

Western Hills United Methodist Church
2820 Laredo Drive, Fort Worth, Texas 76116
Building Policies and Building Use Contract¹

Western Hills United Methodist Church offers meeting and activity space to organizations and groups that serve the needs and interests of the community and adhere to purposes and goals consistent with the principals, doctrines, beliefs and social principals of The United Methodist Church. It is expected that meetings and activities will serve persons of the local community. Organizations and groups using Western Hills facilities shall adhere to the guidelines as stated below. The Western Hills United Methodist Church Trustees reserve the right to change these policies at any time without notice.

Purpose of This Policy

Western Hills United Methodist Church seeks to be a friendly, warm, and caring church and we hope to serve everyone in a way that demonstrates the love of Jesus Christ our Lord. These policies are not designed to be restrictive; rather they are intended to make our facilities available to as many groups and persons as possible. In order to make the best use of our facilities, these policies have been carefully designed and accepted by the Board of Trustees of our church. Significant financial resources and personal time have been invested in Western Hills United Methodist Church (herein after referred to as Western Hills UMC) facilities through generous contributions from its members. Proper care must be given in order to ensure that:

- adequate facilities exist to effectively carry out the ministry objectives and goals of Western Hills United Methodist Church;
- these facilities are properly protected against loss or misuse;
- wise stewardship is being obtained through energy conservation and safety measures;
- the life of the facilities is extended through a proper maintenance program.

General Information

Priority of Building Usage:

First Priority: Western Hills UMC Ministry Events

Regularly scheduled church meetings, programs and activities shall have first priority. activities must be scheduled through the Church Secretary and placed on the calendar.

Second Priority: Other United Methodist Church related activities

Other church related meetings and activities shall have second priority. These activities must be scheduled through the Church Secretary and placed on the calendar.

Third Priority: Non-sponsored member activities

Activities sponsored by individual Western Hills UMC members or ministry groups shall have third priority. These activities will be scheduled only if there are no conflicts on the calendar. Recurring events are not permitted without prior approval of the Business Administrator, Trustees, or Pastor. This group will have fees imposed and may schedule an event not more than 90 days in advance.

¹ Rev. 3/2023

Last priority: Non- sponsored Non-member activities

Activities sponsored by nonprofit organizations unrelated to Western Hills UMC. These groups may use the Western Hills UMC facilities providing a staff person or member sponsors the activity. This group will have fees imposed and may schedule an event not more than 90 days in advance. Recurring dates are not permitted without approval of the Business Administrator, Trustees, or Pastor. If approval is granted for recurring dates, it will be reviewed at a minimum of once a year.

The facilities are not available to outside groups for fund raising, solicitation or such types of activities. Organizations engaged in political campaigns or causes are not eligible to use the church facilities for their programs.

The Business Administrator, Trustees, or Pastor will determine the eligibility and priority of an organization requesting the use of the facilities, conferring with the Board of Trustees if needed.

WEDDINGS

For weddings, there is a supplement to this policy that must also be adhered to, along with a separate schedule of fees. Weddings may be scheduled more than 90 days in advance.

GUIDELINES FOR USE OF FACILITIES

1. ALCOHOLIC BEVERAGES, ILLEGAL SUBSTANCES AND SMOKING ARE PROHIBITED IN THE CHURCH BUILDING AND ON CHURCH PROPERTY. Alcoholic beverages and illegal substances of any kind are forbidden anywhere on the property of Western Hills United Methodist Church. No one under the influence of alcohol or illegal substances will be allowed to participate in programs or events. It is the responsibility of the person(s) making arrangements to see that all persons participating in the event are informed concerning these matters.
2. Users are responsible and assume liability for any personal injuries, personal property or damage to the facility and/or equipment. When damage/accidents requiring cleanup occurs, prompt reporting to the church office is expected. Replacement or repair will be at the discretion of the church and will meet the requirements of the church.
3. No flammable liquids, fire producing chemicals, pyrotechnic devices, smoke generators and/or open flames in any form (with the exception of candles used in a worship setting) may be used on the church property, without the written approval of the Business Administrator, Trustees, or Pastor.
4. Athletic activities may only occur outside the buildings.
5. Tables, chairs and equipment are not to be removed from the church building without express permission from the Business Administrator, Trustees, or Pastor.
6. Western Hills UMC assumes no liability for any personal property brought into the church. Every possible effort will be made to protect personal items; however, the church will not be responsible for items lost, stolen or damaged. It is imperative that money, jewelry, and other valuables not be left unattended.
7. Members of the church staff are not permitted to sign for any outside event related deliveries without prior arrangements.
8. The conduct of all persons attending programs at Western Hills UMC is expected to be respectful of the environment of the Lord's house.

9. When children are in attendance they must be under the control of their parents or adults in charge of the activity at all times and are not permitted to roam freely in the halls or other areas on the church property. All activities involving children must be carefully monitored by an appropriate number of responsible adults. Any mess made by children are the responsibilities of the adults to clean up.
10. Please be aware that your group may not be the only group in our building. Stay in the area that has been designated for your use. If you must move through the building please be mindful of others using the facilities.
11. In rooms equipped with movable walls, these walls may only be moved by the custodian or authorized church representative.
12. Do not tape anything on the walls. At the conclusion of your event, remove any decorations, place garbage in proper containers, return any furniture that was moved to its proper place and turn off the lights, air conditioning or heat.
13. All nursery or early childhood childcare provided must comply with the Western Hills UMC Safe Sanctuary or Ministry Safe Policy.
14. A church staff will coordinate all audio/visual needs. Use of sound equipment is restricted to trained personnel approved by Western Hills UMC.
15. Any notice, publication or advertising of an event held at Western Hills UMC or associated with Western Hills UMC must have the prior approval of the Western Hills UMC Communications Director, pastor or staff.
16. The Minister of Music will coordinate and approve the use of any musical instrument owned by Western Hills UMC. Use of the Sanctuary organ and piano is restricted to persons approved by the Minister of Music.
17. Do not use anything to hold open Exit doors. Prior arrangements must be made for doors to be opened at non-scheduled times.
18. Animals are not allowed within the building, with the exception of guide dogs.

GUIDELINES FOR FELLOWSHIP HALL

Western Hills United Methodist Church provides multi-purpose space for its congregation for worship, fun, and fellowship.

1. There will be times when several activities are occurring simultaneously. Please be courteous.
2. Any damage that occurs will be the responsibility of the person and/or group.
3. Depending on the demand for use, it may be necessary to designate certain days/evenings for certain events.
4. The church member/sponsor must be present at all times, or be available via phone.
5. An appropriate number of adults must supervise all children's events and comply with our Ministry Safe Policy.
6. Persons and/or groups using the space are required to keep it clean.
7. Do not remove any equipment without prior approval from a staff member, Business Administrator, Trustee, or Pastor.
8. Report any damages or equipment failures to the office as soon as possible.

GUIDELINES FOR KITCHEN USE

1. Western Hills provides: utensils, appliances, potholders. You will need to provide for your use: kitchen towels, dishrags, paper towels, plastic wrap and/or foil, coffee, paper plates, napkins, silverware, cups.
2. Please do not use anything that you did not bring with you.
3. When using the oven, please line the bottom with foil.

4. Clean off the countertops, stovetop and wipe up any messes as you would in your own kitchen.
5. **TAKE EVERYTHING YOU BROUGHT WITH YOU!** Please do not leave any food, containers, condiments, etc. that you brought to the kitchen.
6. If you bring items prior to your event, please label them as to the group/event and the date they will be used.
7. Please empty all garbage placing bags into the correct dumpster.
8. When finished cleaning, turn off lights, ac and heat, and be sure all doors are locked.

SCHEDULING OF EVENTS

The scheduling of an event is arranged through the church office by calling the Church Secretary. Members and their immediate family may reserve Western Hills UMC facilities, subject to availability and in accordance with the above listed priorities. The authorized person must complete all arrangements, signing of contract, payment of fees, and coordination of room setups prior to the event date. The church will be open one hour before the program or event unless other arrangements are made through the church office. It is very important that we have accurate times for your event since the door locks and air conditioning cannot be changed easily. Exterior doors are not accessible from the outside. Prior arrangements must be made with the office if access is required.

In the event of a funeral or other church activity requiring the use of space in or around the room requested by an outside group, the event will be moved to another location within the church at the church's discretion.

A Certificate of Insurance may be requested and must be provided upon request by all outside groups to Western Hills UMC for the purpose of covering liability and property damage or accidents that might occur on Western Hills UMC property. Western Hills UMC must be named as certificate holder and additional insured and the certificate delivered with the signed contract. At the discretion of the Business Administrator, Trustee, or Pastor, a damage deposit may be accepted in lieu of a Certificate of Insurance.

A Room/Event Request Form shall be completed for all groups meeting in the church. If there is a special set-up request for the room it should be noted on the back of the form.

A security officer may be requested to be hired for parties of 50 or more.

All fees are to be paid to the Church Secretary in the church office. A Non-refundable deposit of \$100 is due at time of booking the event. The balance must be paid no less than 2 weeks before the event. The deposit is applied to the outstanding balance. The Building Use Contract and Hold Harmless Agreement must be completed and signed in order to reserve the space.

Cancellations:

1. If it is necessary for an outside group to cancel an event, a cancellation fee equal to 25% of the total estimated fee may be retained. This cancellation fee is non-refundable.
2. The balance of any monies received, less the cancellation fee, will be refunded to the organization after the scheduled date of the event.

Non-member

SCHEDULE OF FEES

Room Fees:*

1. Sanctuary— \$300; \$50 per hour after 3 hours.
2. Fellowship Hall – \$200; \$25 per hour after 3 hours.
3. Kitchen - \$75; \$10 per hour after 3 hours
4. Classrooms/Meeting Rooms - \$50; \$10 per hour after 3 hours

*The above fees are for the normal usage of the room with no changes requested to the normal table/chair arrangement. The above fees do not include any equipment, technicians, etc. All rooms used are expected to be put back the way they were when you arrived. No food or drink allowed in the Sanctuary.

Support Fees:

1. Custodian Clean-up – \$100
2. Sound Technician - \$20 per hour – minimum 2 hours
3. Childcare - \$13 per hour per attendant – minimum two attendants for 2 hours
4. Building Safety Officer - \$20 per hour – minimum of 4 hours (1 officer per 50 people)

Equipment Use/Set-up Fees for Sanctuary:

1. Keyboard - \$50 per session
2. Piano/Organ - \$75 per session – tuning will be extra charge (if required)
3. Removal of pulpit and altar table to the side of chancel - \$25
4. Removal of pulpit and furniture - \$150
6. Removal of choir loft seating - \$10 per chair
7. Chair set-up on chancel floor - \$1 per chair
8. Projectors - \$20 per hour plus technician

Description of space/equipment to be used:

Total cost of use: \$ _____

Member

SCHEDULE OF FEES

Room Fees:*

1. Sanctuary - \$125; \$12 per hour after 3 hours
2. Fellowship Hall - \$100; \$12 per hour after 3 hours
3. Meeting/Classrooms - \$25; \$2 per hour after 3 hours

*The above fees are for the normal usage of the room with no changes requested to the normal table/chair arrangement. The above fees do not include any equipment, technicians, etc. All rooms used are expected to be put back the way they were when you arrived. No food or drink allowed in the Sanctuary.

Support Fees:

1. Custodian Clean-up – \$100
2. Sound Technician - \$20 per hour – minimum 2 hours
3. Childcare - \$10 per hour per sitter – minimum two sitters for 2 hours
4. Building Safety Officer - \$20 per hour – minimum of 4 hours (1 officer per 50 people)

Equipment Use/Set-up Fees for Sanctuary:

1. Keyboard - \$50 per session
2. Piano - \$75 per session – tuning will be extra charge (if required)
3. Removal of pulpit and altar table to the side of chancel - \$25
4. Removal of pulpit and adjacent railing and all furniture - \$150
5. Removal of pulpit, both railings and furniture - \$225
6. Removal of choir loft seating - \$10 per chair
7. Chair set-up on chancel floor - \$1 per chair
8. Music stand set-up for orchestra - \$1.50 per stand
9. Projectors - \$20 per hour plus technician

Description of space/equipment to be used:

Total cost of use: \$_____

ADDENDUM

I understand that the above mentioned activity is not sponsored by Western Hills United Methodist Church. Western Hills United Methodist Church will not extend coverage for medical payments in the case of injury to a child, youth or adult in attendance. Obligation for any and all medical care shall be the responsibility of the individual and/or sponsor and that individual and/or sponsor shall pay costs of medical care.

Signature

Date:

HOLD HARMLESS AGREEMENT

This Agreement entered into this _____ day of _____, 202__ by and between Western Hills United Methodist Church ("Western Hills UMC") and ("Organization").

WHEREAS, Western Hills UMC is the owner of a building located at 2820 Laredo Drive, Fort Worth,, TX 76116.

WHEREAS, Organization desires to use such facilities on the terms and conditions set forth herein.

WHEREAS, THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the parties hereto agree as follows:

1. Western Hills UMC shall make available to the Organization (description of facilities) on (dates)

_____ between the hours of (times)

2. The Organization and the individual(s) signed below agree to indemnify and hold Western Hills UMC, its officers, employees and members, harmless from any and all costs, loss, fees and liability including attorneys fees arising out of or as a consequence of the Organization's use of the above described premises, building, parking facilities, or grounds on or adjacent thereto.

We, the undersigned having read the above, accept FULL INDIVIDUAL RESPONSIBILITY, LIABILITY AND INDEMNITY and will abide by the above stated Policies and fee for use.

1. NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

2. NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

Requested By: _____
Printed Name

Signed: _____
on behalf of the Organization and its members

Agree to sponsor:

(Western Hills UMC church member or staff representative)