

# KENNESAW UNITED METHODIST CHURCH FACILITIES USAGE GUIDE

This document is meant to be a guide to be used by the Administrative Assistant, Trustee Board and those other staff and laity who routinely are responsible for the scheduling and use of the facility.

The Board of Trustees is tasked by The Book of Discipline of the United Methodist Church to oversee and maintain the properties of Kennesaw United Methodist Church. Any changes, additions, change of use or modification to Church property must have the approval of the Board of Trustees. Gifts of property require trustee approval and become the property of Kennesaw UMC.

The goals of the trustees are to maintain the Church properties in first class condition and at all times present an attractive, clean environment throughout the Church campus. In this way we will promote the Church's mission to be a growing community of disciples of Jesus Christ where everyone is cared for and everyone cares for another.

KUMC is available to the community and membership for activities adhering to the following guidelines:

Building use activities fall under the jurisdiction of the Board of Trustees. Building use is managed by the Administrative Assistant. No commitment for building use is finalized until the *Facility Usage Agreement* has been completed and executed by the Administrative Assistant.

Local organizations and individuals for one-time or short-term usage may use KUMC. When possible, we attempt to make our facility available for such groups. Our first priority is to KUMC programs and membership needs. Priority is then given to nonprofit groups that are supported or sponsored by KUMC and then finally to other nonprofit organizations. Individuals, non-affiliated users, etc. are considered depending on circumstances.

Approval of the use of the grounds and facilities of KUMC does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities at KUMC must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within KUMC, its buildings or grounds that conflict with the Discipline and the practices of this congregation and KUMC.

## **FACILITY REQUEST PROCEDURES**

The process for scheduling a room involves filling out a *Facility Usage Request Form* (attached to the end of this document) and submitting it to the Church Administrative Assistant. She will then check for availability. Ministries requesting rooms for ongoing studies/activities will be given approval as generously as possible. Please note, however, that the Church has the right to preempt, ask a group to move locations, and/or cancel for special circumstances. Prior notification of at least two weeks will be given for preempting unless there is an emergency. Every effort will be made to accommodate all needs.

## STEPS TO FACILITY USAGE SCHEDULING

1. Fill out a Facility Usage Request. One is included in this guide or you may obtain one from the church office or at our website: [www.kennesawumc.org](http://www.kennesawumc.org).
2. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
3. Return the Room Usage Request to the Administrative Assistant who will evaluate your request and notify you if it is approved or not approved.
4. All fees must be paid in full no later than one week before the event. Any deposits must be paid when the *Facility Request Form* is submitted. Deposits will be returned if a request is not approved. Once approved, outside groups will be required to sign the *Use of Church Facilities Agreement* before space is confirmed.

### FEES

A KUMC all-church function, KUMC church group or groups that are sponsored by the KUMC will use the facilities at no charge. For all other events, the following fees will apply.

If the event date is canceled or changed less than 60 days out, the deposit becomes non-refundable. The deposit is used to hold the date and for any damages which may occur.

No non-church groups may reserve the facility more than 6 months out.

|   |  | CAC                        | Kitchen      | 107                        | Field      |
|---|--|----------------------------|--------------|----------------------------|------------|
| Non-Church Events<br>(Member responsible)*    |  | \$10/hour<br>(M-F/9-5)     | \$10/hour    | \$10/hour<br>(M-F/9-5)     | \$20/event |
|   |  | \$20/hour<br>(M-F/5-10)    |              | \$20/hour<br>(M-F/5-10)    |            |
|   |  | \$20/hour<br>(Sat. & Sun.) |              | \$20/hour<br>(Sat. & Sun.) |            |
| Non-Church Events<br>(No member responsible)* |  | \$100 deposit              |              | \$50 deposit               |            |
|   |  | \$20/hour<br>(M-F/9-5)     | \$10/hour    | \$20/hour<br>(M-F/9-5)     | \$30/event |
|   |  | \$30/hour<br>(M-F/5-10)    |              | \$30/hour<br>(M-F/5-10)    |            |
|   |  | \$30/hour<br>(weekends)    |              | \$30/hour<br>(weekends)    |            |
| *Custodian Charges                            |  | \$75 minimum               | \$75 minimum | \$50 minimum               |            |

## GENERAL GUIDELINES AND POLICIES

The following guidelines are intended to be broad enough to cover many situations but may not address all issues. In situations where specific direction is not available, enough flexibility is allowed for the Trustees and/or Administrative Assistant to make decisions. Although these guidelines may in some instances seem restrictive, the intent is to protect the facilities while accommodating our members and invited guests in a neat, safe and clean facility.

***The spiritual ministry and mission will always be the first and foremost consideration when requests are made to use the Church buildings and grounds.***

- A. **ALCOHOL AND DRUGS.** No alcoholic consumption or controlled substances will be permitted anywhere on KUMC properties.
- B. **CELL PHONES.** Cell phones will be turned "off" or set to "vibrate" when inside Church buildings. This is especially important during worship services.
- C. **CHURCH COMPUTERS.** No unauthorized person is allowed to use church computers. No one under the age of 18 is allowed on any church computers at any time unless they are volunteering and under close supervision by an adult.
- D. **DOORS AND LIGHTS.**
  - 1. If you or anyone in your group goes in or out any door (backdoor, door beside kitchen, side door, etc.), please see that the doors are locked and closed securely.
  - 2. Make sure all lights are turned off when you leave.
- E. **FOOD.**
  - 1. Food and/or drinks, including bottled water, will not be permitted in the Sanctuary unless being used by speakers or singers.
  - 2. If refreshments are served or glue is used, please see that the tables are cleaned of any spills or crumbs.
  - 3. If food is spilled on the floor, please see that it is cleaned up before you leave.
- F. **FURNISHINGS.** Chairs, tables, etc. should not be moved from one location to another without notification and the specific approval of the church staff and/or trustees. Leave the room better than you found it with furnishings where you found them.
- G. **HEALTH, FIRE AND SAFETY.** All health, fire, and safety rules and codes are to be strictly enforced and obeyed. Members and guests are expected to adhere to these rules.
- H. **KITCHEN.** Kitchen rules are posted on the kitchen wall.
- I. **LANGUAGE.** Use of profane, vulgar or indecent language, music, or inappropriate themes or symbols is prohibited.

- J. **PETS.** No pets are allowed in the Church buildings at any time. **Exception:** certified dogs assisting handicapped persons or dogs involved in ministry.
- K. **POSTING OF ANNOUNCEMENTS.** Using tape or other means of attachment on walls, doors, windows or elevators is not permitted. Numerous bulletin boards are available throughout the buildings for posting announcements. No commercial or personal needs postings are permitted.
- L. **RESTROOMS.** When you leave, check the restrooms to make sure toilets are flushed, water is not running and the lights have been turned off.
- M. **RUNNING, SKATEBOARDS, ETC.** Skate boards, bicycles and running are not allowed in the facility.
- N. **SCHEDULING.** All rooms in all buildings must be scheduled in advance through the Administrative Assistant. Just because a room is empty does not mean it is available. See full description of facilities request procedure on Page 2 of this document.
- O. **SCOUTS, BALL TEAMS, ETC.** All outside organizations that involve children must have a certificate of insurance provided to the church office before being allowed to use the facility.
- P. **SET-UP.** If a group needs a specific set-up, it will be the group's responsibility to arrange the set-up and ensure that the room is returned to its original arrangement unless Custodian Fees are paid. This is at the discretion of the Trustees and/or Administrative Assistant.
- Q. **SMOKE-FREE.** All buildings on KUMC properties are smoke-free and tobacco-free.
- R. **STORAGE.**
1. Nothing shall be stored or placed under stairwells or in hallways, by order of the Cobb County Fire Marshal.
  2. Please be thoughtful when storing items in the facility. Is the item necessary and useful? If not, please dispose of it.
- S. **SUPERVISION OF CHILDREN AND YOUTH.** KUMC has adopted the policy of Safe Sanctuaries for children and youth. Children under the age of ten (10) shall not be left unsupervised at any time. Adult supervision of children is required at all times. All users of the facility are expected to follow the guidelines of this policy including the following:
- No fewer than two adults must be present at all times during any program or event involving children.
  - These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
  - At least one of the adults present must be currently certified in First Aid and CPR.
  - Any childcare necessary must be arranged through Nursery Director. Due to church liability, all children must remain with parents unless Paid Nursery is available. No children are to be left unattended anywhere in the building without adult supervision.
  - **PLAYGROUND.** The playground should be used under adult supervision only. The Preschool outdoor equipment is not to be used.
  - No one is allowed to sit, stand or jump from the rock wall.

T. **TRASH.** After having refreshments or making craft items, please see that the trash is taken to the dumpster.

U. **USAGE.**

1. Church facilities and property shall be limited to non-commercial, not-for-profit making, non-political organizations whose purposes are deemed to be consistent with the mission of the Church.
2. Church buildings and grounds shall not be used for any political fundraisers, speeches, or rallies. Nor shall buildings be used for parties by members to make monies for personal gain.
3. The use of Church facilities by clubs and organizations will not be approved even if the club member is a Church member.
4. Space will be assigned in a way that best serves the goal of meeting the needs of our members. No group "owns" space. Groups may be asked to relocate if necessary to meet these goals. All space is multi-purpose.



There are two **AUTOMATED EXTERNAL DEFIBRILLATORS (AED)** onsite. One is between the office and the sanctuary on the second floor and the other is at the bottom of the stairwell near the preschool hallway and elevators.

# Facility Usage Request Kennesaw UMC

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

Date Request Submitted: \_\_\_\_\_

Desired Date(s): From: \_\_\_\_\_ To: \_\_\_\_\_

Alternate Date(s): From: \_\_\_\_\_ To: \_\_\_\_\_

Reserve/Setup Time:

| Setup Time | Event Start Time | Event End Time | Cleanup Time |
|------------|------------------|----------------|--------------|
|            |                  |                |              |

Room(s) Requested: \_\_\_\_\_ Number Expected: \_\_\_\_\_

Setup needed:   Yes    No

Sound Equipment needed:   Yes    No      Television/DVD Player needed:   Yes    No

Explain Setup in detail (if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Group Name: \_\_\_\_\_

Leader's Name: \_\_\_\_\_

You need to reserve the facility space at least 3 weeks out to allow time for processing. Once the form is submitted, you will be contacted via email for confirmation of what space you have been assigned.

**No rooms will be reserved without a completed form.**

**Place in Margaret Neal's mailbox when complete or  
submit a form online ([www.kennesawumc.org](http://www.kennesawumc.org)).  
[margaret@kennesawumc.org](mailto:margaret@kennesawumc.org)  
770-428-1543 X30  
Fax: 770-428-3325**

**Use of Church Facilities Agreement  
Kennesaw United Methodist Church, Kennesaw, GA**

KUMC and its facilities are available to serve its congregation and the greater community. The individuals and organizations using the facilities are responsible to leave the facility as found as we all can continue to enjoy them for years to come. This agreement is entered into by and between \_\_\_\_\_ (Promisor) and KUMC on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in Kennesaw, Georgia.

The Promisor will abide by the procedures, rules and information pertaining to the use of this facility as set forth in the Facilities Usage Guide. This agreement is to cover the usage of (room) \_\_\_\_\_ on (date) \_\_\_\_\_, from (beginning and ending time) \_\_\_\_\_ until \_\_\_\_\_.

Regulations pertaining to use of this facility:

1. At least 30 days notice is necessary to schedule use of this facility.
2. Entire facility on KUMC campus is smoke-free and tobacco-free.
3. No alcoholic consumption or controlled substances will be permitted anywhere on KUMC campus.
4. Church facilities are not available for money-making events other than those sponsored by Church or charitable organizations.
5. Kitchen equipment, tables, chairs or other church property are not to be removed from the church premises.
6. Facilities usage fees are as follows: (refundable deposit) \_\_\_\_\_; usage fee \_\_\_\_\_; custodian fee \_\_\_\_\_.
7. Cancellation or change of date will result in forfeiture of deposit.
8. Nothing may be attached to walls and fixtures.
9. The person signing below is responsible for breakage, loss or misuse of equipment or facilities; is responsible for payment of all fees and will see that the facilities are returned to the condition in which they were found.
10. Nursery facilities may be contracted subject to availability. Rate and arrangements to be made with Nursery Director.
11. **Damage Agreement:** It is understood that financial responsibility for any damage to building or facilities resulting from the use rests with Promisor and Promisor's invitees. Promisor shall use diligent care to prevent such damage.

12. **Hold-Harmless Agreement:** The Promisor will indemnify and hold harmless KUMC from any and all claims, actions, and judgments, including all costs of defense and attorney's fees incurred in defending against same, arising from and related to Promisor's use and rental of the facility listed above. Promisor's acts include acts of guests, caterers, and others used or employed as contemplated by this agreement.

KUMC shall be entitled, in its reasonable discretion, to settle claims prior to suit or judgment, and in the event Promisor shall indemnify and hold harmless KUMC for any such claims paid, including KUMC's reasonable attorney's fees incurred resulting from such claim.

In the event any claim or suit is brought forth against KUMC within the scope of this agreement, Promisor agrees that it shall pay for legal counsel chosen by KUMC to defend against same.

This agreement shall encompass any and all claims resulting from the use of this facility by the Promisor, its guests, caterer, and related others on the date and times set forth above.

In the event either party files suit in a court of law to interpret or to enforce the terms of this Agreement, the party prevailing in such action shall be entitled, in addition to any legal fees incurred in defending against any third party claim, to its reasonable legal fees and costs incurred in such action to interpret or to enforce the terms of this Agreement.

This Agreement shall be interpreted under the laws of the state of Georgia, County of Cobb.

**Kennesaw United Methodist Church**

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**Margaret Neal, Administrative Assistant**

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**(Name of Promisor, printed)**

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**(Promisor's signature)**