



**FUMC**  
FIRST UNITED METHODIST CHURCH  
OF PORTLAND

# 2018 Guide to Building Use

First United Methodist Church of Portland (FUMC) is a busy place. Its primary purpose is to carry on the ministry of the local church. The church has an active ministry to children, youth, adults, and senior adults. It has a significant outreach into community through the Goose Hollow Family Shelter and other social services. The music program of the church is one of the finest in the city. The programs and people are the top priority when it comes to building use.

Building use activities fall under the jurisdiction of the Board of Trustees. Building use is managed by the Church Administrator. No commitment for building use is finalized until the Room Use Agreement has been completed and executed by the Church Administrator.

FUMC has a number of long-standing relationships with several community organizations for ongoing use. Availability for such ongoing usage is limited but can be considered.

Local organizations and individuals for one-time or short-term usage also use FUMC. When possible we attempt to make our facility available for such groups. Our first priority is to FUMC programs and membership needs. Priority is then given to nonprofit groups that are supported by FUMC and then finally to other nonprofit organizations.

Approval of the use of the grounds and facilities of FUMC does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities at FUMC must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within FUMC, its buildings or grounds that conflicts with the Discipline and the practices of this congregation and the United Methodist Church.

**In the event of inclement weather, groups should check the website, [www.fumcpdx.org](http://www.fumcpdx.org) to determine if the building is open.**

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Fees for Facility Usage
- Rules and Regulations of the Board of Trustees
- Room Use Agreement Form
- Release and Indemnity Agreement Form

## STEPS TO FACILITY USE SCHEDULING

1. Fill out a Room Use Agreement. One is included in this guide or you may obtain one from the church office or at our website: [www.fumcpdx.org](http://www.fumcpdx.org) under the Contact Us tab.
2. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
3. Return the Room Use Agreement to the Church Administrator who will evaluate your request and notify you if it is approved or not approved.

	TYPE A		TYPE B		TYPE C	
	Non-Members	Members	Fee Charging	Non-Fee	Fee Charging	Non Fee
Sanctuary	\$1,155	\$286	\$774	\$440	\$1,155	\$577
Collins	\$572	\$286	\$366	\$286	\$572	\$286
Collins Hall Kitchen	\$286	\$133	\$286	\$286	\$572	\$286
Fireside	\$286	\$133	\$286	\$139	\$572	\$286
Chapel/Choir	\$836	\$184	NA	NA	NA	\$143
Gym	NA	NA	\$50	**	\$357	\$179
Room 202 w/ Kitchen	\$114	\$101	\$121	\$50	\$202	\$101
Adult Classroom	NA	NA	\$92	**	\$92	\$60
Children's Classroom	NA	NA	\$55	**	\$55	\$40

## FEES FOR FACILITY USAGE

- Type A Receptions and Special Events
- Type B Educational and other activities that are considered an extension of FUMC's ministry as evidenced either by our financial support or application through our Leadership Council
- Type C Civic and service activities, including musical groups, service clubs, fraternal organizations, etc.

**Fees are based on one four hour segment of time (Morning, Afternoon, Evening)**

Groups in the categories of Type B or Type C are not eligible to use the Sanctuary, Collins Hall or the Collins Hall kitchen on Saturdays or Sundays. Also, the Fireside Room is not available on Saturday evenings or Sundays.

## BUILDING IMPACT FEES

	0-20 people	21-99 people	110+ people
Minimal Set-Up Required	\$45	\$45	\$60
Substantial Set-Up Required	\$60	\$95	\$125

Impact fees are charged at the discretion of the Church Administrator taking into account factors such as setup requirements, number of participants, use of any special equipment, food and drink, etc. Based on these factors, impact fees may be in excess of these guideline amounts.

## CANCELLATION FEES

Cancellations must be made in writing to the Church Administrator. At the discretion of the Church Administrator or Church Leadership, cancellation fees will be assessed as follows:

1. **Full fees** are due if event cancelled 14 days prior to the scheduled event.
2. **Half (50% fees)** due if event cancelled 30 days prior.

## RULES AND REGULATIONS OF THE BOARD OF TRUSTEES

1. **BREAKAGE.** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building or its furnishings and equipment which in the judgment of the church administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.
2. **ROOM SETUPS.** The Church Administrator will provide each group with a diagram for the room they are interested in using. All facility use reservations will be subject to a custodial service charge of \$32.00 per hour. The amount of time needed to configure the room for use will be determined in concert with the Facilities Manager.
3. **ORGAN AND PIANO USE.** Permission to use the organ, harpsichord or piano must be granted by the Executive Director of Music and may require an additional fee. If the user wishes to have instruments tuned, it will be tuned at the user's expense by a craftsman approved by the Executive Director of Music or Organist. Pianos cannot be moved except by permission from the Executive Director of Music or the Church Administrator, and may require the assistance of professional movers in the case of grand pianos. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after moving.
4. **SANCTUARY SOUND SYSTEM.** The Sanctuary sound reinforcement and/or recording systems are available upon request for an additional fee. The systems will be operated by FUMC sanctuary sound technicians at a cost of \$36 per hour. Updated sound recording devices have recently been installed and are available for rental. Group-provided sound, recording or video equipment may NOT be attached to this sound system.

5. **VIDEO WALL.** The sanctuary now has a state of the art video wall available for rental. The video wall requires hiring one of our approved staff to operate. The rental fee is \$350 per use and does not include staff time operating the video wall, which will be billed at \$36 an hour.
6. **VIDEO RECORDING DEVICES.** The church may have a state of the art video recording camera available for rental. Availability is dependent upon the type of event and staffing requirements. Please inquire.
7. **SANCTUARY USE.** When using the Chancel Floor in the Sanctuary for concerts or lectures all podiums, music stands, instruments, furniture and/or equipment must have protective pads so prevent the floor from being scratched. Ladies, no spike heels and no water bottles are allowed on the Chancel Floor. Choral groups must use our risers.
8. **NO SMOKING.** All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms. Smoking is only permitted in the designated smoking shelter in the Southwest corner of the main parking lot. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group’s use of the facilities and/or to deny use in the future.
9. **NO ALCOHOL.** The serving, consumption, or use of marijuana, alcoholic beverages, or other narcotics shall not be permitted at any time on church property, including the outdoor courts and parking lots.
10. **NO GAMES OF CHANCE.** United Methodist churches abstain from the use of raffles, lotteries, bingo, door prizes, other drawing schemes, and games of chance for the purpose of gambling or fundraising.
11. **FINAL DECISIONS.** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the church administrator or their delegated representative shall decide the matter and all individuals and groups shall abide by the church administrator’s directions or forfeit immediately the use of any part of the facility.
12. **SUPERVISION OF CHILDREN AND YOUTH.** FUMC has adopted the policy of Safe Sanctuaries for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:
  - No fewer than two adults must be present at all times during any program or event involving children.
  - These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
  - At least one of the adults present must be currently certified in First Aid and CPR.
  - The adults involved with the children must receive annual training related to child abuse prevention. Any questions regarding this policy should be directed to the Children and Family Ministry Coordinator.

- 13. NURSERY USE.** The nursery facility is available by arrangement at least 2 weeks prior to the event by contacting the Children and Family Ministry Coordinator. Our safety standards require that 2 church nursery workers must be present to operate the nursery.
- 14. FOOD AND DRINK.** There is no food or drink allowed in the Sanctuary or Chapel/Choir except water bottles. All other food and drink requires approval in advance as noted on the Room Use Agreement.
- 15. DECORATIONS.** Decorations may be attached to the walls, doors, light fixtures with masking tape only. No decorating is permitted in the hallways or the Sanctuary. All such decorations must be removed immediately and completely following the event.
- 16. STARTING AND ENDING TIMES.** The building is available for use Monday through Friday from 8:30 a.m. through 9:00 p.m. and weekends from 9:00 a.m. through 5:00 p.m. The building must be completely cleared not later than 9:30 PM or 5:30 PM on Saturdays to allow building to be closed promptly. The Gym must be vacated by 8:00 p.m. all evenings to accommodate the Goose Hollow Family Shelter. Exceptions to these times must be approved in advance and will be subject to a custodial surcharge.
- 17. BUILDING CLOSURES.** When the church is closed the building is not available for use. Please check the schedule with the church administrator. No groups shall meet when the building is closed.

New Year's Day	Easter Monday	Thanksgiving
Martin Luther King Day	Memorial Day	Day After Thanksgiving
Presidents Day	4th of July Holiday	Christmas
Holy Week	Labor Day	Day After Christmas

- 18. EMERGENCY SCHEDULING CONFLICTS.** FUMC reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.
- 19. RECYCLING.** Recycling is a policy of First United Methodist Church. As a part of that policy, no Styrofoam cups, bowls, plates or other articles are to be used by anyone at the church. Receptacles for recycling glass, tin, aluminum and paper are available for your use. Every organization is responsible for complying with this policy.
- 20. STORAGE.** There is no excess storage available for organizations other than church groups, as such, all organizations using the facility will be responsible for storing props and accessories offsite.
- 21. BICYCLES AND SKATEBOARDS.** No bicycles or skateboards are allowed inside the church facility. Bicycle racks are provided at the front entrance and outside Collins Hall.
- 22. PARKING.** Parking on the FUMC campus is available only during the period of time which a group has contracted to use the facility. Parking is available on a first-come, first-served basis and exclude certain spots specifically reserved at all times for FUMC staff. In addition, Lot A is unavailable Mon-Sat 8am to 7pm and Lot C Mon – Thurs from 8am until 5pm. Any damage to vehicles is at the owner's expense; FUMC is not responsible for theft or damage to personal property.

- 23. SECURITY.** FUMC works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. FUMC is not responsible for theft or damage to personal property.
- 24. CLEAN UP.** While FUMC employs custodial staff, it is the responsibility of the group using the facilities to leave it in good order just as you found it. All trash should be picked up and put into their proper receptacle. FUMC custodial staff is not responsible for picking up litter or washing dishes.
- 25. PAYMENT OF USE FEES.** Use fees are due one month prior to the event. Exceptions to this must receive prior approval from the Church Administrator. In the event payment is not received in advance, FUMC reserves the right to cancel the reservation.

Revised & Approved by the Board of Trustees – November 24, 2016

# ROOM USE AGREEMENT

PLEASE COMPLETE ENTIRE FORM

PLEASE PRINT LEGIBLY

Organization Point of Contact \_\_\_\_\_

Non-profit Status: \_\_\_\_\_ Federal ID No. \_\_\_\_\_  
*(attach IRS determination letter)*

Address \_\_\_\_\_

Organization's Day Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Organization's Mission \_\_\_\_\_

Organization's Website Address: \_\_\_\_\_

Event Name and Description \_\_\_\_\_

\_\_\_\_\_

Date of Request \_\_\_\_\_ Contact Person's Name \_\_\_\_\_

Date(s) Requested Start Time \_\_\_\_\_ End Time \_\_\_\_\_

(Dates may not be scheduled more than nine months in advance, except with specific permission.)

Will the event be reoccurring:

One Time Only  Weekly  Monthly  Multiple days

Which day of the week:

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**Rooms Requested:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Sanctuary       | <input type="checkbox"/> Gym                  | <input type="checkbox"/> Collins Hall                                 |
| <input type="checkbox"/> Chapel          | <input type="checkbox"/> Fireside Room        | <input type="checkbox"/> Collins Hall Kitchen                         |
| <input type="checkbox"/> Youth Room      | <input type="checkbox"/> Room 202             | <input type="checkbox"/> Nursery                                      |
| <input type="checkbox"/> Adult Classroom | <input type="checkbox"/> Children's Classroom | (Only available by special arrangement with the Church Administrator) |

Anticipated Number of Participants: \_\_\_\_\_

- |                                    |                              |                             |
|------------------------------------|------------------------------|-----------------------------|
| Will a participant fee be charged? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will food or drink be consumed?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Special Needs or Requests \_\_\_\_\_

Set Up Instructions \_\_\_\_\_

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## RELEASE AND INDEMNITY

This Release and Indemnity Agreement is between the above-named organization (“Organization”) and First United Methodist Church (“FUMC”).

### RECITALS

- A. FUMC is the owner of the real property and improvements located at 1838 SW Jefferson Street, Portland, Oregon (“Property”).
- B. Organization desires to use the property described above for meetings and other activities.

### AGREEMENT

NOW THEREFORE in consideration of FUMC permitting Organization to use the Property and improvements described above, Organization agrees as follows:

1. Organization hereby releases, discharges and covenants not to sue FUMC or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization’s use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against FUMC or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization’s use of the Property, Organization will indemnify, defend and hold FUMC and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. Organization represents that it carries standard general liability insurance coverage with a minimum of
3. \$1,000,000 per occurrence. Organization will provide FUMC with proof of liability insurance, and will add FUMC as an additional insured under Organization’s general liability policy.

**ACCEPTANCE OF RESPONSIBILITY**

I agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear, which may occur as a result of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees and I hereby consent to the Release and Indemnity Agreement.

I understand the organization I represent will be out of the church buildings by 10:00 pm and I understand we will be charged additional custodial service fees.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY**

**ROOM USE CATEGORY:**

Request Approved       Request Denied

Agreed Upon Fees \_\_\_\_\_