

**LEGACY UNITED METHODIST CHURCH
FACILITY USE POLICY MANUAL**

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INTRODUCTION

Legacy United Methodist Church (LUMC) has invested substantial resources in property, plant, and equipment. It is paramount this investment be protected and maintained effectively and efficiently to adequately service the practices of Legacy for many years to come. Information contained in this document provides a guide to assure such outcome.

The Administrative Team, through its' Trustees, is responsible for the security of Legacy property, plant and equipment. They have developed policies governing the use of the facility. The policies in this document will be reviewed annually at a minimum, but may be revised on an as needed basis.

The Administrative Team has entrusted oversight of facility use matters to the Operations Director. Although the Operations Director may exercise minor discretion in administration of these policies, every effort will be made to observe consistent application.

In the event an item is not addressed by this document, the Operations Director will consult with the Pastor prior to final decision. If there is uncertainty or disagreement between the Operations Director and the Pastor, the item will be discussed with the Trustees. Once a decision is final, this document will be revised accordingly to reflect the impact of the decision.

Keeping in mind the primary purpose of LUMC is to worship, serve, and learn about Jesus Christ, all activity conducted on the property is expected to reflect the vision, mission, strategy, and method of LUMC. Please refer to the **Mission Statement (Appendix A)** for details.

BUILDING ACCESS

Keyless Entry:

The facility is equipped with a key-less entry access point located at the door (2) adjacent to the office suite. The access code will be changed periodically to maintain integrity of the system. Only authorized individuals with a specific need for independent entry will be issued an access code, and then, only for the period necessary to fulfill the specific need. All staff will be given an access code; other individuals may be authorized by the Operations Director. The Operations Director will authorize and maintain a record of all users and codes.

Keys:

The Operations Director will store all building keys in safekeeping. Only Staff, Trustees, and Emergency Personnel will be issued “Master” keys (keys which open all doors in the building). Authorized personnel will be issued internal keys for designated doors as needed to perform a specific purpose within the building, and then, only for the period necessary to fulfill the specific need. The Operations Director will authorize and maintain a list of all authorized users and keys.

Entry Points:

All entry points will be identified by number or name for clarification purposes.

During regular business hours, only the main entry (1) to the facility will be unlocked. All other entry points will remain locked unless otherwise needed.

On Sundays, Wednesdays, weddings, funerals, or other scheduled events, four regular entries will be unlocked. They are main front door (1), single doors on either side of the kitchen / mechanical room (2 & 3), and the main rear entry (4). All other entry points will remain locked unless otherwise needed.

All exterior doors, locked or unlocked, are equipped with panic bar mechanisms which can be opened from the inside at any time.

Hours of Operation:

General business hours are 9:00 am to 3:00 pm Monday through Friday. The office may be closed to observe select holidays throughout the year. Every effort will be made to provide proper notification of change in hours of operation.

SAFETY

Protection Systems:

The facility is equipped with fire alarm and fire suppression systems in accordance with all regulatory requirements. Such systems will be inspected, serviced, and certified in accordance with all regulatory requirements. The Operations Director is responsible for scheduling inspections and service as required, as well as, maintaining all documentation on the operation and service of the system.

Check In / Out Procedures:

The Kids' Ministry program will implement automated check-in / check-out procedures to assure adequate protection for these age level participants. In addition, background checks will be conducted on all volunteers in Kids' and Students' Ministry programs at least every three years.

First Aid / Safety Training:

A first aid station is located in the Commons (includes AED) and the Kids' Ministry Areas of the facility. Periodic training will be made available to staff, volunteers, and any other persons feeling comfortable providing first aid, CPR, and AED assistance. The Operations Director will facilitate the first aid station and training.

Emergency Preparedness:

Although impossible to plan for every emergency, Legacy will attempt to implement procedures to act appropriately in those situations which have the greatest potential to occur. Emergency drills will be conducted periodically in the Kids' Ministry Wing to assure all staff and volunteers are familiar with procedures. Please refer to the **Emergency Preparedness Documentation (Appendix B)** for details.

Security / Safety Team:

Specific individuals will be designated Security Team members on Sunday mornings. These individuals are trained in security and safety measures and will be asked to respond in the event such assistance is required.

Reporting:

Any questions, concerns, or comments relating to safety and security of the facility should be reported to the Operations Director or any available staff member, or in the case of emergency, reported to the proper authority.

BUILDING DECORUM

General Information:

The facility is designed for maximum utilization of all space. Most space can be used for multipurpose events / activities. Although no space has been designated entirely for use by one person or group, certain individuals or groups are designated to oversee specific areas within the facility. The Operations Director will work with such groups to define responsibility, authority, and accountability for these areas.

Scheduling:

All spaces within the facility are subject to timely and appropriate scheduling. Failure to schedule a space could result in that space being unavailable or unprepared when desired. Legacy will maintain an automated scheduling system available through the Legacy website.

Please contact the Communications Director to schedule any activity within the facility

Consistency / Compatibility:

It is the intent of the Administrative Team to foster an environment of consistency and compatibility. This requires a coordinated effort between staff, volunteers, and church organizations in such areas as décor, placement, timing, and functionality.

In order to promote consistency, the Pastor and Operations Director have appointed a décor coordinator to oversee furnishings, wall hangings, decorations, etc. for all common areas (excludes Kids' and Students' areas). Any requests should be reviewed with the décor coordinator prior to placement.

In order to promote compatibility, the Pastor and Operations Director will coordinate the placement and timing of ministry functions. Such functions should be reviewed with the Pastor and Operations Director prior to the activity.

Unauthorized Areas / Equipment:

For safety purposes, some areas of the building are designated for Authorized Personnel Only. In addition, some equipment such as the sound / video system, kitchen appliances, temperature control units, and building mechanical systems should only be operated by trained personnel.

Please refrain from entering any area designated AUTHORIZED PERSONNEL ONLY

Please refrain from operating any equipment without proper training and authorization

ALLOWABLE USE

Regular Church Use:

Regular church use includes Sunday morning services, Wednesday evening activities, and any other programming related directly to a sanctioned Legacy ministry or organization. Sanctioned Legacy organizations include United Methodist Women, Legacy led small groups, or other Legacy directed or sponsored programs.

Although no specific written agreements or fees are required, each group conducting such use is responsible for proper notification, preparation, supervision, and post use restoration to pre use condition. Users must comply with all facility regulations and use requirements.

Special Church Use:

Special church use includes any activity outside the normal course of operation such as weddings, funerals, fundraisers, or personal events not otherwise directed or sponsored by Legacy.

Specific written agreements or fees may be required depending on the nature of the event and the relationship of the user to the church. The Operations Director is responsible to determine what requirements are necessary to assure consistent application of this provision.

Non Church Use:

Non church use includes activity conducted by non church groups. For example, conferences, trade organizations, business groups, community groups, etc. fall into this category.

Since these events are not directed by the church, they will require specific written agreements and fees. Please refer to the **Facility Use / Fee Agreement (Appendix C)** for details.

Inappropriate Use:

Legacy United Methodist Church reserves the right to disallow any use deemed inappropriate.

SPECIFIC AREAS

Kids' Wing:

The Kids' Ministry Director is responsible for the activity in the Kids' Wing. All equipment, supplies and materials, decorations, etc. must be approved by the Kids' Ministry Director to assure consistency and appropriateness.

Students' Suite:

The Students' Ministry Director is responsible for the activity in the Students' Room Suite. All equipment, supplies and materials, decorations, etc. must be approved by the Students' Ministry Director to assure consistency and appropriateness.

Sanctuary:

The Worship Arts Ministry Director is responsible for the activity in the Sanctuary. All equipment, supplies and materials, decorations, etc. must be approved by the Worship Arts Ministry Director to assure consistency and appropriateness. The Cry Room is considered a part of the Sanctuary.

Conference Room:

This area is shared by United Methodist Women's groups, adult small group classes, wedding and funeral attendants, conference and staff meetings, and other groups as scheduled. This room is considered a common area and is subject to décor and scheduling stipulations.

Commons Area:

This area provides space for people to gather and fellowship at church functions, whether Sunday morning service, Wednesday evening activities, or weddings, funerals, conferences, etc. This room is considered a common area and is subject to décor and scheduling stipulations.

Kitchen:

This area provides space to prepare and serve food and beverages. Access to the use of kitchen equipment and accessories requires the presence of authorized and trained church personnel as determined by the Operations Manager. Please refer to the ***Kitchen Use Guidelines (Appendix D)*** for details.

Administrative Suite:

This area houses the church staff. This area should remain locked during non-business hours.

MISSION STATEMENT

Our Vision

Because of the Legacy We Have Received...

We Build the Legacy God Desires...

To Leave the Legacy the World Needs

Our Mission

Radical Hospitality

Extravagant Generosity

Passionate Worship

Authentic Faith Sharing

Intentional Faith Development

Risk-Taking Mission & Service

Our Strategy

Define the “Win”

Create Steps, Not Programs

Narrow the Focus

Teach Less for More

Remember our Market

Work at It

Our Method

discover – connect – impact

Our “Win”

When Jesus Followers, Together, Transform the World

EMERGENCY PREPAREDNESS - EVACUATION

Kids' Wing (green on evacuation diagram)

- Exit into Assembly; then exit through doors 8 & 9 opposite check-in desk
- Check-In attendants check bathrooms and assist with Nursery
- Gather on grass area at corner of parking lot and Durango Drive
- Attendants account for all kids
- If doors 8 & 9 are blocked, use main entrance door 1

Sanctuary (red on evacuation diagram)

- Exit through side doors 5 & 6
- Gather on grass area behind Amphitheater
- If doors 5 & 6 are blocked, exit into Commons and use nearest door 3, 4, or 7

Conference Room / Administrative Suite (blue on evacuation diagram)

- Exit through door 1 (main entrance)
- Gather on grass area beyond cross tower
- If door 1 is blocked, use door 2

Students' Suite / Cry Room (blue on evacuation diagram)

- Exit through door 4
- Gather on grass area beyond parking lot
- Attendants account for all youth
- If door 4 is blocked, use door 3

Kitchen / Commons (blue on evacuation diagram)

- Exit through nearest accessible door 1, 2, 3, 4 or 7
- Connection Center attendants check lobby / youth bathrooms prior to exiting
- Gather with others exiting the same door

Exterior Plan

- Move to safe area if gathering spot is in danger
- Do not attempt to find kids or youth; allow attendants to care for them
- Do not return to building until Fire Department signals all clear

EMERGENCY PREPAREDNESS – TORNADO

Kids' Wing

- Move to mechanical room near check-in station
- Attendants account for all kids

Conference Room / Administrative Suite / Kitchen

- Move to Administrative Suite reception area

Students' Suite / Cry Room

- Move to Youth Suite Prayer Room

Sanctuary / Commons

- Move to main mechanical room, lobby restrooms, or youth restrooms
- May also move to Commons away from exterior walls and windows

General Guidelines

- Seek shelter away from exterior windows or glass where possible
- Gather together as low to the ground as possible
- Place hands over heads and face
- Shelter kids from potential debris using blankets or other coverings
- Remain in safety zones until all danger has passed and staff signal all clear

EMERGENCY PREPAREDNESS - OTHER

General:

- Remain calm and encourage others to do the same
- Assess potential danger
- Alert others (staff or ushers if possible), including law enforcement if needed
- Situations can vary greatly – use best judgment to determine appropriate action

Intruders (Attack):

- Escape building if possible or seek shelter in secure room
- Lock doors, hide if possible, remain until all clear signal is given by law enforcement
- Supervisor of children / youth must remain with group

Intruders (No Attack):

- Attempt to determine intent of intruder
- Look for assistance (staff or ushers if possible)
- Deescalate intruder if possible and isolate away from others

Bomb Threat:

- Take caller seriously, treat with respect, try to gain trust
- Ask another individual to contact law enforcement as soon as possible
- Have other individual start evacuation procedures immediately
- Engage the caller with information gathering questions
- Document all parts of discussion (gender, age, name, time, type, etc.)

Suspicious Activity:

- Report any suspicious activity or item to staff or usher as soon as possible
- Document information about the suspicion (people, vehicles, packages, etc.)
- Contact law enforcement if danger is perceived
- Prepare to take additional action (lock doors, evacuate, etc.) as needed.

FACILITY USE - AGREEMENT

Name of User / Group: _____

Address of User / Group: _____

User Contact Name: _____

User Contact Phone: _____ User Contact Email: _____

Date: _____ Time: _____ Purpose: _____

Space: _____

Fees:

Labor: (payable to individual providing service)

Custodial	_____	hours @ \$25/hr	_____
Kitchen	_____	hours @ 25/hr	_____
Sound / Video	_____	hours @ 25/hr	_____

Rental:

Conference Room	half	full	_____
Kitchen	half	full	_____
Commons	half	full	_____
Sanctuary	half	full	_____

Reimbursable:

Description	_____	_____
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Total All Fees _____

I agree to abide by all use stipulations required by Legacy United Methodist Church. I agree to pay all fees listed above. In the event I cause damage to Legacy property, I will reimburse Legacy for the cost to repair said damage.

Signature: _____

Date: _____

Approved: _____

Date: _____

FACILITY USE – FEE SCHEDULE

Fee Structure:

Fees will not be charged for Legacy sponsored events or organizations.
 Only labor and reimbursable expenses will be charged for Legacy members and associates.
 Rental, labor, and reimbursable expenses will be charged for all other users.

Labor Rates:

Custodial / Maintenance Staff	\$ 25/hr
Wedding Fee	100
Funeral Fee	50
 Kitchen Supervisor	 25/hr
 Sound / Video Technician	 50/hr
Wedding Fee	100
Funeral Fee	50

Property Rental:

Conference Room	\$ 75/half day	\$ 150/full day
Kitchen	100/half day	200/full day
Commons	150/half day	250/full day
Sanctuary	150/half day	250/full day

half day is up to four hours; full day is more than four hours
 there is no rental fee for any funeral

Reimbursable Expenses:

Users must reimburse Legacy for significant use of supplies and materials.

Honorariums:

Wedding / Funeral honorarium for pastor or musician is privately negotiated and directly paid.

FACILITY USE – USE STIPULATIONS

Legacy United Methodist Church practices Radical Hospitality to all who enter the facility. With that in mind, however, Legacy asks all those who use the facility to act responsibly and respectfully. Users are required to comply with the following stipulations.

- Facility use is available on a first come first serve reservation basis
- Legacy staff will determine extent of labor required for use
- Users must reimburse Legacy for any property damaged caused by use
- Use of property must be accompanied by Legacy staff as outlined in user agreement
- Rental rates are payable to Legacy United Methodist Church
- Labor cost are paid directly to assigned staff
- All fees must be paid prior to use of facility
- Unless otherwise approved, non church use is not allowed after Noon Saturdays
- Unless otherwise approved, Saturday events must conclude by 7:00 pm
- Alcoholic beverages are not allowed on church property
- Legacy is a smoke free facility
- With the exception of service animals, pets and animals are not allowed in the building
- A pre-use conference may be required with the Operations Director

KITCHEN USE GUIDELINES

- Schedule / Approval – All kitchen use must be scheduled with and approved by the Operations Director prior to use. Failure to do so may result in the kitchen being unavailable.
- Training / Supervision – Use of appliances is restricted to only those having adequate training. Appliances including range, convection oven, coffee machine, and dishwasher. Supervision of use and potential fees will be required in the event users are not adequately trained.
- Compliance – Users must comply with all notices posted in the kitchen.
- Clean-Up – Kitchen use by any group or individual requires appropriate clean-up. The church will provide cleaning supplies such as dish soap, paper towels, dishtowels, etc. The church staff will clean floors and remove garbage after use.
- Church Events – The church staff is responsible for all kitchen use on Sunday mornings, Wednesday evenings, and any other church schedule events (includes beverages, menus, preparation, serving, and clean-up).
- User Group Events – User groups are responsible for their own use of the kitchen. It is the responsibility of the user group to
 - provide trained personnel to operate kitchen appliances
 - supply, prepare, and serve all food and beverages
 - clean all items and areas used including Commons Area tables
- Non-Church Events – Use of the kitchen for non-church activity is subject to approved fee structure. Such use and division of responsibility must be approved by the Operations Director.
- Personal Staff Use – Staff are required to clean up after any personal use of the kitchen.