***Welcoming Caring & Growing Together***



**Facilities Usage Policy**

We are pleased you have chosen Mission Bend United Methodist Church (MBUMC) for your activity. We hope you find our church to be a place of hospitality and a reflection of the love of God in service to our community. The church staff and members assisting you hope that all your relationships here will be warm and friendly.

**Use of Facilities**

The primary use for MBUMC is to help people learn God’s Word through engaging worship, vibrant Christian Education, and intriguing conversations in small groups. Beyond this, MBUMC welcomes the use of its facility **and grounds** by church members for events, by non-profits that complement the mission of the church, and general use by non-members and groups for purposes deemed appropriate by our Trustees Committee.

It is the responsibility of the individual(s) or group requesting the facility to become familiar with the attached guidelines and rules and to ensure they are observed. These rules are necessary to meet insurance, tax code, and fire department use regulations, as well as maintaining the primary function of our facilities as a place of worship. All persons and groups must agree to abide by these rules. By signing this agreement, users accept responsibility for his/her groups’ following of the stated rules and for making restitution to the church for any damage which may result from the groups’ use of the premises.

**Scheduling**

A reservation for any room(s) must be requested by submitting MBUMC’s *REQUEST FOR USE OF CHURCH* FACILITIES form (attached) **within 5 business days prior to usage**. Once the church office receives the completed form and signed agreement, they will be reviewed. If the requested rooms and dates are available and the requirements, as stated above, have been met, **the requestor** will be notified of approval. **NO ACTIVITY will take place until the Church office has approved the room request and returned to the requestor.** The usage fee will then be required and the event will be placed on the church calendar. A follow-up checklist is also required after your event. This is to ensure that the room(s) has been properly cleaned and restored to its original condition and the key is returned prior to the next function in that room. This protects your group as well as our facility.

Please also be aware that if you are requesting use of the facility on an on-going basis (i.e. weekly, bi-monthly, or monthly), there may be a time when we cannot accommodate your group due to a Church function or other ministerial need. You will be notified of any conflict as soon as possible. As stated earlier, it is our desire to make all your contact with MBUMC as friendly and accommodating as possible.

If you have any questions, please do not hesitate to contact the church office at (281) 497-4491.

**Facilities Usage General Guidelines & Rules**

* A *Request for Use of Church Facilities* form and agreement to the *Building Usage General Guidelines & Rules* must be signed, submitted to the church office, and approved minimally 5 business days prior to usage. All requests will be reviewed promptly and appropriates party notified. Upon approval, a building usage fee (see fee schedule) is required in order to secure the facility.
* Unless otherwise specifically arranged with Mission Bend United Methodist Church, the hours of facilities usage are from 8:00 am to 9:00 pm. Be sure to allow adequate time for setup and cleanup in your schedule.
* Mission Bend United Methodist Church events take priority over other requests.
* Organizations using the facilities or grounds must submit a Certificate of Liability Insurance from their insurer with the *Request for Use of Church Facilities* form.
* Adequate supervision of all activities by responsible adults is to be provided by the individual(s) or group using the facilities who will assume all legal responsibility for the actions of all who might attend the event or be in the church building.
* All weapons are prohibited on church property.
* Smoking, as well as serving and use of alcoholic beverages or drugs, is prohibited within the church facilities and grounds.
* Decorations, banners and/or posters, whether indoor or outdoor, must be approved by the appropriate church representative. No nails, tacks, or staples may be used to attach decorations to any part of the church. During seasonal periods (Christmas, Easter, etc.) church decorations shall have precedence over other decorations and may not be moved without prior approval.
* Choir chairs, instruments, and other items that are part of the church may not be moved or removed. Computers and telephone equipment are not to be used. Thermostats are set on timers and are not to be adjusted.
* **Use of the sanctuary and/or kitchen requires a refundable deposit per event (see fee schedule). This deposit is refundable only if no additional fees are required to cover damage or custodial work.**
* When receptions are held at the church, you and your caterer may use the kitchen and sanctuary (multi-purpose room) under the supervision of trained kitchen personnel. The kitchen and all equipment must be cleaned immediately following your event. For all events, in addition to clean up, tables and chairs must be returned to the order of arrangement they were in before the scheduled use. If it is necessary to have a custodian perform these services, group or individuals using the facilities will be responsible for their fees, which are covered by the deposit.
* Outside companies or individuals bringing in their own equipment, such as lighting or sound, must be bonded and insured.
* We require that guests be admitted to the reserved room(s) only. Other areas of the facility are to remain free from access.
* Unless prior arrangements have been made, a church representative will open and close the church at the predetermined times for the event. In the event a key is issued to an individual or group for this purpose, it will be checked out only to a responsible predetermined adult. This person is the only one who will be given a key and is responsible for unlocking and locking the building. This responsibility cannot be given or delegated to another individual. In addition, a temporary security code for the alarm system along with instructions will be issued to this person.
* The applicant will assume all legal responsibility for the building, musical instruments, and any other church property in the church building. Any damage, breakage, or loss of equipment or facilities is the responsibility of the applicant and is to be reported to the church representative.
* Sound equipment in the sanctuary consists of highly technical equipment and require trained personnel to operate. The sound system equipment may only be operated by a person associated with and appointed by Mission Bend United Methodist Church and will incur an additional fee (see fee schedule).
* These guidelines and rules are not meant to be an exhaustive list.