

Mandarin United Methodist Church, Inc

Facilities Use Policy (Revised February 21, 2024)

Introduction

The Board of Trustees (BOT) of Mandarin United Methodist Church (hereinafter referred to as “the Church”) has developed this Facilities Policy to provide guidelines for the stewardship of our facilities which God has provided to us for ministering to our congregation and the community.

I. General Principles

- A. The Church buildings and equipment are tools which are used by the people of God for the work of the Church.
- B. The BOT and Church administrators will endeavor to make the best possible use of all campus facilities.
- C. Christian stewardship of our resources is expressed in our maintenance and the use of our buildings.
- D. Energy conservation will be practiced at the highest possible level.

II. Guidelines for the Use of Facilities by all Groups

- A. Rooms/space will be assigned based on the size of the group and the best stewardship practices for staffing, energy consumption and security. The MUMC Administrative Assistant, with input from other staff as required, will be responsible for room/space assignments. Potential users may express a preference for room/space assignment.
- B. For non-Church related activities, fees may be charged for usage of facilities and equipment. These fees will be established by the BOT and may be adjusted periodically as required.
- C. Use of sound and video equipment is limited to MUMC trained personnel.
- D. Campus hours are 7 a.m. through 10 p.m. All events are limited to this time frame unless approval for an exception is received from a Pastor or the Property Manager.
- E. A member of the Property staff or a trained Church employee must secure the campus after an event is completed. With the approval of the Property Manager, core volunteers who have been issued discretionary, short-term access keys may be permitted to open and close designated portions of the campus. Users are not permitted to stay beyond approved hours and may not have sole responsibility for securing the campus upon completion of the event.
- F. Users are expected to return their assigned space to the condition in which they received it. Lights should be extinguished.
- G. When children and/or youth attend an event, they shall always be under the direct supervision of their parents or properly screened adults.
- H. Alcoholic beverages, illegal substances, explosives, and fireworks are not allowed on Church property or within Church vehicles. Firearms or weapons are not permitted on the Learning Ladders campus, in Learning Ladders program vehicles, or on any person located on the Learning Ladders premises, apart from federal, state or local law enforcement officers.
- I. Smoking is not permitted on campus except within designated areas.

III. Requesting the Use of Facilities and Equipment by MUMC Church Ministries

- A. To request space (one time or a regularly scheduled event), a Request for Use of Facilities form shall be submitted to the Church office a minimum of two weeks and no more than 52 weeks in advance of the activity.
- B. When scheduling an event, time shall be allotted for setup and clean up.

- C. If an event is cancelled, the person requesting use of our facilities shall notify the Church office as soon as possible.

IV. Nursery

- A. *For Mandarin UMC Ministries:* Mandarin UMC provides screened nursery staff for children five years and under. Requests for nursery care should be made to the Administrative Assistant no later than two weeks prior to the event and should include the number of children and age range. If more children than projected attend the event needing nursery care, the Nursery Director has the right to turn the children away because of safety concerns. A group should give the Administrative Assistant at least 24 hours' notice if the nursery is no longer required or if the number of expected children decreases.
- B. *For Outside Groups:* Nursery services are not provided to outside groups by MUMC personnel. If an outside group would like to use the nursery space, a Request for Use of Facilities form must be submitted to the MUMC Administrative Assistant.

V. Publicity and Promotion of Events

Publicity material and public service announcements in which Mandarin United Methodist Church's name is used must have prior approval from a Pastor of Mandarin United Methodist Church.

VI. Campus Use by Outside Community Groups

- A. Non-profit community groups whose purpose is faith-based, health, education, or service will be considered for building use. The organization's overall purpose and planned activities shall be consistent with Mandarin United Methodist Church's mission and the social principles of The United Methodist Church. Space may be considered for community groups as rooms and staffing are available.
- B. Community groups (as defined above) must submit a Request for Use of Facilities form and a signed Facilities Use Agreement form to the MUMC Administrative Assistant to be considered. A review team appointed by the Board of Trustees will consider the appropriateness of use, and the Church office will respond regarding eligibility for use and availability of space. The Senior Pastor will have a permanent position on the review team.
- C. A Request for Use of Facilities form must be submitted to the Church office at least three weeks before and not more than 16 weeks in advance of the date requested.
- D. Mandarin United Methodist Church ministries have priority over community groups requesting the use of Church facilities.
- E. Facilities are not to be used by outside groups for fund-raising or profit-making activities.
- F. Use of the Wesley Hall kitchen by outside groups may be done only after consultation with, and approval from, the MUMC Administrative Assistant.
- G. Organizations engaged in partisan political campaigns or lobbying are not eligible to use Church facilities for their programs.
- H. An outside group using Church facilities and equipment shall agree to indemnify MUMC for any damage to Church property by any person(s) participating in or attending the activity. A certificate of insurance showing coverage in force for the date of use and naming Mandarin United Methodist Church as certificate holder shall be provided by all outside groups along with their Request for Use of Facilities form and their signed Facilities Use Agreement. The coverage must include bodily injury and liability coverage of \$1 million or more. This certificate must be provided to Mandarin UMC at least seven days in advance of the event. Any injury incurred by a Facility User while on the Owner's premises must be reported to the Owner within 24 hours.
- I. For any events that involve children and/or youth, the applicable group or organization must demonstrate that they will provide supervision and care that is in compliance with the Mandarin UMC Child/Youth Protection

Policy. The outside organization will also provide a copy of their children/youth protection policy to the MUMC Administrative Assistant.

- J. Events for outside groups shall not be scheduled on Sundays from 6:00 A.M. through 12:30 P.M., or on Church Holy Days or days when the Church is closed for a scheduled holiday.
- K. All pets brought onto Church property must be kept on a leash, consistent with Duval County regulation.

VII. Building Use During a Tornado/Hurricane Warning

Mandarin United Methodist facilities are not approved for shelter from dangerous weather. All events will be cancelled when the area is under a Hurricane Warning (storm expected within 24 hours). The Church office will be closed, and staff sent home, after the facilities are secured for a Hurricane Warning. When a tornado warning is issued, people will be directed to a safer first floor room.

VIII. Concerts, Performances, and the Use of Musical Instruments

- A. The Director of Music, in consultation with the Pastors, will review all requests for concerts and performances and will consider the appropriateness of the proposed program.
- B. Permission for use of any Church-owned musical instruments shall be secured in advance from the Director of Music.

IX. Wesley Hall Kitchen

- A. Children under the age of 12 are not permitted in Church kitchen areas (with or without a parent) unless they are part of a supervised group activity.
- B. Per the published Kitchen Policies and Procedures Manual, all cooking utensils and surfaces are to be thoroughly cleaned at the conclusion of the event. Pots, pans, utensils, and pitchers are to be washed with soap and water, dried and put away.
- C. Kitchen equipment shall not be removed from the kitchen without prior approval from the MUMC Administrative Assistant. Equipment (including pots, trays and rolling carts) is not for outdoor use without approval from the Administrative Assistant.

X. Furniture and Equipment

Furniture and equipment (i.e., tables, chairs, audio/visual equipment, etc.) owned by the Church can be used off campus for Church functions only. Prior approval by a Pastor or the Properties Manager is required.

XI. Recreation Areas and Equipment

Groups using the ball fields, courts, playground, restrooms, and outdoor areas are responsible for the care of all outside areas accessed by those attending the event. These areas should be cleared of litter, and trash must be collected and placed in the dumpster upon conclusion of the event. There may be a fee for an extra trash pickup, for large events.

XII. Funerals, Memorial Services and Special Services

- A. The Pastors of Mandarin United Methodist Church will officiate at all funerals and memorial services at Mandarin United Methodist Church. Other Pastors may participate with Mandarin UMC Pastor approval.
- B. Non-United Methodist congregations/faith-based groups may use the MUMC facilities for worship services and other outside activities if:
 - 1. They submit a completed Request for Use of Facilities form and Facilities Use Agreement to the MUMC Administrative Assistant.
 - 2. They meet all MUMC insurance requirements.
 - 3. They are approved by the Senior Pastor, the Board of Trustees, and the Church Council.

XIII. Use of Church Vehicles and Trailers

- A. Vehicles owned or leased by Mandarin United Methodist Church are for Church use only.
- B. Children's and Youth Ministries shall have priority for use of vehicles during summer and school vacation periods.
- C. Church vehicles shall be driven only by individuals on the Mandarin UMC Approved Drivers List (screened by Mandarin UMC and listed with the Church Insurance Carrier). Keys are to be checked in and out of the Administrative Assistant's office. The driver will have the responsibility of picking up the vehicle from the designated area and returning it there after the trip. The vehicle shall be returned clean and with the fuel tank one-quarter full. Doors and windows shall be locked. Actual mileage shall be recorded on the MUMC "Passenger Coach Checklist" picked up when the keys are checked out.
- D. Each passenger must wear a seat belt. Florida law for the use of car seats for young children shall be followed. All car seats must be properly installed in the vehicle by the parent or guardian.
- E. There shall be no fewer than two adults on each Church vehicle when transporting children and youth. One of the adults shall be screened for Child Youth Protection. Mandarin United Methodist Church will not be responsible for traffic tickets of the driver.
- F. Trailers owned by the Church are for the exclusive use of Mandarin UMC ministries. A request to use a trailer shall be submitted using the Vehicle Request Form. People and animals shall not ride in trailers.
- G. Requests to reserve the Church vehicles and/or trailers will be submitted to the MUMC Administrative Assistant for approval.

XIV. Facility Use by Mandarin United Methodist Church Members and Staff

- A. For Church ministry use, any member of the congregation or staff may reserve space on campus at no cost. The reservation process will be managed by the MUMC Administrative Assistant.
- B. For personal use, any member of the congregation may apply to use MUMC facilities or space. The applicant must submit a completed Facilities Use Agreement form and a completed Request for Use of Facilities form to the MUMC Administrative Assistant. Private use of MUMC facilities is subject to the published, current fee schedule for the campus. The Senior Pastor and Chairperson of the Board of Trustees will have approval responsibility for any personal use facility request.
- C. The Senior Pastor, at his/her discretion, may waive any or all insurance requirements for any personal use facility request.