

FACILITIES USAGE POLICY



GENERAL POLICY

Kingswood United Methodist Church facilities exist first and foremost for the purpose of services of worship and for Christian educational programs and activities. The facility is available for church events as well as non-profit community programs that are consistent with the church's mission. In turn we ask that all persons treat the facility with reverence and respect.

1. In approving and scheduling events, first priority for usage shall be given to the ministry of the church and organizations which are a part of the ministry and mission of Kingswood.
2. In general, all events will be scheduled on a first-come, first-served basis. However, approval of non-church groups will take into consideration frequency of use and previous experience with the group. Request may be deferred to within three (3) months of the event. Any exceptions will require the expressed approval of the Church Administrator.
3. All non-church related groups or individuals shall be required to pay a Usage Fee when event is scheduled. (Appendix I) Fees charged are non-negotiable. Deposits are refundable by notifying the church in writing (fax or e-mail will be acceptable; NOT a phone call) 72 hours prior to the scheduled event.
4. Policies, guidelines and fees for weddings are included in a separate document available to the bride and groom.
5. Completion of a "Facilities Request" form (Appendix II) for scheduling events and using the facilities and grounds will initiate the process. All details regarding date, beginning and ending times, location request, special needs and contact person are included on the form. This form must be completed in its entirety. All non-church groups must execute a Hold-Harmless agreement (Appendix III) as well.
6. Meeting/Activity Leaders/Staff Members/Ministers using the facilities are responsible for scheduling the room/area with the Church Administrator. The person scheduling the meeting/event will be responsible for the setting-up the room/area and returning the room/area to its original set-up as well as turning off the lights and leaving the room/area clean upon departure. If there is garbage, the person should also dispose of same.
7. If a request involves a religious/community/civic group, it is required that the group's charter or mission statement be submitted to the Church Administrator for review prior to the event being placed on the calendar. A determination will be made regarding the compatibility of the information with the United Methodist Church.
8. In addition, all religious/ community/civic groups may be asked to present documentation of liability insurance to implement the application process. This

documentation must include an insurance agent's name, company name, policy number and contact person.

9. Once the request has been approved and all paperwork has been completed, the event is placed on the church calendar. At this time all fees become due. (Wedding fees are handled differently subject to the Wedding Guidelines.)
10. Matters concerning rearrangement of furniture, removal of floral arrangements, use of seasonal decorations, removal of altar furniture/rails (sanctuary), tables, etc. must be requested in writing and specified on the "Facilities Request" form at the time of the request. Without specific permission, no furniture other than classroom chairs and tables may be moved. No signage may be taped or pinned to the building walls, doors or glass, either internal or external.
11. A Kingswood United Methodist Church staff person and/or a church member may be required to be attendance at all non-church events. This requirement would be determined by the Church Administrator.
12. All requests that require building usage beyond 10:00 PM must get prior approval from the Church Administrator.

CHURCH DÉCOR POLICY

Because all areas of the church are used by different groups for multiple purposes and functions, it is important that the church maintain conformity in appearance and décor. Therefore, the Board of Trustees must give prior approval for any and all additions or changes made regarding window treatments, furnishings, floor coverings, paint, and wall coverings, artwork, door treatments, and any other form of decorative element. This includes, but is not limited to: the sanctuary, Sunday school classrooms, meeting rooms, kitchen, dining areas, hallways, offices, parlor, library, ministry areas, restrooms and all other public areas.

PLAQUES AND MEMORIALS POLICY

No plaques may be placed on any object or structure of the church without the specific approval of the Board of Trustees. No rooms or buildings may be named for an individual without the prior approval of the Board of Trustees.

PARKING LOT POLICY

1. Kingswood United Methodist Church will not be responsible for the security of any person, vehicle, or property of those using the parking spaces.
2. Littering the parking lot or grounds is prohibited. (If littering does occur, an appropriate clean-up fee will be assessed to the group.)
3. Loud talking or the use of loud equipment in the parking lot is prohibited.
4. No loitering.
5. No alcohol or controlled substances are allowed in the parking lot at any time.
6. Vehicles parked in the church parking lot shall not have any offensive bumper stickers, decals, signs or other objects that are, in the sole discretion of the church, determined to be objectionable.
7. Only passenger vehicles will be allowed in the parking lot. No non-scheduled skating, use of scooters or roller blading is permitted on church property. No heavy construction vehicles, construction equipment or material will be allowed on church property unless specifically authorized by the church. Mopeds, go-carts, razor scooters, skateboards and other non-licensed vehicles are not allowed.
8. Anyone who violates these conditions can be asked to move his/her vehicle from the church's property. If the vehicle is not moved, it is subject to being towed at the owner's expense.

KITCHEN POLICY

Event Planning

To ensure clear commitments and communications, all outside groups, church members, and church personnel must request any church food/kitchen service event through the administrative offices at Kingswood United Methodist Church (KUMC) before any arrangements or promotions of events occur. (Appendix IV) On occasion, other commitments, sporting activities, or scheduling conflicts might prevent the church food/kitchen service from accommodating an event. The administrative offices will determine if the facilities are available and if the food/kitchen department can accommodate the event. Once the request had been approved, the event will be placed on the church calendar and the calendar will be posted outside the kitchen door.

Kitchen Department requests for unscheduled events (such as funerals) must also be made through the administrative offices.

Caterers

Groups are allowed to furnish their own food service for any event. All caterers using the kitchen must provide proof of insurance. No caterer will be allowed to prepare food in the KUMC Kitchen without proof of insurance. This documentation must include an insurance agent's name, company name, policy number, and contact telephone number. Use of the kitchen will require a \$250.00 fee. All caterers using the kitchen are expected to leave the kitchen clean and in good order (no cleaning services will be provided for caterers). Caterers must provide a refundable \$125.00 cleaning deposit to the church. The deposit will be refunded if the kitchen is left in good condition.

Any use of the church's kitchen may necessitate the presence of the church's kitchen coordinator or a member of the hospitality team, which may incur a fee for this representative.

General

Church members and/or volunteers using the kitchen during planned events must have at least one person in the group who is a member of the kitchen committee present.

Security

The kitchen is to be locked and secured at all entrances when not in use. This will be especially important during sporting events. Keys will be held only by the kitchen coordinator or a representative of the kitchen committee.

Preparation of any item that will be sold for profit (other than church-approved fundraisers) is prohibited. No person will be authorized to use any kitchen for any purpose other than to fulfill the need of an event AT the church. The exception to this will be the preparation of items to be taken to shelters of home-bound persons.

Kitchen Usage Guidelines

- Kitchen equipment and dishes used must be washed, dried, and returned to proper storage the same day they are used; **UNDER NO CIRCUMSTANCES ARE DIRTY DISHES TO BE LEFT OVERNIGHT.**
- All garbage and trash of any kind must be removed to the dumpster outside; no garbage or trash may be left overnight.
- After each use, the stove and ovens must be wiped clean and all spills thoroughly removed.
- After each use, the coffee makers, urns, baskets, and pots must be washed, rinsed, dried and returned to their proper storage.
- Sinks, counter tops, prep tables and all other surfaces must be cleaned with disinfectant.
- Floors must be swept after each use; spills should be cleaned with a wet mop.
- Any breakage or damage to equipment or fixtures must be reported to the kitchen coordinator. Faulty equipment or fixtures must also be reported to the kitchen coordinator.
- For proper health and sanitation reasons, limit the number of children present.
- Opened food and beverage must be dated; all food left after seven days will be disposed of.
- All persons using the kitchen must observe the strictest rules of sanitation; frequent hand washing is mandatory.
- To maintain good sanitary practices, do not leave non kitchen items in the kitchen. These items will be thrown away.
- All persons using the kitchen must leave the facility in excellent condition. Use of the kitchen will be denied to any group who abuses the privilege or disregards policies.
- Flowers are carriers of dangerous bacteria and cannot be arranged in food prep areas. If flowers are prepared in the kitchen, they may only be arranged in areas where food is NOT prepared. The area must then be cleaned with disinfectant immediately afterwards.

ACTIVITIES PROHIBITED ON CHURCH PROPERTY POLICY

1. Posting signs, affixing signs, or distributing signs or notices on church property without the expressed permission/approval of the Church Administrator.
2. Operating any church equipment without the express permission of the Church Administrator.
3. Attaching tape, tacks, nail, putty, or other materials to church property.
4. Using candles at any event other than weddings must have the prior consent of the Church Administrator.
5. The use of glue, paint, glitter, confetti, decorations with glitter, and other materials unless they are being used in supervised activities for church related functions.
6. Non-church related organizations selling tickets for events held on church property without the expressed permission of the Church Administrator.
7. Use of church facilities by “for profit” enterprises.
8. Use of facilities for local, city, state or national politics, except a bi-partisan forum type activity.
9. Use of alcohol or any controlled substance.
10. Smoking inside the buildings is prohibited. Smoking is not advised outside the buildings or in the parking lots.
11. Use of profane, vulgar or indecent language, music or symbols.
12. Reckless driving in or through the church property.
13. Use of audio/visual materials containing profanity or violent or sexually explicit images.
14. Skateboarding in any area of the church property.

**APPENDIX I
FACILITIES USAGE FEE SCHEDULE**

Facilities Usage Fees for Non-Church Groups

Note: This price list does not apply to weddings which have separate fees and guidelines. It also does not apply to church affiliated groups.

Church Members who wish to reserve the Church facilities for personal/family events may do so at a 25% reduction of the rates stated in the fee schedule of the Church Facility Usage Policy. Deposits and Cleaning/Service fees excluded.

All outside groups must execute a Hold-Harmless agreement. (Appendix III)

All fees are due when the event is scheduled. In the event of cancellation, fees will not be refunded unless a 72-hour notice of cancellation is received in writing by the Church Administrator.

Sanctuary.....	\$350.00 per day
Gymnasium	\$450.00 per day
Kingswood Theatre/Fellowship Hall.....	\$300.00 per day
Kitchen.....	\$125.00 per day
.....	(\$250.00/day for Caterers)
.....	\$125.00 cleaning deposit**
Class Rooms	\$75.00 per room/per day
.....	\$100.00 set-up/cleaning
.....	Usage Deposit \$100.00**

**** Deposits are fully refundable if premises are left in good condition**

The sound system is typically not made available for any event that does not have a KUMC staff member in attendance. Sound needs should be discussed with the Church Administrator as a fee may apply.

Kingswood Facility Reservation Form

Today's Date
/ /

Purpose of Request

Date(s) Requested	Time Requested

Sanctuary Building		CLC Building	
Upper Level	Lower Level	Upper Level	Lower Level
<input type="checkbox"/> Sanctuary <input type="checkbox"/> 234 – Fellowship Hall <input type="checkbox"/> 226 – Conference Room <input type="checkbox"/> 232 – Library <input type="checkbox"/> 219 – Bride's Room <input type="checkbox"/> _____	<input type="checkbox"/> 140 <input type="checkbox"/> 141 <input type="checkbox"/> 142 <input type="checkbox"/> 115 – School Lunchroom <input type="checkbox"/> 117 – School Music <input type="checkbox"/> 134 – Choir Room <input type="checkbox"/> _____	<input type="checkbox"/> 303 – Café / Sr. High <input type="checkbox"/> 304 – Ladies' Lounge <input type="checkbox"/> 308 – New Life Class <input type="checkbox"/> 309 <input type="checkbox"/> 310 <input type="checkbox"/> 312 – Jr. High <input type="checkbox"/> _____	<input type="checkbox"/> 201 – Gym <input type="checkbox"/> 202 – Kitchen <input type="checkbox"/> 212 – King's Class <input type="checkbox"/> 210 – Landiss Class <input type="checkbox"/> 208 – Ark Class <input type="checkbox"/> 209 – Pathseekers Class <input type="checkbox"/> 211 <input type="checkbox"/> 213 – Weight Room <input type="checkbox"/> _____

Kingswood United Methodist Church is a smoke-free facility

Contact Person	Phone	Email

Contact person assumes responsibility for cleanup and take-down

Ministry Area or Group Name

Setup Needs: (Diagram may be drawn on back of page. Setup may not be available to non-member groups)

Special Requests: (A/V equipment, TV, VCR, DVD, Screen, etc. May not be available to non-member groups)

Childcare Needs: (May be available to KUMC events only. Please contact Jenna Mobley <jmobley@kingswoodumc.org> with all childcare requests. She can address childcare costs.)

Kitchen Fees

- Kitchen fees apply to all non-member events, and may apply in certain member-sponsored events

- Rental \$250 per day _____

- Cleaning Deposit \$125 _____
(refundable if kitchen left in good condition)

Trustee/Kitchen Committee member assigned _____

- Insurance Documentation required:
Agent's Name _____
Company _____

Policy Number _____ Contact
Phone _____

- "Hold Harmless" Agreement signed _____

TOTAL KITCHEN FEES PAID _____

You should receive:

- a signed copy of this form _____
- a copy of all required forms _____
- receipt for fees/deposits paid _____
- a copy of relevant usage policies _____

Staff Approval Signature: _____

Date: _____

Rev. 2/08

FOR OFFICE USE ONLY:

(Please notate all "approval" calls made with person contacted and date).

APPENDIX III

RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

STATE OF GEORGIA; COUNTY OF DEKALB

For and in consideration of the use by the undersigned of the facilities of Kingswood United Methodist Church, Inc., including parking lots and sidewalks, the undersigned does hereby remise, release and discharge and for its heirs, executors, administrators, successors and assigns does hereby remise, release and discharge Kingswood United Methodist Church, Inc., its Administrative Council, Trustees, individual members and their heirs, executors, administrators, successors and assign from any and all claims, demands, rights and causes of action of whatsoever kind and nature for personal injury and/or property damage or loss arising out of the use of said premises by the undersigned and its individual members and/or guests.

For the above-stated consideration, the undersigned further agrees to indemnify and hold harmless Kingswood United Methodist Church, Inc., its administrators, Trustees, individual members and their heirs, executors, administrators, successors and assigns from any and all claims, demands, rights and causes of action of whatsoever kind and nature, including, but not limited to judgments, attorney’s fees and costs which may be incurred as a result of claims for personal injuries and damage or loss of property arising out of the use of the facilities by the aforesaid undersigned organization, its members and/or guests.

It is understood and agreed that this release, indemnification and hold harmless agreement is executed by the undersigned without any representations or statements of any kind made by Kingswood United Methodist Church, Inc., or any of its representatives or members. The undersigned acknowledges that before signing, its authorized representative has read and understands each paragraph hereof or has reviewed the meaning of each paragraph with independent legal counsel.

In Witness Whereof, the undersigned sets its hand and seal this ___ day of _____, 20__.

ORGANIZATION: _____

BY: _____

Name _____

Title _____

WITNESS: _____

Name _____

Address _____

Meeting date(s) _____ Time _____

Contact Person _____

Phone # _____

(day)

(evening)

APPENDIX III (continued)
AGREEMENT TO VACATE BUILDING IF FIRE ALARM SOUNDS

Pursuant to the "Release, Indemnification and Hold Harmless Agreement," the undersigned further agrees to vacate the church building in the event the building's fire alarm sounds. The undersigned agrees not to re-enter the building without the proper authorization from a church staff member or local authorities (fire or police department).

Name of Group: _____

Contact Person: _____

Address & Phone: _____

Signature: _____

Witness: _____

Date: _____

CHURCH HOLIDAYS

In the event the undersigned group chooses to meet on a church holiday, when the church office is closed, the undersigned agrees to accept any charges incurred due to the building security alarm being activated. Charges are assessed by the local police and fire department. The undersigned agrees to reimburse the church in a timely manner and with good funds. The church agrees to contact the undersigned with advance notice of a holiday.

Name of Group: _____

Group Representative _____

Date: _____

Kingswood United Methodist Church, Inc. Representative

Name: _____

Date: _____

APPENDIX IV

Kingswood United Methodist Church

KITCHEN USAGE AGREEMENT

Security and Reasonable Care Contract

The following contractual acknowledgement is an expression of good faith made

between: _____ of

Work phone number: _____ Home phone: _____

and Kingswood United Methodist Church of 5015 Tilly Mill Road, Dunwoody, GA 30338, 770-457-1317

It is clearly understood that the above person, _____, is acknowledging responsibility for the security and reasonable care of the kitchen of Kingswood United Methodist Church to be used on _____ (date).

Your signature below indicates that you agree to leave the kitchen in good condition after the event has concluded. This means that the kitchen will not be harmed in any fashion.

The individual named below, hereafter termed, "The Responsible Party", understands that this is a liability document. This contract establishes that the Responsible Party will be assessed and charged for any negligence involving the kitchen(s) on church property during the event, as scheduled.

Negligence is defined for the purposes of this contract as follows:

1. Failure to follow kitchen use policy;
2. Theft of any church property;
3. Negligence involving attaching decorations, signs, etc. to church property;
4. Negligence related to caterers/food service usage, if applicable.

The Responsible Party's signature(s) below indicates understanding of the obligation to repair, clean, and/or replace church property damaged during the above mentioned event scheduled to be held on Kingswood United Methodist Church property. The undersigned understands and agrees that if he/she or members of their party, damage church property, that this will result in an obligation to pay for repair, cleaning, and/or replacement, as assessed by the Church Administrator or designee. Costs associated with the assessment of the damage will be charged to the undersigned as well. All charges will be paid to the church within 30 days of invoice.

Kitchen Coordinator/Administrative Team

"Responsible Party"

Revision History:

REV2008APR08:

Amendment to discount fees for church Members. Signed: _____
Chairman, Board Of Trustees