



## Lake Cities United Methodist Church Building Use Handbook

The facilities of Lake Cities United Methodist Church have been constructed to the Glory of God and are held in trust for the United Methodist Church by the Board of Church Trustees. The Trustees are responsible for the maintenance and care of the facilities and for determining their use.

The Guidelines, as set forth in this handbook, have been prepared in consultation with the Church staff and Program areas of the Church, and approved by the Administrative Board of Lake Cities United Methodist Church. These guidelines are in no way intended to be burdensome, but rather the most creative possible approach to the responsibility of all individuals (members or nonmembers) for the maintenance, economy of operation, and the widest possible use of the Church.

The facilities are intended for the use of the congregation of Lake Cities United Methodist Church in worshipping God and carrying out Christian ministries through activities of evangelism, education, stewardship, Christian social concern, health and welfare, and mission outreach.

### **AUTHORIZATION FOR FACILITY USE**

All organizations or individuals (members or nonmembers) must submit a Building Use Application for use of any part of the facility with the church office, which will be reviewed and approved by a committee from the board of Trustees or their designees. Outside organizations must receive approval for their use of the facility from the Board of Trustees. No organizations or activities will be authorized in the facilities which are incompatible with the basic mission or ideals of the church. Worship and activities of Lake Cities United Methodist Church will have priority in scheduling use of facilities.

Only the Senior Pastor will make day-to-day decisions concerning the use of the facilities using the established guidelines. In case of disagreement with a decision, the word of the Board of trustees' majority will be final.

All users of the facilities are expected to follow the general welfare statements and the guidelines for cleanup and maintenance of the facilities.

The following activities will usually receive automatic approval of requests for use of facilities at no charge, with the exception of weddings.

#### **1. Worship functions planned/sponsored by the Church Pastoral staff**

- ✓ Sunday/Special Services
- ✓ Funerals of Church members conducted by the LCUMC pastoral staff.
- ✓ Weddings and receptions associated with weddings; reservations confirmed through the Wedding Coordinator. **Please note: No Public announcements of wedding dates or receptions should be made until the Wedding coordinator has been given approval of the reservation.**
- ✓ Joint services with other churches.

#### **2. Regular Church Meetings**

### 3. Church Sponsored Programs

Church School Class Meetings/Parties  
Study/Devotional Groups  
Seminar/Workshops

### 4. Church Organizational Activities

- United Methodist Women
- Women's Ministries
- United Methodist Youth Fellowship
- Children's Ministries
- Adult Ministries
- Town and Country Coffeehouse
- Church Members Special Occasions
- Footprints Preschool
- United Methodist Men

### 5. Community Organizational Activities

- Senior Citizen's Dinners
- LDISD Activities
- Chamber of Commerce
- Spirit of Christmas
- Scouts

## POLICIES FOR USE OF THE FACILITIES

Strict policies concerning the use and care of the facilities will be observed in order to insure the protection of furnishing, cleanliness of facilities, economy of utilities and welfare and safety of all concerned. Questions concerning the use of furnishings and equipment should be directed to the Senior Pastor and/or Trustee chairperson.

- It will be the responsibility of the individual in charge of any function, as indicated on the Application for Use of Church Facility form, to ensure that the areas used are cleaned and returned to the condition as outlined in the Building Use Handbook and Building Use Checkout Form.
- All persons requiring keys will need to fill out a Key Request form in the church office and have approval from the Board of Trustees or Senior Pastor before receiving them. All keys that have been checked out will need to be returned the day of the event or within 24 hours after the scheduled event, whichever is more appropriate.
- A trustee designated person or/and the Trustee Chairperson will make a weekly inspection of all facilities to insure that proper use, care and maintenance are being observed.

## WELFARE OF THE CHURCH FACILITIES

- Smoking, or the use of any tobacco product, is not permitted inside any of the facilities.
- Alcoholic beverages are not permitted inside any of the Church facilities or on the Church grounds.
- **Only LCUMC identified trained persons may operate the sound equipment. Do not touch sound equipment, connections, or receptacles.** If you require the use of audio equipment (microphone, music, speakers), a trained LCUMC operator, approved by the trustees, must be secured.
- Do not change the thermostat settings. The temperatures in the rooms are preset. If you know that your activity will require adjustments in the temperature please note on the Application for Church Facilities

form that the temperature will need to be adjusted.

- Table linens must be washed, dried, folded and returned to their storage place.
- Do not leave food supplies or beverages on counters, on floors, or inside refrigerators.
- Gather all trash and garbage and carry it to the dumpster located on the east end of the Church's parking lot. Be sure the dumpster lid is closed. Replace liners in the trashcans.
- No red or purple drinks (Kool-Aid, Grape juice, Punch, etc.) are allowed to minimize staining on the carpets and tile floors.
- Empty drink cups and cans in the sinks before placing in trashcans.
- Rinse out sinks. Run the dishwasher if appropriate.
- Turn off all lights except those which are designated to stay on.
- No animals, with the exception of service animals, are to be brought into any of the Church facilities without prior approval of staff or trustees.
- Playground Equipment is to be used for its intended purpose.
- Furniture (tables and chairs) cannot be moved from one room to another without approval of the trustees.

## **MAINTENANCE AND CLEANUP GUIDELINES**

- **Carpets** – Be careful that liquids, crayons, or foods are not spilled on the carpets. Use protective coverings when doing crafts. If an accident occurs, please clean up immediately. If the cleaning is unsuccessful, please note on the checkout form where the stain is and that extra cleaning is needed to remove it. Appropriate professional cleaning will need to be scheduled as soon as possible to prevent permanent damage. After use, vacuum or sweep all carpeted areas.
- **Tile floors** – Kitchens, Bathrooms and other tile surfaces should be swept and mopped after use. Do not use abrasives. Mops and buckets are available in the Family Life Center. Do not drag tables or chairs across tiled floors, as it results in damage to both the table and floors.
- **Counter surfaces** – Counters in the kitchen should be free of clutter and all food service materials. Plates and cups should be properly stored out of sight. Counters must be wiped with a sponge.
- **Tabletops** – Tabletops must be wiped with a damp sponge if food or drink has been served. Please vacuum floors AFTER table tops have been cleaned.
- **Stove tops and ovens** – Stove tops should be wiped clean and any spilled food cleaned up after use. If there is a spill in the oven it should be cleaned up after the oven has cooled. Please turn on oven cleaner if appropriate.
- **Play equipment** – All toys and athletic equipment will need to be collected and stored in appropriate areas after use.
- **Tables and Chairs** – Tables need to be moved and set up/taken down with care to avoid damage. Tables and chairs must be stored on the appropriate carriers. Stack tables no higher than the rail on the carrier to avoid damage to the tables.

- **Bathrooms** – Bathrooms should be left in a clean and orderly manner with trash removed. If there are problems that need to be addressed such as plumbing or lights, please report this on the checkout form so they can be corrected as soon as possible. If it is an emergency, please let the office know immediately.

## **SPECIFIC BUILDING USE GUIDELINES**

- **Sanctuary**

The Sanctuary is consecrated space. Therefore, proper attention to reverence for the chancel area and equipment must be observed. The Altar table may not be used for anything other than worship. There shall be no exception to this rule.

No outside organization may move Sanctuary furniture, other than flower stands and/or communion rails without approval from the Senior Pastor.

Weddings in the Sanctuary shall follow the guidelines provided by the Worship Committee and/or Wedding Coordinator.

Under NO circumstances can food or drinks be taken into the sanctuary areas at any time.

Chairs and tables used in this area must be handled carefully to avoid damage to table edges and flooring.

Do not tamper with sound equipment, connections, or receptacles. Only LCUMC authorized and trained persons may operate the sound equipment.

The organ/piano may not be used except by LCUMC church musicians or those approved by the church.

- **Classrooms in all Church Facilities**

Nothing is to be tacked or taped to the walls. All items must be affixed to appropriate Bulletin Boards. Maps or pictures to be mounted permanently must be approved in advance through the Trustees.

Furniture should be restored to its regular Sunday School configuration after use.

**DO NOT SIT ON TABLES.**

Floor should be swept with vacuum cleaner or floor sweeper.

- **Childcare**

Care of children is a sacred trust given by God to the Church. Keeping children safe while teaching them the love of Jesus is one of the most important ministries the Church does. Lake Cities United Methodist Church (LCUMC) strives to ensure that our children are always welcome and made to be included in our community. Children in the building of (LCUMC) are never to be left unsupervised and are only to be in designated areas.

LCUMC will provide child care in the form of two adults that have had background checks done and received LCUMC approval. The Church will always provide childcare for Sunday mornings and as needed for Sunday afternoons and evenings, and Wednesday evenings. Meetings and studies should be scheduled for these times if childcare is going to be needed. The Director of Children's Ministries must be contacted at least three weeks prior to any "non-regular" meeting and availability of childcare staff is **NOT** guaranteed.

Child care will also be provided for all church activities as designated by the whole Education Team (Director of Youth Ministries, Director of Children's Ministries, Director of Adult Ministries and Pastor). Other exceptions for classes will be designated by the whole Education team.

Church groups may request child care for additional evenings provided that 1) they contact the Director of Children's Ministries at least 2 weeks prior and 2) they agree to pay the church for childcare. See Building Usage Fees for current hourly charge. Note: Even when childcare has been requested, it does not guarantee that it will be provided.

#### ➤ **Family Life Center/Sanctuary Buildings**

**Classrooms:** The classrooms in the Family Life Center will have the same guidelines as outlined above. Do not remove items from the classrooms or store items in the classrooms without permission.

**Kitchen:** Counter tops should be free of foodstuff and other materials. Counter surfaces should be wiped clean of all crumbs and spills. Tile floor should be swept clean and/or mopped after the event.

**Central Floor Area:** Standard set up for this area is six tables and 36 chairs, six at each table, centrally located and organized on the floor. If additional tables and chairs are set up they must be stored after use.

**Stage:** The stage will be stored on the wheeled carrier in the closet. If an activity requires the use of the stage, the responsible user must secure means, through the Trustees, for having it set up, taken back down and properly stored after the activity. This is a task that requires multiple physically able persons due to the weight of the stage sections.

**Sound Equipment:** Do not touch the sound equipment, connections, or receptacles. Only LCUMC authorized and trained persons may operate the sound equipment.

#### ➤ **Fees**

No building use fees are involved in regular church sponsored activities, since this is the primary purpose for the facilities.

Building use fees will be charged for other authorized activities and are understood to cover costs of heating, air conditioning, lights and general wear and tear.\*

*\*Since members are expected to support the Church, no building use fees are usually charged to them. However, because one or more church member(s) are also members of a requesting group does not automatically qualify the group for non-fee use of the facility when the activity is not church sponsored.*

All users of the building, including church members and staff, are expected to comply with building use request procedures. In case of improper clean-up, the group will be contacted and asked to “finish the job”. If the group does not respond to this request, they will be charged a custodial fee of \$100.

Building use fees must be paid to the church office three weeks prior to the event with checks made payable to LCUMC. If reservations are canceled 48 hours prior to the event, the fee(s) will be refunded.

Cleaning and Damage Deposit	\$300
Custodial Fee	\$100
Family Life Center	\$250
Sanctuary	\$250
Fellowship Hall	\$150
Kitchen*	
1-2 hours	\$25
3-4 hours	\$35
Full Day	\$75
*Includes use of stove, refrigerator and appropriate containers and utensils. Food, supplies and paper goods must be provided by the organization.)	
Nursery (must provide your own sitter unless otherwise stated)	
1-2 hours	\$10
2-3 hours	\$15
Full Day	\$75
Audio Operator (must be trained LCUMC audio technician)	\$75
Set-up/take down Fee (A diagram must be attached if set up is requested. )	\$60
Child Care (limited availability)	
1 hour	\$13
2 hours	\$26
Key deposit	\$25

Misuse, abuse or inappropriate behavior may disqualify a group from future use of the facilities and/or forfeit their deposit.



**LAKE CITIES UNITED METHODIST CHURCH**  
**300 East Hundley Dr. Lake Dallas, TX 75065**  
**Telephone (940) 321-6100 FAX: (940)497-2500**

**BUILDING USE CHECKOUT FORM**

Date Submitted: \_\_\_\_\_

The following checkout list will need to be turned into the office within 24 hours after the event in order for the Church to consider the return of the cleaning/damage deposit. Please report any damages, or problems with appliances, lights, plumbing or anything else that you feel needs to be brought to the attention of the Church's Board of Trustees in the box at the bottom of the page.

\_\_\_\_\_ All rooms are left as designated in the building use policy. Tables and chairs are stored or arranged as indicated in the building use policy.

\_\_\_\_\_ All trash and garbage has been placed inside the dumpster that is located at the east corner of the church's parking lot. Clean trashcan liners have been placed in all trashcans.

\_\_\_\_\_ All linens, tablecloths, kitchen towels, etc. have been washed, dried, folded and returned to their proper storage place.

\_\_\_\_\_ All bathrooms have been checked to assure they are in a clean and orderly manner. Trash has been removed and new trash liners put in.

\_\_\_\_\_ All food supplies or beverages on counters, on floors, or inside the refrigerators have been removed and/or disposed of properly.

\_\_\_\_\_ Kitchen counter tops and sinks are clear of any dishes and/or food and have been wiped clean. Dishwasher has been started if appropriate.

\_\_\_\_\_ Tables have been wiped clean and stored or rearranged as indicated in the building use policy.

\_\_\_\_\_ Kitchen and bathroom floors as well as other tiled areas have been swept and mopped. Carpets have been vacuumed.

\_\_\_\_\_ All toys and/or athletic equipment have been collected and stored in appropriate areas.

\_\_\_\_\_ All interior lights have been turned off.

**Building Concerns:**

Name of Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

## USAGE FEES\*

If reservations are canceled 48 hours prior to the event, the fee(s) will be refunded.

Please check all that apply. All fees are due three weeks prior to event unless otherwise stated. All fees are payable to Lake Cities United Methodist Church (LCUMC).

<input type="checkbox"/>	Cleaning and Damage Deposit .....	\$300
<input type="checkbox"/>	Family Life Center .....	\$250
<input type="checkbox"/>	Sanctuary.....	\$250
<input type="checkbox"/>	Fellowship Hall .....	\$100
<input type="checkbox"/>	Kitchen*	
	1-2 hours .....	\$25
	3-4 hours .....	\$35
	Full Day .....	\$75
	*Includes use of stove, refrigerator and appropriate containers and utensils. Food, supplies and paper goods must be provided by the organization.)	
<input type="checkbox"/>	Nursery (must provide your own sitter unless otherwise stated)	
	1-2 hours .....	\$10
	2-3 hours .....	\$15
	Full Day.....	\$75
<input type="checkbox"/>	Audio Operator (must be trained LCUMC audio technician) .....	\$75
<input type="checkbox"/>	Set-up/take down Fee (A diagram must be attached if set up is requested. )	\$60
<input type="checkbox"/>	Child Care (limited availability)	
	1 hour .....	\$20**
	2 hours .....	\$40**
<input type="checkbox"/>	Key deposit .....	\$25

TOTAL USAGE FEES: \$ \_\_\_\_\_

\*Regular church sponsored activities and Community Organizational activities, as stated in the Building Use Handbook, will not be charged usage fees. In case of improper clean up, the group will be contacted and asked to "finish the job." If the group does not respond to this request, they will be charged a custodial fee and may be required to leave a cleaning/damage deposit the next time they request the use of the church's facilities.

\*\*If regular childcare cannot be secured, further options are available at an additional cost. Please contact the Children's Director as needed.

### CLOSING/SECURING POLICY

If the church office is open when the event is over, the responsible person for the organization will need to check out with the Administrative assistant or other staff person on duty.

If the church office is closed or no staff member is on duty, the responsible person for the organization is responsible for checking out with the Church office within 24 hours of the event and the following items must be taken care of at the time the event is over.

- ✓ Insure that ALL outside doors are locked and properly closed. SHAKE EACH DOOR THOROUGHLY to make sure the door is secure and locked.
- ✓ Turn off all interior lights.
- ✓ If children were present at the event, ALL toys, athletic equipment, etc. are to be put away in the appropriate areas and someone from your organization is to stay until ALL children are picked up by parents or a responsible party.

The Building Use Checkout form included in your Building Use Handbook will need to be completed and turned into the office within 24 hours after the event .(recurring events are to turn it in after the last scheduled event but are still responsible for reviewing the checkout list after every event to make sure the facility is cleaned and everything is put back in their appropriate places.) If this is not done, the cleaning/damage deposit may not be returned.

I have read and agree to the assigned usage fees and the closing/securing policy as stated above. I also understand that the closing checkout list needs to be turned in to the office within 24 hours after the event, in order for the Church to consider the return of the cleaning/damage deposit.

Applicant's Printed Signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signed Signature \_\_\_\_\_



**LAKE CITIES UNITED METHODIST CHURCH**  
**300 East Hundley Dr. Lake Dallas, TX 75065**  
**Telephone (940) 321-6100 FAX: (940)497-2500**

APPLICATION FOR USE OF CHURCH FACILITIES

Date Submitted: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Profit: \_\_\_\_\_ Non-Profit \_\_\_\_\_ Church Facilities requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason for use of building(s): \_\_\_\_\_

Number expected to Attend: \_\_\_\_\_ Age ranges: \_\_\_\_\_

Please circle if this is a recurring or ongoing event. Make sure time of use includes the time necessary for decoration, preparation, etc.

Date and Facility Used: \_\_\_\_\_ Time of Use: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Equipment Requested: Furniture: \_\_\_\_\_  
 Audio/Visual: \_\_\_\_\_  
 Other: \_\_\_\_\_

Contact Person (Please print all information): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Day Phone: \_\_\_\_\_  
 Evening Phone: \_\_\_\_\_ Email: \_\_\_\_\_

This application is made subject to Church's Building Use Handbook for the use of the Church's facilities requested. The undersigned agrees that these rules shall be strictly observed and accepts entire responsibility for the enforcement of these rules, and agrees to protect the facilities and indemnify Lake Cities United Methodist Church for any damage due to occupying the building covered by this permit. The undersigned further agrees to protect, indemnify and save harmless the Church and its officers and employees from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the facilities covered by this application.

Applicant's Printed Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant's Signed Signature \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY:

\_\_\_ Approved \_\_\_ Unapproved Building Cost: \_\_\_\_\_ Payment received: \_\_\_ damage \_\_\_ rental

Signatures: LCUMC Church Staff \_\_\_\_\_ Trustee: \_\_\_\_\_

## USAGE FEES\*

If reservations are canceled 48 hours prior to the event, the fee(s) will be refunded.

Please check all that apply. All fees are due three weeks prior to event unless otherwise stated. All fees are payable to Lake Cities United Methodist Church (LCUMC).

_____	Cleaning and Damage Deposit (required with the use of any facility and due with application)..	\$300
_____	Custodial Fee .....	\$100
_____	Family Life Center.....	\$250
_____	Sanctuary.....	\$250
_____	Fellowship Hall.....	\$150
_____	Kitchen (Includes use of stove, refrigerator and appropriate containers and utensils. Food, supplies and paper goods must be provided by the organization.)	
	1-2 hours.....	\$25
	3-4 hours.....	\$35
	Full Day .....	\$75
_____	Nursery (must provide your own sitter unless otherwise stated)	
	1-2 hours.....	\$10
	2-3 hours.....	\$15
	Full Day.....	\$75
_____	Audio Operator (must be trained LCUMC audio technician).....	\$75
_____	Set-up/take down Fee (A diagram must be attached if set up is requested).....	\$60
_____	Child Care (limited availability)	
	1 hour.....	\$13
	2 hours.....	\$26
_____	Key deposit.....	\$25

TOTAL USAGE FEES: \$ \_\_\_\_\_

\*Regular church sponsored activities and Community Organizational activities, as stated in the Building Use Handbook, will not be charged usage fees. In case of improper clean up, the group will be contacted and asked to “finish the job”. If the group does not respond to this request, they will be charged a custodial fee based on the labor cost involved in the cleanup and may be required to leave a cleaning/damage deposit the next time they request the use of the church’s facilities.

### CLOSING/SECURING POLICY

If the church office is open when the event is over, the responsible person for the organization will need to check out with the Administrative Assistant or other staff person on duty.

If the church office is closed or no staff member is on duty, the responsible person for the organization is responsible for checking out with the Church Office within 24 hours of the event and the following items must be take care of at the time the event is over:

- ✓ Insure that ALL outside doors are locked and properly closed. SHAKE EACH DOOR THOROUGHLY to make sure the door is secure and locked.
- ✓ Turn off all interior lights.
- ✓ If children were present at the event, ALL toys, athletic equipment, etc. are to be put away in the appropriate areas and someone from your organization is to stay until ALL children are picked up by parents or a responsible party.

The Building Use Checkout form included in your Building Use Handbook will need to be completed and turned into the office at check out, within 24 hours after the event (recurring events are exempt from this until after their last scheduled event.). If this is not done, the cleaning/damage deposit may not be returned.

I have read and agree to the assigned usage fees and the closing/securing policy as stated above. I also understand that the Checkout form needs to be turned in to the office at checkout within 24 hours after the event, in order for the Church to consider the return of the cleaning/damage deposit.

Applicant’s Printed Signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicant’s Signed Signature \_\_\_\_\_