



2024 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 many active ministries and community outreach programs, and the music program of the church is one of the finest in the city. These programs are the top priority when it comes to building use.

When possible, we attempt to make our facility available for local organizations and individuals for one-time or short-term use. Our first priority is FUMC programs and membership needs. Priority is then given to nonprofit groups that are supported by FUMC, and then finally to other nonprofit organizations. FUMC has long-standing relationships with several community organizations for ongoing use. Availability for such ongoing usage is limited but can be considered.

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.**

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 its grounds that conflict with the *Book of Discipline of the United Methodist Church* and the practices of this congregation.

In the event of inclement weather, groups should check our website, www.fumcpdx.org to determine if the building is open.

Included in this guide are the following:

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- Page 7: Rules and Regulations of the Board of Trustees
- Page 10: Room Use Agreement Form
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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 www.fumcpdx.org/building-usage/.
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, Mary Beth Howard (mhoward@fumcpdx.org), who will evaluate your request and notify you of its approval status.

Facility Use Rates



FUMC | 100 Building





	Photo	Capacity	Features	Cost*
Sanctuary		8850 ft ² Max 671 people	Video Wall Full A/V system Special lighting	\$1400 <i>Video Wall - \$390 A/V Tech - \$41/hr</i>
Chapel		1760 ft ² Max 110 people	Natural Light Microphone	\$940
Narthex		1880 ft ² Max 52 people	View of Courtyard Check-In Table Bench Seating	<i>Included with Sanctuary Rental</i>
Conference Room		580 ft ² Max 39 people	Conference Table & Stained Glass Windows	\$80

*Cost per 4 hour increment, inclusive of room use only. Additional fees, such as the custodial service fee, building impact fee, and piano use fee, are determined at the discretion of the Church Administrator based on the logistics of the event. Discounts may be available for FUMC members, 501(c)3 non-profit organizations, and non-fee-charging events.

Facility Use Rates



FUMC | 200 Building





	Photo	Capacity	Features	Cost*
Room 202		1408 ft ² Max 94 people	Small Kitchen Projector & Screen Microphone	\$260
Adult Classroom		<i>Varies by Room</i> 341-588 ft ² Max 24-39 people	Tables & Chairs Natural Light Whiteboards	\$105
Children's Classroom		539 ft ² Max 36 people	Children's Seating Natural Light	\$60
Nursery		861 ft ² Max 57 people	Childcare Toys & Games Noah's Ark Mural	\$45 <i>2 Childcare Workers Required: \$60/hr</i>

*Cost per 4 hour increment, inclusive of room use only. Additional fees, such as the custodial service fee, building impact fee, and piano use fee, are determined at the discretion of the Church Administrator based on the logistics of the event. Discounts may be available for FUMC members, 501(c)3 non-profit organizations, and non-fee-charging events.

Facility Use Rates



FUMC | 300 Building

	Photo	Capacity	Features	Cost*
Collins Hall		4050 ft ² Max 270 people	Drop-Down Screen Microphones Coffee Bar	\$670
Kitchen		1140 ft ² Max 15 people	Commercial Equipment Connected to Collins Hall & Fireside	\$670 <i>Food Handler's License Required</i>
Fireside		3821 ft ² Max 110 people	Drop-Down Screen Projector Fireplace	\$640 <i>Fireplace: \$36/hr</i>
Gym		3792 ft ² Max 105 people	Basketball Hoops Showers <i>Not ADA Accessible</i>	\$400

*Cost per 4 hour increment, inclusive of room use only. Additional fees, such as the custodial service fee, building impact fee, and piano use fee, are determined at the discretion of the Church Administrator based on the logistics of the event. Discounts may be available for FUMC members, 501(c)3 non-profit organizations, and non-fee-charging events.

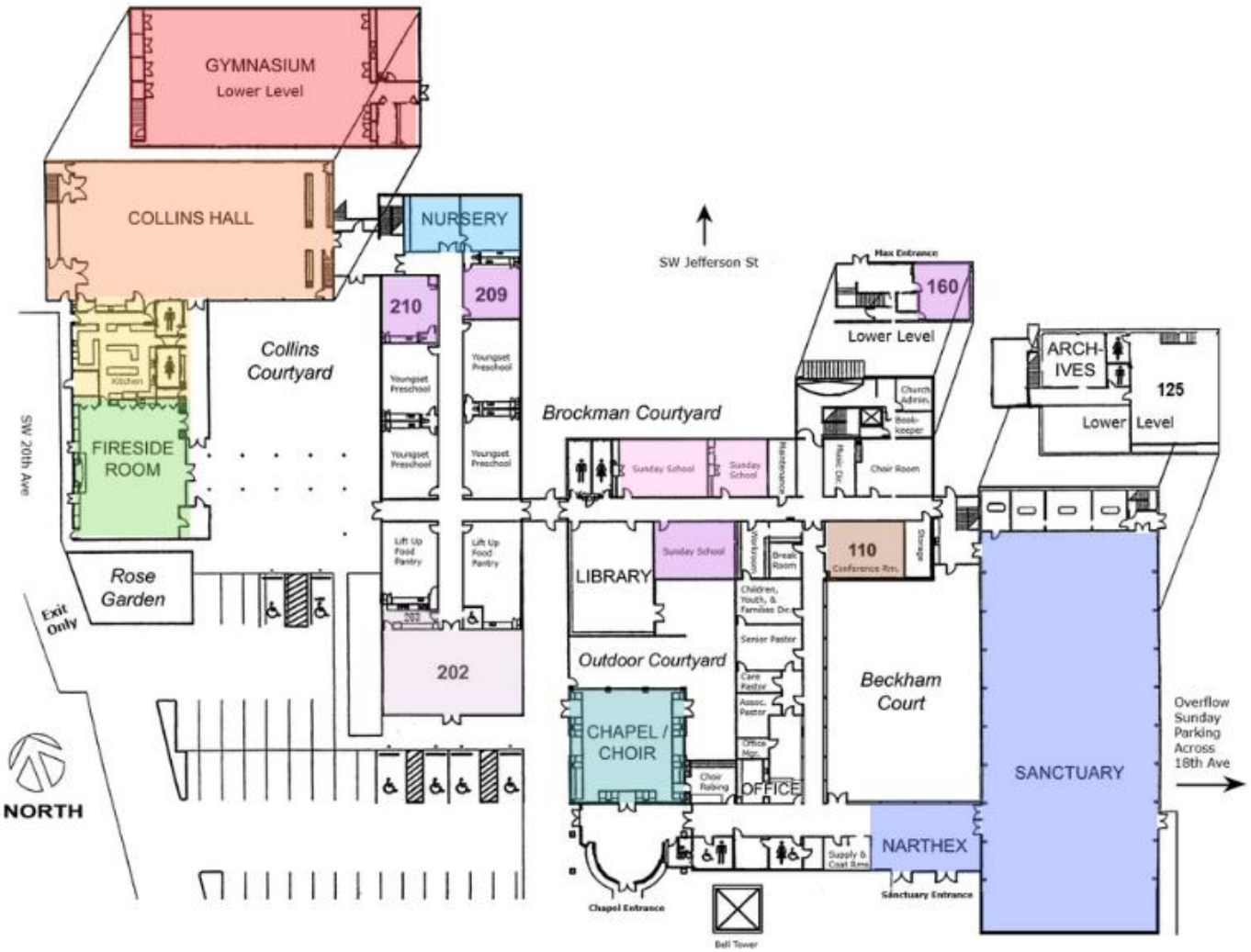
Facility Map



First United Methodist Church

Room Key

- Gym
- Collins Hall
- Kitchen
- Fireside
- Nursery
- Adult Classroom
- Kids' Classroom
- Conference Rm.
- Sanctuary
- Chapel
- Room 202



First United Methodist Church of Portland 1838 SW Jefferson St., Portland, OR 97201
 phone: 503-228-3195 email: office@fumcpdx.org web: <http://fumcpdx.org>

FEE WORKSHEET

Final pricing for each event is set at the discretion of the Church Administrator. This worksheet is provided to help groups determine the rough cost of their event before submitting a building use application.

Standard Room Rates:

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

- | | | |
|---|--|---|
| <input type="checkbox"/> Sanctuary - \$1400 | <input type="checkbox"/> Adult Classroom - \$105 | <input type="checkbox"/> Kitchen - \$670 |
| <input type="checkbox"/> Chapel - \$940 | <input type="checkbox"/> Children's Classroom - \$60 | <input type="checkbox"/> Fireside - \$640 |
| <input type="checkbox"/> Conference Room - \$80 | <input type="checkbox"/> Nursery - \$45 | <input type="checkbox"/> Gym - \$400 |
| <input type="checkbox"/> Room 202 - \$260 | <input type="checkbox"/> Collins Hall - \$670 | |

Combined Room Rate (\$ _____) x Number of 4-Hour Blocks (____) = Estimated Room Rate (\$ _____)

Room Rate Discounts:

Discounts are applied at the discretion of the Church Administrator and may require extra documentation.

- Member Discount – 50% Nonprofit Discount – 40% Non-Fee Event Discount – 35%

Estimated Room Rate (\$ _____) x Discount (_____ %) = Discounted Room Rate (\$ _____)

Additional Fees:

Fees are charged at the discretion of the Church Administrator, considering factors such as set-up requirements, number of participants, use of any special equipment, food, drink, etc. Based on these factors, fees may be more than these guideline amounts.

Event Staffing

- Custodial Service - \$36/hr
 A/V Tech - \$41/hr
 Childcare Workers - \$60/hr

Set-Up (0-20/21-99/100+ People)

- Minimal - \$50/\$70/\$110
 Substantial - \$70/\$110/\$165

Equipment

- Video Wall - \$390
 Piano/Organ Use - *Varies*

Est. Room Rate (\$ _____) + Est. Fees (\$ _____) = Estimated Total Event Cost (\$ _____)

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 20 days prior to the scheduled event.
2. **Half (50% fees)** due if event cancelled 35 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 \$36.00 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 \$41 per hour.** Updated sound recording devices are available for rental. Group-provided sound, recording or video equipment may NOT be attached to this sound system.
- 5. VIDEO WALL.** The sanctuary 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 \$390 per use and does not include staff time operating the video wall, which will be billed at \$41 an hour.**
- 6. 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. No spike heels nor water bottles are allowed on the Chancel Floor. Choral groups must use our risers.
- 7. 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. Violation of this rule is sufficient ground for a staff member to immediately withdraw any group's use of the facilities and/or to deny use in the future.
- 8. NO DRUGS OR ALCOHOL.** The serving, consumption, or use of marijuana, alcoholic beverages, or narcotics shall not be permitted at any time on church property, including the outdoor courtyards and parking lots.
- 9. NO GAMES OF CHANCE.** Groups using FUMC facilities must abstain from the use of raffles, lotteries, bingo, door prizes, other drawing schemes, and games of chance.

- 10. 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.
- 11. 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:
- At least two adults must be present 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 Director of Children, Youth, and Families, Drew Hogan (dhogan@fumcpdx.org).
- 12. NURSERY USE.** The nursery facility may be available by arrangement at least 3 weeks prior to the event by contacting the Director of Children, Youth, & Families. Our safety standards require that **2 nursery workers must be present to operate the nursery, at a cost of \$30 per hour per worker.**
- 13. FOOD AND DRINK.** There is **no food or drink allowed in the Sanctuary or Chapel** except water bottles. All other food and drink requires approval in advance as noted on the Room Use Agreement.
- 14. DECORATIONS.** Decorations may be attached to the walls, doors, and light fixtures with masking tape only. No decorating is permitted in the hallways. Special permission is required for any changes in décor in the Sanctuary or Chapel. All such decorations must be removed immediately and completely following the event. If such decorations damage FUMC facilities, the cost of repair or replacement will be borne by the facility user.
- 15. STARTING AND ENDING TIMES.** The building is available for use Monday through Friday from 8:30 a.m. through 9:30 p.m. and weekends from 9:00 a.m. through 5:00 p.m. The building must be completely cleared by no later than 5:30 p.m. on Saturdays or 9:30pm Sunday-Friday to allow building to be closed promptly. Exceptions to these times must be approved in advance and will be subject to a custodial surcharge. Availability for late Saturday events is extremely limited and subject to a surcharge of \$500.
- 16. BUILDING CLOSURES.** When the church is closed the building is not available for use, and no groups shall meet. Please check the schedule with the Church Administrator. The church building closes for the following holidays: New Year's Day, Martin Luther King Day, Presidents Day, Holy Week, Easter Monday, Memorial Day, Juneteenth, 4th of July Holiday, Labor Day, Thanksgiving and the day after, and Christmas and the day after.
- 17. EMERGENCY SCHEDULING CONFLICTS.** FUMC reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals, or community wide response to unforeseen events. Notice will be provided as early as possible.

18. 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.

19. STORAGE. There is very little storage available for organizations. All organizations using the facility will be responsible for storing their materials, props, and accessories offsite.

20. BICYCLES AND SKATEBOARDS. No bicycles or skateboards are allowed inside the church facility. Bicycle racks are provided at the front entrances and outside Collins Hall.

21. 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 excludes certain spots specifically reserved for FUMC and Conference Center staff. In addition, our auxiliary parking lots are **unavailable** at the following times:

- Lot A: Mon-Sat 8am to 6pm
- Lot B: Mon-Fri 7am to 6pm
- Lot C: Mon – Thurs from 8am to 4pm.

Any damage to vehicles is at the owner's expense; FUMC is not responsible for theft or damage to personal property. **Unauthorized vehicles may be subject to towing at the owner's expense.**

22. 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. **In the event of an emergency, you may call Atlas Pacific Security at 888-825-0450.**

23. 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. Use of our kitchens requires additional standards of care and prior arrangement.

24. 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.

25. COVID-19 MITIGATIONS. With the end of the national public health crisis declaration and continued high prevalence of vaccination and booster rates within the Portland Metro area, there are currently no Covid-based restrictions on usage of FUMC spaces by outside groups. However, we ask that event organizers strongly encourage any prospective attendees experiencing symptoms of a respiratory illness not to attend the event. Should the community risk level (as defined by CovidActNow.org) be raised above low/green, FUMC reserves the right to introduce additional restrictions in line with CDC guidelines. These may include (but are not limited to) requiring masking and restricting refreshments. Any such additional restrictions placed on an event will be communicated as soon as reasonably possible.

ROOM USE AGREEMENT

PLEASE COMPLETE ENTIRE FORM

PLEASE PRINT LEGIBLY

Date of Submission _____

Organization _____

Address _____

Phone _____ Email _____

Website: _____

Contact Person: _____ Best contact #: _____

Event Name and Description: _____

Anticipated Number of Participants: _____

Will a participant fee be charged?

Yes

No

Will food or drink be consumed?

Yes

No

Sanctuary A/V Needs:

Sound System

Video Wall

Discounts Requested:

FUMC Member (50%)

Non-Profit Organization (40%)

Non-Fee Charging Event (35%)

(Please attach IRS determination letter.)

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

Please provide us with additional event information on the following page.

Rooms Requested:

- Sanctuary
- Chapel
- Conference Room
- Room 202
- Adult Classroom
- Children’s Classroom
- Nursery*
- Collins Hall
- Kitchen
- Fireside
- Gym

*Only available by special arrangement with the Church Administrator.

Dates Requested:

Please list each date separately below or provide an attachment with the dates/times requested.

Date(s): _____

Set Up Time: _____ Event Start/End Time: _____ to _____ Out By: _____

Date(s): _____

Set Up Time: _____ Event Start/End Time: _____ to _____ Out By: _____

Date(s): _____

Set Up Time: _____ Event Start/End Time: _____ to _____ Out By: _____

Date(s): _____

Set Up Time: _____ Event Start/End Time: _____ to _____ Out By: _____

Event Recurrence:

- One Time Only
- Weekly on __Mon__Tues__Wed__Thurs__Fri__Sat__Sun until __/__/____
- Monthly on the __1st__2nd__3rd__4th Day of the Week: _____ until __/__/____

Special Needs/Requests:

FOR OFFICE USE ONLY

- Request Approved
- Request Denied
- Agreed Upon Fees _____

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 \$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.

Certificate of Liability Submitted: ___/___/_____

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: _____ Date: _____

Name: _____ Title: _____

Billing Address: _____