Facility Use Policies

Bolivar FUMC understands that God has blessed us in order to be a blessing to others and we are committed to intentional stewardship of our resources that we might be a blessing to the Bolivar community. The following guidelines will enable us to share our resources –namely our facilities and grounds – with others in a responsible manner. Proper oversight must be given to the facilities to ensure that:

- Adequate facilities exist to effectively carry out our mission
- Such facilities are properly protected against damage or misuse
- A spirit of cooperation exists with church members, community and civic groups, other non-profit organizations, and individuals regarding the use of the church’s facilities
- Appropriate fees are assessed for non-church events in order to recover the expense associated with the use of the building

Eligibility

Regularly scheduled church meetings and activities of First Church have first priority in the use of its facilities. Other church related meetings and functions have second priority. Respect and consideration will be given in the arrangements for funerals and family gatherings for funerals.

Non-church related events can be calendared upon approval by the Trustees no further than 90 days from the scheduled event. Only Church members or members’ household and immediate family are eligible for use of the church facilities for personal events.

Facilities are not available to non-church groups for profit making or fundraising activities or to organizations engaged in partisan political activities. Fundraising activities are only allowed for ministries of Bolivar FUMC.

A Certificate of Insurance with a limit of not less than $1,000,000 may be requested from outside groups, naming First United Methodist Church as an additional insured, for the purpose of covering liability and property damage or accidents that might occur on church property.

A review committee consisting of the Pastor, the Chair of Trustees and the Office Administrator will determine the eligibility of any non-church organization to use the facilities.

Reservations

A Facilities Request Form, which is available in the Hospitality Room and the church office, should be completed by all church organizations requesting use of the facility, other than regularly scheduled services and programs.
A Request Form must be completed by all non-church groups and submitted to the Office Administrator. All deposits are to be paid upon notification of approval and the balance paid at least 30 days prior to date of the event. All fees must be made at least 30 days prior to event. NOTE: Failure to cancel one week in advance will result in loss of deposit.

Events will be placed on the church calendar when the appropriate form has been submitted to the Office Administrator and determination is made that no conflicts exist.

Building Use Rates:

- Usage Fee for Margie Young Life Center-$700
- Deposit-$200 (Refundable following inspection of the Center by Staff)
- Media System-$200  Audio System only-$100
- Technician for media system-$75
- Cleaning Fee for Margie Young Life Center-$100

General Guidelines for Use of Facilities

The leader of the group should submit a Facilities Request Form at least 30 days before event to the Church Office.

Children should be supervised by their parents or responsible adults at all times and should not roam freely on church property. Non-church groups approved for an event or activity on Bolivar FUMC property that will include children, youth, or special needs adults must sign a Safe Sanctuary Covenant Agreement to abide by Bolivar FUMC’s Safe Sanctuary Policy. That covenant agreement may require that the leadership of said group is trained by a FUMC representative before the Building/Grounds Use Agreement is properly signed.

The facilities of Bolivar FUMC are alcohol-free, drug-free, and tobacco-free. Any party who violates this policy may no longer be granted permission to use FUMC space in the future and, if there is damage associated with the violation, the signed responsible party will be required to pay for the damage repair or replacement.

The FUMC sanctuary will only be used for local congregation and/or community worship experiences.

Dining or the serving of food is limited to pre-approved designated areas.

Office machines, DVD players, TV’s and other equipment are provided for use of First United Methodist Church ministries and groups, and are for church use only.

Activities and programs are limited to the space that is assigned.

The user is expected to leave the building reasonably clean and remove all items associated with their program immediately following the event. The tables and chairs should be set back up in the way that they were found and the lights turned off.
The user will be held responsible for any damage done to church property associated with the scheduled event. Nothing may be attached to the walls or ceiling except where such attachments are specifically provided.

The user assumes liability for injuries to persons attending the event and for damages or loss of user’s property.

The conduct of all persons attending programs is expected to be respectful of the environment of the Lord’s house.

**Wedding Policies**

The bridal couple scheduling their wedding in our worship space must complete at least four hours of pre-marital counseling with a state recognized provider (clergy, certified counselor, credentialed mental health professional). Proof of that counseling must be provided. Any exception will be granted only at the pastor’s discretion.

A wedding date may be calendared up to, but no further out than one year for members. For Non-members a wedding date may be calendared up to, but no further out than 120 days. All fees must be paid in full and on time for the date to be protected.

The officiant of any wedding scheduled in the sanctuary of Bolivar FUMC must be the appointed pastor of FUMC or another clergy person approved by the current pastor. The current pastor of Bolivar FUMC reserves the right to attend any marriage service held at FUMC.

Fees associated with a Wedding/Wedding Reception are as follows:

- **Usage Fee for Sanctuary** $300
- **Usage Fee for Margie Young Life Center**-$700  
  2 night Use Fee: $1,000
- **Damage Deposit**-$200 (Refundable following inspection of the Center by Staff)
- **Media System**-$200  
  Audio System only-$100
- **Technician for media system**-$75
- **Cleaning Fee for Margie Young Life Center**-$150  
  2 night cleaning Fee: $250
- **Cleaning Fee for Sanctuary** $100

Members of Bolivar FUMC are not required to pay the Usage Fees or Deposit. Media system and cleaning fees are mandatory for Wedding events. All fees associated with Wedding events are due 60 days prior to event date.

All clean-up except replacing furniture that is moved or the removal of florist’s items, etc., will be taken care of by church staff. The church building must be vacated by 10:00 p.m. every night.
The media systems may be available for a fee. The media system will be run only by a Technician of the church who will be available for the rehearsal and the wedding for a fee.

The sanctuary is first and always a sacred place of worship. The altar table and baptismal font will not be moved from the Sanctuary. Any relocation of these furnishings must be approved by the pastor. Any additions to the altar table (flowers, candles, etc.) must be approved by the pastor. No thumbtacks, nails, tape, etc., may be used on any of the sanctuary furnishings, including the altar rail. Other furnishings (pulpit, platform chairs, etc.) may be moved only by approval of the pastor.

A design schematic or arrangement plan must be submitted by the bridal party/florist no later than 60 days prior to the wedding. The estimated dimensions of candelabras, floral pieces, etc., must be included in the schematic. Drip protectors or protective vessels are required for all solid wax candles.

Only traditional or worshipful music will be played during the wedding service. Appropriate contemporary music may be included with approval of the current pastor.

An Event Coordinator may be assigned to your event. Access to FUMC facilities will be granted and governed by church staff or a designated representative. That staff person or representative may be present for the duration of the rehearsal/wedding/reception. For the sake of security, no key(s) to the church property will be distributed.

**Building Use Procedures**

The group leader is responsible for the following prior to the event:

- Requesting any equipment needs in advance
- If a non-church group, signing a contract and paying fees for use of the facility

The group leader is responsible for the following during or after the event:

- Reporting to the staff person on duty any accident or injury immediately so that appropriate action may be taken and an Incident Report may be completed
- Reporting to the staff person on duty any damage or maintenance problems
- Leaving the facility reasonably clean and removing all items associated with the event

**Kitchen Use Procedures**

Kitchen facilities are available to First United Methodist Church organizations only. Any group desiring to use the church kitchen should make sure the kitchen is properly cleaned and that all appliances are turned off. All towels, rags and table cloths, if
used, should be taken home, laundered and returned promptly after the event to the Kitchen.

Non-church groups may use the kitchen for staging and serving only. If kitchen use is not requested, the kitchen will be unavailable. Kitchen supplies (including punch bowl and plates) are not to be removed from the church. Any group or individual using a caterer should indicate this on their Request Form. In addition, the caterer must:

- Use no church foods on hand
- Provide dishes, serving pieces and tablecloths
- Clean the kitchen, to include leaving no leftovers
- Remove all garbage

**Church Van Procedures**

The Church Van is only available for use by First United Methodist Church groups for church related activities. Prior to returning the van, please remove all trash and belongings associated with your trip. The van is not loaned out to any other individual or groups. Any problems with the van should be reported to the church office immediately or by the next working day.

Please complete and sign the attached Indemnity Agreement and the Building Use form. Turn into the church office along with your payment to secure your time and date.

*Adopted by Trustees May, 2016*
Indemnity Agreement

I have read the Policies and procedure guidelines for the use of the property and facilities of First United Methodist Church, Bolivar, TN and do agree to abide by these rules and policies.

I do understand that I and my organization are responsible and we shall assume responsibility for any injury to persons attending the event. I agree to be responsible for the loss of any personal property resulting from the action or inaction of guests. I shall assume responsibility for any damage to the building or its contents by anyone attending or present in the premises as a result of the event.

I understand and agree to the guidelines. I understand that non-compliance to the guidelines, failure to cleanup after the event and/or damage incurred to the center is my responsibility. Non-compliance will result in part or all of my security deposit not being refunded.

Responsible Party:

___________________________________________         __________________
Signature     Date

__________________________________________
Print Name

Adopted by Trustees 5/2016
Bolivar First United Methodist Church
BUILDING/GROUNDS USE AGREEMENT

As the responsible representative of ______________________________________________________________ ,
(Organization/Group)
I, ______________________________________________, am requesting use of the following space/grounds/equipment
(Contact person/Responsible Party)
of Bolivar First United Methodist Church on ____________________________________ at ______________________________.

(Date)                        (Time)

[  ] Sanctuary     [  ] Margie Young Life Center
[  ] Classroom(s) ______________________  [  ] Conference Room
[  ] Basement Fellowship Hall   [  ] Kitchen Access

I have read and understand the Facility Use policies, as set and approved by the Trustees of Bolivar First Unit-
ed Methodist Church and agree to abide by the expectations expressed. I also understand that if damage oc-
curs to the facilities, property, or grounds of FUMC because of our presence and activity at Bolivar FUMC, I
and/or the organization I represent will be responsible for the financial cost of repairs or replacement.

Date ___________  Responsible Party Signature __________________________________________

Name, Printed ______________________________________________

Contact Number  _____________________________________________

OFFICE USE ONLY:
Usage Fee ($_____) Collected ______
Refundable Deposit ($200) Collected ______
Media System ($_____) Collected ______
Technician fee ($75)   Collected ______
Cleaning Fee ($100)  Collected ______

Wedding Fees:
Sanctuary Usage Fee ($300) Collected ______
MYLC Usage Fee ($_____) Collected ______
Refundable Deposit ($200) Collected ______
Media System ($_____) Collected ______
Technician fee ($_____)  Collected ______
Sanctuary Cleaning Fee ($100)  Collected ______
MYLC Cleaning Fee ($_____) Collected ______

Indemnity Agreement Signed ______
Safe Sanctuary Covenant Agreement Signed ______

Approved by _______________________________