (Exception for Weddings –



facility and usage fees must be paid within two (2) months of the scheduled date. Failure to comply may result in cancellation of your event.

- 8.4 Deposits are refunded when all requirements of the “Facilities Checklist” and/or the “Kitchen Checklist” have been satisfactorily met and a post-event inspection by an authorized church representative is completed. The refund of all deposits is at the discretion of the inspector. Approved refunds will be mailed in a timely manner (approximately within a thirty (30) day period).

## Section 9 – **KITCHEN USE**

Use of the kitchen may be requested in writing through the Scheduling Coordinator and is subject to the “Fee Schedule” contained in Appendix.

## Section 10 – **WALKING TRACK**

The Walking Track is available for use of the church and community. See posting of hours and complete list of Walking Track Ministry Rules, available at walking track entrance or in the church office.

## Section 11 – **AUDIO/VISUAL SERVICES**

- 11.1 Use of church audio/video equipment must be stipulated on the “Facilities Use Policy” and requires the services of an authorized member of the Audio/Visual Team (see “Fees” and “Audio/Visual Services”).
- 11.2 Trained church A/V Team member must be used to operate the equipment (see “Fees”) and only trained church A/V members are allowed in any of the Sound Booth areas.

## Section 12 – **SAFETY AND SECURITY**

Keeping people safe and buildings secure is the responsibility of all groups, and they must follow the Safe Sanctuary Policy. The complete policy is available from the Security Team and is provided upon approval of a use request.

- 12.1 All users will assume full responsibility for any damage, which may result from use of buildings, groups, equipment, and any other property of Oak Ridge United Methodist Church.
- 12.2 Abuse of ORUMC's property or violations of the general rules of conduct shall be grounds for denial of further use.
- 12.3 Repair and/or replacement of all damaged facilities will be required.
- 12.4 Users must agree to assume responsibility for any legal liability for injury or damage to the persons or property of the user group and its attendees in connection with use of the building(s) or grounds, and, further, must agree to hold ORUMC harmless in the event of any injury or damage.

12.5 The applicant's "responsible person" must sign the following statement.

**Please sign and date the agreement below. Your signature signifies that you have read, understand, and agree to the full Facility Usage Policy, Kitchen Policy (if applicable), checklists, Appendix and agree to all terms and fees.**

I, \_\_\_\_\_, representing myself, or representing the organization  
(*name of organization*) \_\_\_\_\_ understand that my  
participation and/or involvement in (*name of the event*) \_\_\_\_\_  
\_\_\_\_\_ carries with it the potential for certain risks, some of which  
may not be reasonably foreseeable.

I further acknowledge that these risks could cause me, or others around me, harm,  
including, but not limited to, bodily injury, damage to property, emotional distress, or  
death.

I am a willing participant in (*name of the event*) \_\_\_\_\_.

By signing this agreement, I agree to release, indemnify, and hold harmless Oak Ridge  
United Methodist Church, as well as all of Oak Ridge United Methodist Church's  
employees, agents, representatives, successors, etc. from all losses, claims, theft,  
demands, liabilities, causes of action, or expenses, known or unknown, arising out of  
my participation in (*name of the event*) \_\_\_\_\_.

Signed:

\_\_\_\_\_  
Responsible Party's (Printed) Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Responsible Contact Person

\_\_\_\_\_  
Date