

Church Facility Usage Policy

First United Methodist Church Morristown, Tennessee

Approved by Church Council February 16, 2010
Changes approved by Church Council August 21, 2012

It is the intent of FUMC that its facilities be used for the enrichment of the lives of church members and the community at large. While religious activities form a central part of the mission of the Church, it is also recognized that recreational and fellowship activities enrich the lives of Church members and the community.

General Usage and Procedural Guidelines

Any First United Methodist Church (FUMC) group may use the Church facilities within the guidelines of the Church Facility Usage Policy. Groups are encouraged to leave the facilities in the same or better condition as they found it.

First United Methodist Church, FUMC, may be reserved for special events, meetings by other church groups or outside groups if they meet the FUMC guidelines listed in this Church Facility Usage Policy.

Organizations may utilize the FUMC facilities, but it is the intent that First United Methodist Church facilities not be used as the main or central location of a business activity.

FUMC, Holston Conference, Morristown District, Christian organizations and educational institutions, will not be charged facility fees. Facility usage fees are set by the FUMC Church Council. Fees for custodian and audio/video technicians may apply.

The FUMC church secretary has the authority from Church Council to schedule events and the authority to approve events in any church room or building except the Sanctuary, Chapel and Music Rooms. Use of FUMC Sanctuary, Chapel and Music Rooms requires approval by the Director of Music.

Regular Church events, ministries and activities will have priority and will be scheduled on the Church Calendar well in advance to ensure that no conflicts will occur.

Events at FUMC may only be scheduled by the church secretary. No church member or church staff member may schedule events that are not part of the normal church calendar without following the procedures in this policy.

Adequate supervision must be provided for children and youth for all activities and events. The Church's Safe Sanctuaries Policy is the expected policy for supervision of children and youth on church property. A copy of the policy will be given to the person who reserves the facilities.

Any damage or loss to FUMC's property caused by group will be the responsibility of that group.

Scheduling Procedures

Groups desiring to use space at FUMC may be required to complete a **Facility Use Request Form** and submit it to the church secretary. If a Facility Use Request Form is required, receipt of the form confirms the scheduled date. Facility Use Request Forms are available in the church office or on the church's web page: www.fumcmorristown.org.

Once approved, each event will be posted on the church calendar. The church secretary will keep a hard copy of the church calendar on her desk.

All church groups and outside groups must schedule events with the church secretary as soon as possible so arrangements for room set up (chairs, heat/AC, tables, etc) can be made. (1) When a group requires audio or video needs for their event, their needs should be conveyed to the church office no later than 5 days prior to the event.

Church facilities may be reserved up to six months in advance of the event date if no scheduling conflicts are known. Reservations for the use of FUMC buildings, gym and rooms are taken on a first come-first served basis. For weddings, refer to the Wedding Policy. For use of kitchen, refer to the Kitchen Policy.

The Sanctuary will not be used for any event in which an admission fee is to be charged.

(1) change approved by Church Council 08-21-2012

Facilities and Resources Fee Schedule

Gym (450 People Max) \$20/hour
\$180 Daily Max
\$240 Overnight Max

Community Room (100 People Max) \$15/hour
\$120 Daily Max
\$180 Overnight Max

Kitchen \$15/Hour
\$120 Daily Max
\$180 Overnight Max
\$50 deposit – refunded after event

Crossroads (2-75 Persons) \$15/hour

Cornerstone (2-75 Persons) \$15/hour

Classrooms \$10/ hour

(Custodial fees may also apply for set up and clean up.)

Custodial Fees

Gym (set up & clean up) Up to 100 people \$50
101-200 people \$75
201 + people \$100

Community Room (set up & clean up) \$50

Cornerstone (set up & clean up) \$30

Crossroads (set up & clean up) \$50

Classrooms (set up & clean up) \$10/room

Miscellaneous Fees

Cloth Tablecloths \$2 each for laundering

(1)Sound/Light Technician \$75

(1)Video Technician \$75

(1) change approved by Church Council 08-21-2012

Facility Use Request Form

First United Methodist Church
101 East First North Street
Morristown, TN 37814
423-581-2180

Name _____ Date Submitted _____
Contact info: Home Phone _____ Cell Phone _____
Work Phone _____ Email Address _____
Name of Group _____ Est. Attendance _____
Purpose of Meeting/Event _____
Date of Use _____ Opening Time _____ Closing Time _____
Actual meeting time _____

Facilities requested:

___ Gym ___ Community Room ___ Room 103
___ Cornerstone ___ Crossroads ___ Library
___ Sanctuary ___ Kitchen ___ Music Room
___ Chapel ___ SS Classroom(s) Please list: _____
___ Other _____

Do you have liability insurance? _____ Coverage limits: _____

Set Up Request Please use back of this application or separate sheet to submit a diagram of room set up

Services Needed ___ Custodian ___ Video Projector ___ Portable Sound (you operate)
___ Sound System (we must operate) ___ Microphones _____
___ Tablecloths (\$2 charge each for laundering)
___ Portable screen ___ Other _____
___ Childcare *Please see Guidelines for fees and requirements.*

Keys Needed: _____

Fees: (fees are due prior to date of event.) Keys must be picked up before Friday of the event.

Date paid _____ Check# _____ Cash _____

Forms received:

___ Safe Sanctuaries Policy ___ Basic Facility Guidelines ___ Insurance Waiver
___ Kitchen Policy ___ Wedding Policy

By submitting this application, the undersigned represents that the information provided is true and accurate and has received copies of the checked policies/guidelines. If the request is granted, the organization will be responsible for any damage to the premises of First United Methodist Church. Changes to equipment needs must be made at least one week in advance of the event in writing.

Applicant's Signature

Date

Application Approved by

Date (form updated 5/27/2021)

WAIVER OF LIABILITY

FUMC BUILDING RELEASE / WAIVER OF LIABILITY

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This is a Release and Waiver of Liability (the “Release”) executed on this date _____, by _____ (the “**Building User**”), and First United Methodist Church, Morristown Tennessee, a nonprofit 501C corporation, and their pastors, officers, employees, and agents (collectively known as “**FUMC**”).

The Building User desires to use FUMC facilities and building and engage in the activities related to their group (the “Event”).

The Building User hereby freely, voluntarily, and without duress executes this Release under the terms below:

1. Release and Waiver

Building User does hereby release and forever discharge and hold harmless FUMC and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from Building User’s Activities with FUMC.

Building User understands that this Release discharges FUMC from any liability or claim that the Building User may have against FUMC with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Building User’s Activities with FUMC, whether caused by the negligence of FUMC or its officers, directors, employees, or agents or otherwise.

Building User also understands that FUMC does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness.

2. Medical Treatment

Building User does hereby release and forever discharge FUMC from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Building User’s Activities with FUMC, or with the decision by any representative or agent of FUMC to exercise the power to consent to medical or dental treatment as such power may be granted and authorized in the Parental Authorization for Treatment of a Minor Child.

3. Assumption of Risk

The Building User understands that the Activities include play that may be hazardous to the Building User, including, but not limited to, slipping, falling, and other accidents.

The Building User hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases FUMC from all liability for injury, illness, death or property damage resulting from the Activities.

4. Insurance

The Building User understands that, except as otherwise agreed to by FUMC in writing, FUMC does not carry or maintain health, medical, or disability insurance coverage for any Building User.

Each Building User is expected and encouraged to obtain his or her own medical or health insurance coverage.

5. Other

Building User expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Tennessee, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Tennessee.

Building User agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

By signing below, the Building User has read, understood, and executed this Release as of the date first above written.

Building User:

(Signature)

Complete Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Home Phone: _____

Contact person in case of emergency:

_____ **Phone:** _____