

Facilities Use Management Committee

Policies and Procedures

April 2008 Revision

Purpose:

The committee will report to Session through the Evangelism Elder. The Facilities Use Management Committee (FUMC) is charged with the responsibility of setting policy and procedure for use of church facilities. Further, the FUMC is responsible for executing that policy and procedure.

Events will be characterized as internal (ministry event subject to committee/Session approval) or external (use of church facilities by an outside group, subject to Session approval, contract and fees).

All events must have as a sponsor a St. Andrews Ministry; and the Ministry Elder(s) will be responsible for adherence to policy and procedure.

FUMC will meet monthly. The chair needs to check the committee folder in the office on a regular basis for new events. Minutes must be kept for each action and, within 24 hours, copied to the Administrative Staff Calendar Coordinator, who will serve as the point of contact with other staff.

The Calendar Coordinator needs to be advised *immediately* when any event (internal or external) is canceled.

Following is the process:

1. A Facilities Use Request Form will be filled out by the Ministry (internal) or responsible party (external). If an event is an annual recurring or on-going event, then a new form needs to be completed each year prior to the start of the new program year, allowing ample time for Session approval prior to the event. The Ministry will check the church schedule to clear any conflicts. At this time, the event will be placed on the calendar as tentative.
 - *Consider timing (Submit an annual plan by July 31 for example)*
 - *Ministries are encouraged to establish annual events on a particular weekend each year (i.e., 2nd Sunday of October).*
2. Original form submitted to Laura Weaver who will forward it to FUMC for approval.
3. Notify Clerk of Session for inclusion on Consent Agenda by ministry elder (internal) or by FUMC (external).
4. For external events:
 - The FUMC will determine if the application is a “Qualified” applicant.*
 - The FUMC will vote on the application and, if approved, the event will be submitted to Clerk of Session for inclusion on Consent Agenda.
 - The FUMC will notify the applicant of approval of their application based upon their acceptance of the fee and signing a contract. They will also be told who will be their “in house” event coordinator and what they can expect from that person.
 - The FUMC will provide a contract to applicant.
 - When a contract has been signed by the applicant and Trustee representative, the FUMC will provide the applicant with a copy of the contract. A copy of the contract will also be given to the church Business Manager.

5. FUMC will notify the Calendar Coordinator within 24 hours of approval that the event is to be put on the church calendar. The FUMC will also copy the Calendar Coordinator on all FUMC minutes.
6. The event will be assigned a fee based upon the approved St. Andrew's fee schedule.
7. An "in-house" event coordinator will be established by the Ministry/FUMC and this contact information (name, phone number, email address) will be shared with the administrative staff within 24 hours.
8. The event will already be on the church master calendar ... double check at this time.
9. All interested parties at the church should be notified of event and date.
10. The event coordinator and the Ministry/FUMC are responsible for completion of the above tasks.

*In order to be a "qualified applicant" the group must:

- Submit a completed official application form requesting use of the facility.
- Be sponsored by a St. Andrews Ministry.
- Submit a signed copy of the Policies and Procedures indicating they have fully read and are aware of all of the St. Andrew's requirements for use of the facility.
- Have a date for their event that does not conflict with internal church activities.
- Fulfill the mission of the church. Refer to the following section titled "MISSION."
- Have an event coordinator from within the church (preferably the Ministry).
- Accept the fee, which is based upon their needs as they relate to the pre-established St. Andrew's fee schedule.
- Fit within the framework of our existing operations (custodial & security) capabilities.
- In no way present any material contrary to St. Andrew's understanding of scripture or the historic confessions of the church.
- Agree to St. Andrew's contractual insurance requirements and general use policies ... no smoking, no alcohol, no food or drink in the sanctuary....etc.
- Pass the test of any unique factors the FUMC may deem relevant.
- Sign a contract and pay the fee.

EVENT COORDINATOR RESPONSIBILITIES

The event coordinator will:

- Coordinate before the event with the outside group and Calendar Coordinator to ensure set up is done appropriately. The Event Coordinator should act as liaison between the event organizer and the church staff at *all* times.
- Be at the event at all times necessary to handle "special issues" that may occur.
- Ensure that clean up is done to the satisfaction of St. Andrew's personnel in a timely fashion.
- Communicate to the Calendar Coordinator all set-up requirements; who, in turn, will communicate this in writing to the custodial staff. All discussion should be done in a timely manner. Appointments for lengthy discussions should be arranged in advance. Avoid discussion with other office personnel as the Calendar Coordinator will be responsible for filling in other office staff as appropriate or necessary.

COMPLEMENTARY TICKETS:

The FUMC requests up to ten free tickets from the renting organization to be used at the discretion of the FUMC.

INSURANCE AND INDEMNITY

USER agrees to indemnify and hold harmless the CHURCH from any and all liability for personal injury and property damage arising in any manner from the use of the Facilities, except that which is solely the fault of CHURCH. USER agrees to provide to CHURCH a Certificate of Liability Insurance, demonstrating commercial general liability coverage of \$1,000,000 for each occurrence, \$2,000,000 aggregate for personal injury and property damage, and naming CHURCH as an Insured. Failure to provide such certificate not less than seven (7) days before the Event shall be cause CHURCH to revoke the license and deny USER access to the church on the date scheduled.

MISSION

The official mission of St. Andrew’s Presbyterian Church is, “To know God and make God known through lives transformed by Christ.” The FUMC will consider applications for use based upon this mission statement as well as the following statements made by official church bodies.

From the: CASE STATEMENT FROM WORSHIP AND MUSIC RE FACILITY USE:

“To whom much has been given, much shall also be required” (Luke 12:48b)

Our beautiful new sanctuary stands as a witness to our faith and is designed to celebrate the arts through worship and community outreach.

Our building should replicate the open arms of God, welcoming all people who would seek to enter, and providing a loving and enlightened environment for our community. The Fine Arts are inspired gifts from God, expressed through the creativity of His people. Our hope is to incorporate a wide spectrum of the arts, appealing to all age groups, involving artists of all genres, and incorporating our own congregation’s rich store of talent.

Our reputation as a center for the celebration of the Fine Arts will raise awareness of St. Andrew’s and enhance our place within the community. Let St. Andrew’s be a beacon of light in our community, so that “...they will know we are Christians by our love...” Let us be generous with the riches we have.

Let’s adopt a policy that is pragmatically workable and essentially hospitable. We shall reap what we sow – may those be seeds of hospitality, generosity, excitement and faith.

From the: EVENT COORDINATOR PROPOSAL: PHYSICAL RESOURCES

There is a consensus agreement that St. Andrew’s should consider requests from outside organizations for events such as concerts in the interest of promoting a positive image of St. Andrew’s within our community.

From the: FACILITIES USE COMMITTEE REPORT TO SESSION (DRAFT, VERSION 2, SEPT 11, 2005)

The committee understands that our new sanctuary was conceived with the arts in mind and that it is a wonderful venue for cultural and entertainment events.

Opening the new sanctuary for outside use could be a great value to our community, improving the quality of life of our fellow citizens, while creating friendship and goodwill with those who benefit from our policy.

As a representative of the requesting organization _____, I acknowledge that I have read all of the above Policies and Procedures and am in agreement with said Policies and Procedures.

Organization representative signature

Elder Sponsoring Ministry