

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

*REVISED JUNE 2020*

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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 LUMC 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 Lead Pastor prior to final decision. If there is uncertainty or disagreement between the Operations Director and the Lead 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). 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), the Kitchen, 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.

## **Safety Plan:**

LUMC is highly committed to the safety of people and the security of property on the LUMC premises. As such, LUMC has developed a Safety Plan Procedures Manual to meet this commitment. Please refer to the *Safety Plan Procedures Manual* under separate cover for details.

## **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 Church Community Builder.

**Please contact the Administrative Assistant 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 Lead 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 Lead Pastor and Operations Director will coordinate the placement and timing of ministry functions. Such functions should be reviewed with the Lead 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 LUMC organizations include United Methodist Women, LUMC led small groups, or other LUMC 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 LUMC.

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:**

LUMC 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.

### **Community 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 Director. 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**

### Kid's Wing (green on evacuation diagram)

- Exit into Assembly; then exit through doors 9 & 10 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 9 & 10 are blocked, use main entrance door 1

### Sanctuary (red on evacuation diagram)

- Exit through side doors 6 & 7
- Gather on grass area on Amphitheater
- If doors 6 & 7 are blocked, exit into commons and use nearest door 3, 4 or 8

### 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 / Nursing Mom Room / Family Room (blue on evacuation diagram)

- Exit through doors 3 & 4
- Gather on grass area beyond parking lot
- Attendants account for all youth
- If doors 3 & 4 are blocked, use door 2 & 5

### Kitchen / Commons (blue on evacuation diagram)

- Exit through nearest accessible door 1, 2, 3, or 8
- 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**

### Kid's Wing

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

### Sanctuary / Commons

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

### Conference Room / Administrative Suite / Kitchen

- Move to administrative suite reception area

### Students' Suite / Nursing Mom Room / Family Room

- Move to nursing mom room, youth restrooms

### General Guidelines

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

## **EMERGENCY PREPAREDNESS - OTHER**

### General

- Remain calm and encourage other 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 judgement 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 user 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 Rates:**

Custodial / Maintenance Staff	\$25/hr.
Kitchen Supervisor	\$25/hr.
Sound / Video Technician	\$50/hr.

*Wedding Fee (Base)*

Custodial / Sound Tech	\$300
Refundable Deposit	\$200
Non-Associate Rental	\$500
Non-Associate Pastor Fee	\$300

*Funeral Fee (Base)*

Video Tech	\$150
Sound Tech	\$150

Property Rental	Half Day (up to 4 hours)	Full Day (4 hours or more)
Community Rooms	\$100	\$200
Kitchen	\$125	\$250
Commons Area	\$200	\$400
Sanctuary	\$250	\$500
Legacy Kids Wing	\$250	\$500
Student Wing	\$250	\$500

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:

- Legacy sponsored events or organizations will not be charged fees
- Legacy attenders will be charged labor costs as needed and reimbursable expenses
- Non-attenders will be charged rental, labor costs as needed, and reimbursable expenses
- Wedding use fees are covered under separate agreement
- Fees may be negotiated for specific events based on space, time, and labor required

### Fees / Labor Rates:

Custodial / Maintenance Staff	\$25/hr.
Kitchen Supervisor	\$25/hr.
Sound / Video Technician	\$25/hr.

### *Wedding Fee (Base)*

Custodial / Sound Tech	\$300
Refundable Deposit	\$200
Non-Associate Rental	\$500
Non-Associate Pastor Fee	\$300

### *Funeral Fee (Base)*

Video Tech	\$150
Sound Tech	\$150

Property Rental	Half Day (up to 4 hours)	Full Day (4 hours or more)
Community Rooms	\$100	\$200
Kitchen	\$125	\$250
Commons Area	\$200	\$400
Sanctuary	\$250	\$500
Legacy Kids Wing	\$250	\$500
Student Wing	\$250	\$500

### Reimbursable Expenses:

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

### Honorariums:

Honorarium for pastor or musician is privately negotiated and directly paid.

## **FACILITY USE – USE STIPULATIONS**

LUMC practices Radical Hospitality to all who enter the facility. With that in mind, however, LUMC 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
- LUMC staff will determine extent of labor required for use
- Users must reimburse LUMC for any property damaged caused by use
- Use of property must be accompanied by LUMC staff as outlined in user agreement
- Rental rates and labor costs are payable to LUMC
- 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 6:00 pm
- Alcoholic beverages are not allowed on church property
- LUMC 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.