

Beaverton First United Methodist Church

A Guide To Building Use

Beaverton First United Methodist Church (BFUMC) is a busy place. Its primary purpose is to carry on the ministry of the local church. The church has an active ministry to children, youth, adults, and senior adults. It has a significant outreach into the community through the Faith Café, food pantry and other social services. The programs and people of BFUMC are the top priority when it comes to building use.

Building use activities fall under the jurisdiction of the Board of Trustees. Building use is managed by the Church Administrator. No commitment for building use is finalized until the Room Use Agreement has been completed and executed by the Church Administrator.

BFUMC has a number of long-standing relationships with several community organizations for ongoing use. Availability for such ongoing usage is limited but can be considered.

Local organizations and individuals for one-time or short-term usage also use BFUMC. When possible we attempt to make our facility available for such groups. Our first priority is to BFUMC programs and membership needs. Priority is then given to nonprofit groups that are supported by BFUMC and then finally to other nonprofit organizations.

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

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Fees for Facility Usage
- Rules and Regulations of the Board of Trustees
- Room Use Agreement Form
- Release and Indemnity Agreement Form

Steps to Facility Use Scheduling

1. Fill out a Room Use Agreement. One is included in this guide, or you may obtain one from the church office, or at our website: www.beavertonumc.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 Use Agreement to the Church Administrator who will evaluate your request and notify you if it is approved or not approved and to arrange payment.

Fees for Facility Usage

Type A	Receptions and Special Events
Type B	Educational and other activities that are considered an extension of BFUMC's ministry as evidenced either by our financial support or application through our Leadership Council
Type C	Civic and service activities, including musical groups, service clubs, fraternal organizations, etc

Room	Type A		Type B		Type C	
	Non-members	Members	Fee Charging	Non-Fee	Fee Charging	Non-Fee
Sanctuary	\$440	\$165	\$330	\$165	\$330	\$165
Wesley Hall and Kitchen, warming oven only	\$220	\$55	\$220	\$140	\$220	\$140
Wesley Hall (no tables, chairs, or Kitchen use)	\$110	\$30	\$110	\$70	\$110	\$70
Classroom			\$55	\$30	\$55	\$30
Chapel	\$110	\$55	\$55	\$30	\$55	\$30
Fireside Room			\$55	\$30	\$55	\$30

** = donation

NA = not available

Fees are based on one segment of time a morning segment from 8 am – 2 pm and an afternoon/evening segment from 2 pm – 9 pm. Events exceeding this time frame are subject to additional charges.

Groups in the categories of Type B or Type C are not eligible to use the Sanctuary, Chapel or the Wesley Hall on Sundays. Also, the Fireside Room is not available on Saturday evenings or Sundays.

Kitchen Use

Rental of church dishes, pots, pans, etc. Use the stove and dishwasher an additional fee of \$135 will be added to the room use fee.

Fees are charged at the discretion of the Church Administrator taking into account factors such as setup requirements, number of participants, use of any special equipment, food and drink, etc. Based on these factors, fees may be in excess of these guideline amounts.

Refundable Security Deposit

A per use charge of \$200 will be charged at the discretion of the Church Administrator. If the room is returned to acceptable condition then the entire amount will be returned. If additional cleaning is

necessary, damage, or any unauthorized use if found, then all or a portion of the deposit will be kept by the church to clean or repair any damage done at the discretion of the Church Administrator.

Refundable Key Fee

If an electronic key card is issued then a \$75 fee will be charged which is refundable upon return of the key.

Rules and Regulations of the Board of Trustees

1. Payment of Fees and Deposits

To reserve your spot on the church calendar a Deposit of \$50 must be paid. If total fees equal less than \$50 then total fees must be paid. The reminder of fees is due no later than one week before the event. If remaining fees are not paid by date designated before the office is closed, then your event will be canceled and you will not have access to the building. Refundable deposits must be paid separately from building use fees. If conditions of the refundable deposit are met then the deposit will be returned via mail within one week from the date of your event. You may come to pick up your deposit at the church office if you prefer.

2. Breakage

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building or its furnishings and equipment which in the judgment of the Church Administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

3. Room Setups

All rooms have been designated with a standard room setup. The Church Administrator will provide each group with a diagram of this standard for the room they are interested in using. Any setup changes requested by the group are subject to approval by the Church Administrator, and are considered in the calculation of Fees noted above.

4. Organ and Piano Use

Permission to use the organ or piano must be granted by the Executive Director of Music. If the user wishes to have instruments tuned, it will be tuned at the user's expense by a craftsman approved by the Executive Director of Music or Organist. Pianos cannot be moved except by permission from the Executive Director of Music or the Church Administrator, and may require the assistance of professional movers in the case of grand pianos. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after moving.

5. Sanctuary Sound System

The Sanctuary sound reinforcement or recording systems are available upon request. The systems may be operated by BFUMC sanctuary sound technicians (at a cost of \$80 per event) or by technicians pre-approved by the Church Administrator. Group-provided sound, recording or video equipment may not be attached to this sound system through cables or connectors without prior approval.

6. No Smoking Campus

BFUMC is a non smoking campus. Smoking is not permitted on BFUMC property or grounds at any time. This church is in accordance with Oregon Smokefree Workplace law (information on this law can be found at <http://oregon.gov/DHS/ph/smokefree/statute.shtml>).

7. No Alcohol.

The serving, consumption, or use of marijuana, alcoholic beverages, or other narcotics shall not be permitted at any time on church property, including the outdoor courts and parking lots.

8. No Games Of Chance

United Methodist church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.

9. Final Decisions.

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the church administrator or their delegated representative shall decide the matter and all individuals and groups shall abide by the church administrator's directions or forfeit immediately the use of any part of the facility.

10. Supervision of Children and Youth

All children within the church building or grounds must be supervised. BFUMC has adopted the policy of Safe Sanctuaries for children and youth. 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.
- The adults involved with the children must receive annual training related to child abuse prevention.

Any questions regarding this policy should be directed to the Children and Family Ministry Team. Failure to adequately supervise children is in violation of the Save Sanctuaries policy and this rental agreement and forfeiture of security deposit.

11. Nursery Use

The nursery facility is available by arrangement at least 2 weeks prior to the event by contacting the Children and Family Ministry Team. Our safety standards require that 2 nursery care providers must be present to operate the nursery. At least one of these must be a BFUMC qualified caregiver; the other may be an adult over the age of 18.

12. Food and Drink

There is no food or drink allowed in the Sanctuary or Chapel/Choir except water bottles. All other food and drink requires approval in advance as noted on the Room Use Agreement.

13. Decorations.

Decorations may be attached to the walls, doors, and light fixtures with masking tape only. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event.

14. Starting and Ending Times

The building is available for use Monday through Friday from 8:00 a.m. through 9:00 p.m. and weekends from 9:00 a.m. through 9:00 p.m. The building must be completely cleared not later than 9:30 PM to allow building to be closed promptly. Exceptions to these times must be approved in advance and will be subject to a surcharge of \$50 and a fee of \$10 per minute past 9:30 p.m. will be charged. If the building is still occupied past 9:30 pm then the security deposit is forfeited.

15. Emergency Scheduling Conflicts

BFUMC reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

16. Recycling and Garbage

Recycling is a policy of BFUMC. Receptacles for recycling glass, tin, aluminum, and paper are available for your use. Every organization is responsible for complying with this policy. When using the kitchen you must remove all recycling and garbage from the bins in the kitchen and place them in the dumpster or appropriate recycling receptacles outside.

17. Storage

There is no excess storage available for organizations other than church groups. All organizations using the facility will be responsible for storing props and accessories offsite.

18. Bicycles and Skateboards

No bicycles or skateboards are allowed inside the church facility.

19. Parking

Parking on the BFUMC campus is available only during the period of time which a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots specifically reserved at all times for BFUMC staff. Any damage to vehicles is at the owner's expense; BFUMC is not responsible for theft or damage to personal property.

20. Security

BFUMC works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. BFUMC is not responsible for theft or damage to personal property.

21. Animals

No animals are allowed on BFUMC property or in the building at any time, with the exception of service animals.

22. Outside Vendors

If you bring in a Vendor for your event you are responsible for them. You need to communicate with them on the rules for Building Use. **NO SMOKE MACHINES** are allowed. They will set off our fire alarm system. Please keep the music to a respectful level and appropriate for all audiences, remember you are in a church and there may be others in the building. If you are standing in the parking lot and you can hear the music it is probably too loud. Please remember that you take responsibility for all vendors that you bring into the building.

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Beaverton First United Methodist Church

12555 SW Fourth Street Beaverton, OR 97005 Phone: 503/646-7107 Fax: 503-641-2021
E-mail office@beavertonumc.org

Room Use Agreement

Please Complete Entire Form

Today's Date _____ Company Name _____

Name of person responsible _____

Address _____ City _____ State _____ Zip _____

Day Phone _____ Fax _____ E-mail _____

Non-profit Status: _____ Federal ID No. _____ (attach IRS determination letter)

Organization's Purpose _____

Event Name and Description _____

Secondary Contact Person's Name _____ Phone _____

Date(s) Requested for event _____ Start Time _____ End Time _____
(Dates may not be scheduled more than nine months in advance, except with specific permission.)

Will the event be reoccurring: please circle One Time Only Weekly Monthly Multiple days

Which day(s) of the week: please circle
Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Rooms Requested:

- Sanctuary Wesley Hall and Kitchen
- Chapel Fireside Room
- Room 101 Nursery (only available by special arrangement)
- Room 208 Youth Room (207) Room 206 Room 205 Room 204

Anticipated Number of Participants _____ Will a participant fee be charged? Yes No

Will food or drink be consumed? Yes No

Special Needs or Requests

Set Up Instructions _____

Release and Indemnity

This Release and Indemnity Agreement is between the above-named organization ("Organization") and Beaverton First United Methodist Church ("BFUMC").

RECITALS

A. BFUMC is the owner of the real property and improvements located at 12555 SW Fourth Street, Beaverton, Oregon ("Property").

B. Organization desires to use the property described above for meetings and other activities. AGREEMENT NOW THEREFORE in consideration of BFUMC permitting Organization to use the Property and improvements described above, Organization agrees as follows:

1. Organization hereby releases, discharges and covenants not to sue BFUMC or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization's use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against BFUMC or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization's use of the Property, Organization will indemnify, defend and hold BFUMC and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.

2. Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide BFUMC with proof of liability insurance, and if requested, will add BFUMC as an additional insured under Organization's general liability policy.

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees and I hereby consent to the Release and Indemnity Agreement.

Signature: _____

Print Name: _____

Title: _____

For Church Office to Complete

Request approved, Signed and dated by: _____

Agreed Upon Fees:

Room Use \$ _____ Kitchen (\$135) _____ Sound (\$80) _____ **Total Fees \$** _____

Security Deposit (\$200) \$ _____ Key Card Deposit (\$75) \$ _____ **Total Deposit \$** _____

Deposit Paid _____ Fees still Due _____ **Deposit Still Due** _____



Remainder of fees due must be paid in full 1 week before event date. If not paid in full by date written then all deposits and fees are forfeited and event is canceled.

Remainder of fees and deposits due by: _____