

First United Methodist Church of Palatine (“Church”)

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Palatine, IL 60067

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Approved by Church Council: 8-1-23

BUILDING USE POLICY

Part A: Application for Building Use

The priority for building use is in the following order:

1. **Church Groups:** Regularly scheduled meetings to carry out the mission of the Church.
2. **Church related groups:** Church member sponsored organizations, interfaith groups and groups which carry out the purposes of the Church.
3. **Outside groups:** Church recognized, yet non-sponsored events that are in keeping with the building use philosophy embraced by the United Methodist Church. This will include congregations who have signed long-term space sharing agreements with the Church.

Please note: It is possible that any group may be moved to accommodate an event of significant importance, such as a funeral. When this happens, alternate arrangements with the preempted group will be made.

Church facilities are NOT available for purposes that include, but are not limited to: partisan or political groups; recruitment of members for clubs outside the Church; private enterprise; gambling; fundraising purposes for organizations outside the Church and purposes that conflict with the mission, philosophy, doctrine and social principles of the United Methodist Church.

Application:

1. All groups must complete the **Application for Use of Facilities** form.
2. The application form is available from the Church website: <https://www.fumcp.org/office-forms> or from the Church office.
3. Ongoing, recurring or long-term use of the building by *outside groups* requires a separate agreement prepared and signed by the Board of Trustees.
4. Members of the Church may request use of the facility for personal use, subject to this policy and calendar availability.
5. The Board of Trustees, in consultation with the Pastor, may decline any application at their discretion.
6. Include a diagram of any required change to the room set-up. An additional fee may be charged.
7. If use of Church owned technology is requested, it must be approved by a member of the Trustees or the technology team. An additional fee may be charged.
8. If use of any food preparation area is requested, it must be approved by the UWFaith Kitchen Committee UMWpalatine@gmail.com An additional fee may be charged.

Part B: Guidelines for Building Use

Access to the building outside of Church office hours must be arranged prior to the event as indicated on the application form.

All group activities are restricted to the room(s) approved on the Application For Use of Facilities form. Use of unapproved additional spaces will result in additional fees invoiced after the event.

All spaces must be left ready for the next group. Chairs and tables must be reset in their original locations. Chairs and tables may not be moved from one room to another. If special set up is required, it must be indicated on the application. Tables and floors should be clean. An additional fee may be charged if Church personnel perform additional clean-up after an event.

All groups or persons must adhere to the Church's Reducing the Risk/Safe Sanctuaries guidelines (or equivalent) regarding the safety of minors and vulnerable persons. A copy of these guidelines are available upon request. A minimum of 2 adults must be present to supervise minors at all times.

In the event food or beverages are served, all garbage must be bagged and deposited in the dumpster. No food or beverages may be stored in the refrigerators/freezers after the event.

No alcoholic beverages, illegal drugs or smoking are permitted anywhere on the Church premises.

No firearms are permitted on the Church premises.

No animals, except companion or service animals are allowed inside the Church.

No use of open flame candles, fires or fireworks are permitted on the Church premises.

*Exception for Sanctuary candles.

Decorations may not be affixed (nailed, glued, taped etc) to the walls, doors, windows, pews, painted surfaces etc. without the permission of the Trustees.

Groups must observe, obey and comply with all applicable City, County, State and Federal laws, rules and restrictions.

The capacity of each room will not exceed the posted fire code capacities.

Signage must be approved by the Trustees.

All outside groups must provide a current Certificate of Insurance coverage naming The First United Methodist Church of Palatine as an additional insured for a minimum of \$1 million limit of liability coverage and \$5000 limit of medical payments coverage.

The Church is not responsible for lost or stolen personal property or injuries sustained as a result of activities conducted by the group during the duration of the Use of Facilities Agreement.

Responsibilities of the Designated Applicant

Each group must designate a representative who will act as the contact person, available by phone, text or email. That representative must:

- Complete and Sign *Application for Use of Facilities*, including contact information.
- Be present on site at all times during the event.
- Have custody of any key or fob issued and be responsible for keeping the building secure.
- Be responsible for returning any key or fob immediately after the event.
- Account for and be financially responsible for damages to the facility.
- Supervise attendees to assure all requirements of this policy are complied with.

The Board of Trustees in consultation/agreement with the Church Pastor may waive any portion of the Building Use Policy at their discretion.

Part C: Building Use Fees

The Building Use Policy is the guideline establishing all Building Use fees. All fees are paid through the Church office, no less than 2 weeks before the date of use. **There is a cancellation fee of 20% that is not refundable.** If the cancellation is due to an unexpected Church event (e.g. funeral etc.) and no alternative room is available, a full refund will be provided.

The fees for non-members, who are sponsored by a member (Member Sponsored) or considered a “friend of the Church” are 50% of those for Non-Members as described below.

Space	Member Sponsored	Non-Member
<p><i>Premium Spaces</i></p> <p>Sanctuary, Kitchen, Fellowship Hall, Gathering Place, Commons,</p> <p>Wesley Center*</p>	<p>\$200 (1-4 hour, half day) \$400 (full day) \$50 per hour</p> <p>*additional fee for Balcony</p>	<p>\$400 (1-4 hour, half day) \$800 (full day) \$100 per hour</p> <p>*additional fee for Balcony</p>
<p><i>Classrooms</i></p> <p>Youth Rooms, Education Wing, Wesley Center N & S classrooms, Choir Room, Adult Meeting Room, Library,</p> <p>***Nursery, PreSchool Room</p>	<p>\$15 per hour</p> <p>*** \$5 per use cleaning fee</p>	<p>\$30 per hour</p> <p>*** \$10 per use cleaning fee</p>
<p>Members are allowed to use the building at no charge, but must follow all policy guidance</p>		

Additional Event Services

Event hostess, serving, catering and equipment use is available on a separate fee schedule. Additional information is available from the Church Office, Wedding & Event Coordinator or Trustees.