

Rosemount UMC

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Building Use Policies

Approved by Ad Council 12-6-04
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Rosemount UMC
Seek. Serve. Celebrate.

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"Operations Policies," "Policy Regarding Sexual Misconduct" and "Personnel Handbook" are available upon request.

Mission Statement

The mission of the Rosemount UMC is to invite people to Jesus Christ, nurture them in their faith, and send them forth into the world to spread the Gospel. Created by the efforts and gifts of many individuals, the Rosemount UMC building and its contents are to be used to the best of our human ability to provide a warm, inviting place, not only for our current members and friends, but also for those friends that we have not yet met. It is intended by design to be a multi-use space, used by many groups, to promote the Kingdom of God on Earth.

Scope

This policy is intended for one-time events. Separate agreements may be negotiated for ongoing regular use as desired by Rosemount UMC.

General Policies

Building Use Policy, including more detailed policies for the use of certain rooms and/or equipment, is set by the Trustees and may be amended by them.

Priority for church facility and equipment use shall be as follows:

- Group 1: Ongoing, current services and ministries of Rosemount UMC.
- Group 2: New ministries and programs sponsored by Rosemount UMC.
- Group 3: Non-church activities and meetings by members of Rosemount UMC.
- Group 4: Meetings of the Minnesota Annual Conference.
- Group 5: Community nonprofit and service groups.
- Group 6: Other groups and organizations.

Administrative Policies

Requests for use of space and/or equipment must be made with the church office. Organizations, groups or individuals shall complete a *Space Request Form* and submit it to the church office along with payment, if any. Assignments can then be coordinated with the appropriate staff member or volunteer chair, and recorded on the official church calendar. Reservations cannot be confirmed more than one year in advance for members or four months in advance for non-members.

If the policy approved by the church does not provide the specific guidelines needed and there is no appropriate precedent to cover a specific case, the Church Administrator, in consultation with the Trustee Chair and the church staff, is authorized to make a decision in each case.

Long-term agreements for building use may be negotiated through the Trustees.

Fees for use of the kitchen will be deposited to the appropriate accounts for these areas to assist in replacing equipment.

Building Usage Fees

No charge for Groups 1 and 2 (see page 3 for descriptions.)

<u>Capacity</u>	<u>Room</u>	<u>Outside Group</u>	<u>Members/Non-Profit</u> (Non-church related activities & meetings)
120	Fellowship Hall	\$150	\$ 75
300	Family Life Center	\$300	\$150
360	Sanctuary	\$250	\$125
15	Classrooms (120-124, 125, 142, 136)	\$30	\$ 15
70	Attic	\$200	\$100
30	Studio	\$75	\$ 35
65	Choir Room	\$125	\$ 60

Terms of Use

Rates are for 8 hours of use or less.

Weddings: There are many logistical tasks requiring many people, such as musicians, photographers, caterers and cleaners, to be involved in the production of a wedding ceremony. Church members are available for a fee to perform some of these tasks, and the wedding party can bring in their own people. At a minimum, the church requires the engaged couple to take the "Prepare Inventory" and discuss this in counsel with a pastor, and the wedding party must hire one of our wedding coordinators to assist and oversee the completion of the logistical tasks. Details of the services available and fees charged can be found on page 8.

Funerals: There is no charge for the funeral service and a light reception (if volunteers are available to provide refreshments).

Overnight Groups are allowed to stay for \$1 per person providing they have cleaned any areas used and their belongings are removed from the church by 8:00am Sunday (they are welcome to join us for worship). Fees may be partially or fully waived at the discretion of church staff for non-profit work groups.

Cancellations: Rosemount UMC reserves the right to cancel a reservation for ministry purposes or unpreventable circumstances. A renter may cancel and receive a refund if a 2-week written notice is given to the Calendaring Secretary.

General Guidelines for Building Use

1. Rosemount UMC is a multi-use facility by design. Users are expected to be courteous to the other groups by limiting their use to their assigned areas, supervising children at all times, and by using appropriate behavior and language.
2. The use of Rosemount UMC musical instruments and Sanctuary sound system is prohibited. Pianos and a portable sound system are available upon request. If the Sanctuary sound system is needed, the requesting group must hire a Rosemount UMC sound technician for the event. A list of sound technician can be requested from the Calendaring Secretary.
3. Non-church groups may not conduct fund-raising on church property.
4. The use of audiovisual equipment is available on a very limited basis and must be requested and approved of prior to the event.
5. The nursery is not available for use.
6. Tobacco use is prohibited on Rosemount UMC property. This includes all areas of the building and outdoors.
7. The consumption of alcohol is prohibited on Rosemount UMC property.
8. A refundable Damage Deposit of \$300 *may be* requested at the time of reservation. The Damage Deposit will be returned after the event date if there are no damages to the facility, furnishings or grounds. Any loss, breakage or damage to the rooms, equipment or other Rosemount UMC property will result in a partial or complete loss of Damage Deposit. If cleaning by Rosemount UMC is required after an event, a custodial fee of \$25/hr. will be charged and deducted from the Damage Deposit.
9. Rosemount UMC is not liable for any loss, damage, injury, or illness by the renter of Rosemount UMC facilities.
10. All tables should be cleared off and cleaned after the event. Rooms should be reset as indicated on the posted diagrams. All trash should be consolidated and taken to the trash receptacle. The trash receptacle is located on the north side of the Rosemount UMC's parking lot.

11. No decorations, banners or signs can be taped, pinned, or affixed to walls, ceilings, or windows. The use of glitter and confetti including the metallic, paper and plastic types are prohibited. Birdseed and rice are prohibited on Rosemount UMC property. Failure to comply with these rules may result in a partial or complete loss of Damage Deposit.
11. 12. Any groups whose mission or purpose conflicts with the mission or philosophy of Rosemount UMC may be denied space. References may be required. Rosemount UMC reserves the right to refuse use to any group for any reason other than race or ethnicity.

Kitchen Use Guidelines

Our church community has built this facility and furnishings for everyone's enjoyment. Since there will be many groups using this area, please abide by the following guidelines. Our major concern is cleanliness and safety.

Kitchen furnishings and equipment are church property and are not to be taken outside the facility or loaned out.

Please do not mar, deface or make holes in walls. Candles must have a base or reservoir so as not to damage the tablecloths or carpet. No glitter or confetti.

In all cases, a designated, trained Kitchen Host must be present to insure proper use of the kitchen. A fee of \$50 will be charged if the host is not a member of the party.

1. Using group must contact the Kitchen Coordinator for training in kitchen usage.
2. Using group is responsible for:
 - **Setup** of tables, chairs and equipment. Please do not use unfamiliar kitchen equipment without prior instructions.
 - **Cleanup** (supplies are in the janitor's closet #F117 east of the kitchen)
 - Thoroughly clean the kitchen area/stoves/countertops/pots/pans, etc.
 - Sweep and spot mop Fellowship Hall/Kitchen areas.
 - Wipe off all tables/chairs with damp cloth.
 - All garbage must be taken outside to the dumpster.
 - No leftover food or drink items are to be stored in the refrigerator or freezer. Throw items out or take home. Unmarked items will be tossed.
 - Ongoing-group items need to be marked with your group name and stored in your area of the pantry or refrigerator/freezer.
 - All dishes/pots & pans/utensils are to be placed in their proper location.
 - All dish towels/potholders/cloth items are to be laundered by the group and returned promptly.
 - **Returning** tables, chairs and equipment to original set up. Tables and chairs must be lifted, not dragged, across the Family Life Center floor.
 - **Do not open any windows, which would interfere with proper operation of the HVAC system.**
 - **Lock** and check all outside building doors.
 - **Return keys** to proper storage. For security and availability of keys to all users, please return keys and covers to lockboxes between uses.

Thank you for your cooperation in keeping your church facility clean and safe.

Guidelines for Receptions

1. Building Usage fees for receptions include the use of the Fellowship Hall and/or Family Life Center, caterer's kitchen, coatroom, restrooms, standard table and chairs-not to exceed 200. In addition, fees may be charged for a Reception Coordinator, Kitchen Host/Hostess and Custodian (see pg. 13 for Wedding Fee Schedule.) The Coordinator's duties do not include being reception host or MC. Linens, table skirts, flatware, glassware, china, coffee percolators and cookware are NOT provided by Rosemount UMC unless catered by the UMW. (See page 11 for a complete list of available services.)
2. The rental deposit is one-half of the Building Usage Fee (see page 4.) A reservation is confirmed once the Coordinator has confirmed the date with the Calendaring Secretary and the rental deposit has been collected. The Rental Deposit is non-refundable and non-transferable. The signer cannot sublet or transfer the use of the facility to another party.
3. A refundable Damage Deposit of \$300 is due at the time of reservation. The Damage Deposit will be returned after the event date if there are no damages to the facility, furnishings or grounds. Any loss, breakage or damage to the rooms, equipment or other Rosemount UMC property will result in a partial or complete loss of Damage Deposit. If cleaning by Rosemount UMC is required after an event, a custodial fee of \$25/hr. will be charged and deducted from the Damage Deposit.
4. The contracted hours of use must be adhered to as the facility will be opened for the applicant and locked at the times stated. This includes set-up and clean-up time by the customer.
5. The reception party is limited to the use of the main level, excluding the south and west wings. The nurseries, upstairs, downstairs and south and west wings are off limits.
6. Tobacco use is prohibited on Rosemount UMC property. This includes all areas of the building and on outdoor grounds.
7. The consumption of alcohol is prohibited on Rosemount UMC property.
8. Rosemount UMC is not liable for any loss, damage, injury, or illness by the renter of Rosemount UMC facilities.
9. Red and orange beverages are not permitted due to the staining factor. Please inform the caterer. Failure to comply with this may result in a partial or complete loss of Damage Deposit.

10. All tables should be cleared off and cleaned after the event. All trash should be consolidated and taken to the trash receptacle. The trash receptacle is located on the north side of the Rosemount UMC's parking lot.

11. If necessary, the caterer should notify the Coordinator if contracted items are to be dropped-off at the church prior to the event. No items may be left at Rosemount UMC after the event. Rosemount UMC is not responsible for any items that are left at our facility.

12. No decorations, banners or signs can be taped, pinned, or affixed to walls, ceilings, or windows. The use of glitter and confetti including the metallic, paper and plastic types are prohibited. Birdseed and rice are prohibited on Rosemount UMC property. Failure to comply with these rules may result in a partial or complete loss of Damage Deposit.

United Methodist Women Reception Catering Policies

For wedding receptions the host buys and brings in all the food, and is responsible for providing containers for taking any unused food home.

CHARGE IS PER PLATE FOR THE NUMBER OF GUESTS SERVED

Everything served buffet style.

\$3.00 Punch, cake and coffee. (Included in each of the following.)

\$4.00 already prepared meat and cheese trays and buns.

UMW prepares the food: \$6.00 two dishes and bread.

\$7.00 two dishes, one salad and bread.

\$8.00 main dish, salad, two vegetables and bread.

The UMW will make the punch; drape the punch/cake/coffee/buffet tables and dining tables with tablecloths and keep the tables supplied.

The host is responsible for providing any decorations for the dining room tables, the punch table and the cake/coffee/buffet table.

Bud vases for all tables in clear glass or in milk glass (two heights) are available. Ivy is available to use on the punch table. We have photographs of previous receptions.

All charges include use of plastic and cloth tablecloths, punch bowls, ladles, cups, silver service-trays, coffee pots, sugar bowl, cream pitcher, glass nut and candy dishes, cake knife and server. Also included in the charges: plates, cups, glasses, flatware, salad or dessert plates, large coffee makers, electric roasters, stainless buffet warmers/servers, insulated coffee servers and other glass serving bowls.

Lace tablecloths over the white plastic ones are available for the head and buffet tables and for round tables white plastic, or cloth (20 one design, 4 another, and 3 another). All cloth table covers need to be laundered after use and returned to the closet in 2-4 days. UMW reception coordinator will negotiate laundry and pressing fees or the host may choose to provide paper table covers.

The host may designate the punch server (1-2 people), the coffee servers (2), the cake cutters (2 adults), and dining room or reception host and hostess. The host may furnish the cake knife and server, if desired.

Rental of Church Property

Church property is not available for rental or to borrow. All church equipment stays on church grounds including but not limited to tables, chairs, ladders, kitchen equipment and audio/visual equipment.

Nursery Facility Use

Generally, the nurseries are not available to outside groups. The nurseries are only available when two paid Rosemount UMC childcare providers are present because of our commitment to maintaining a healthy and safe environment for children. Questions about availability can be directed to the Childcare Coordinator.

VaBus Use Policy

1. The church VaBus is available for use by groups directly associated with Rosemount UMC. The Trustees and the Church Administrator shall address issues arising as to this provision.
2. Rental of the VaBus is not permitted due to limitations of insurance.
3. Approved drivers must possess a valid Minnesota Commercial Driver's License with Passenger Endorsement and must be 25 years of age or older.
4. The loan of the VaBus to other churches is permitted only if one of Rosemount UMC's approved drivers is used and the other church pays the fuel expenses.
5. Cost of operation:
 - A. Trustees cover insurance, repairs and maintenance
 - B. User group covers fuel (reimbursed at the rate of \$1 per mile to the youth bus fund)
6. User Group must reserve the VaBus on the Bus Reservation Log after making arrangements for an approved driver. The first recorded reservation has priority of usage.
7. Fuel charged to the church account will be paid from the Youth Bus Fund.
8. Drivers must pre-trip the VaBus and record all information on the Trip Log in the Bus Handbook.
9. Drivers must notify the responsible Trustee if repairs or fuel is needed. *Note: Bus has a 200-300 mile driving range if both tanks are full.*
10. User group is responsible for appropriate clean up of the VaBus: sweeping, mopping, removal of trash.

Rosemount UMC-Wedding Fee Schedule Worksheet

Name of Bride & Groom		
Date of Wedding		Member or Non-member (circle one)
Pastor Officiating		Wedding Coordinator:

Required	* Payment due at rehearsal	Item	Member Fee	Non-member Fee	Payable to	Due
X		Sanctuary Deposit	N/A	\$100	RUMC	1st Meeting with Wedding Coordinator
X		"Prepare" inventory	\$35	\$35	Life Innovations	Day of inventory
X	*	Pastor (includes several premarital sessions)	\$250	\$400		Rehearsal day
X	*	Wedding Coordinator	\$200	\$250		Rehearsal day
X	*	<i>Additional</i> fee for on-site reception	\$100	\$100		
X	*	Organist	\$150	\$150	Dawn Dibley	Rehearsal day
X	*	Sanctuary	No charge	\$250 (less deposit)	RUMC	Rehearsal day
X	*	Sound Technician	\$50	\$50		Rehearsal day
OPTIONAL SERVICES						
	*	Candelabra & candles	\$25	\$25	RUMC	Rehearsal day
	*	Soloist	\$75	\$75		Rehearsal day
	*	Bulletin preparation	\$45	\$50	RUMC	Rehearsal day
	*	Bulletin printing Number	\$.15 per 2 sided sheet TOTAL:	\$.15 per 2 sided sheet TOTAL:	RUMC	Rehearsal day
RECEPTION FEES Reception Time _____ to _____						
	*	Fellowship Hall	No charge	\$150	RUMC	Rehearsal day
	*	Family Life Center	No charge	\$300	RUMC	Rehearsal day
	*	Kitchen Use- Outside caterer	\$50	\$50	RUMC	Rehearsal day
		Kitchen Host-Required for outside caterer	\$75	\$75		Day of Wedding
		Custodial Fee: Over 2 hours of work will be billed at \$25/hr and deducted from Damage Deposit	\$50	\$50	RUMC	Day of Wedding
		UMW-no Kitchen Host needed	Depends on menu		UMW	Day of Wedding

* Payments due at Rehearsal

(Payments payable to RUMC may be made in one check.)

X Required service

Approved by Ad Council on July 10, 2007

CONTRACT: Guidelines for Receptions

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2. A refundable Damage Deposit of \$300 is due, as a separate check, at the time of reservation. The Damage Deposit will be returned after the event date if there are no damages to the facility, furnishings or grounds. Any loss, breakage or damage to the rooms, equipment or other Rosemount UMC property will result in a partial or complete loss of Damage Deposit.
3. The rental deposit is one-half of the Building Usage Fee. A reservation is confirmed once the Coordinator has confirmed the date with the Calendaring Secretary and the rental deposit has been collected. The Rental Deposit is non-refundable and non-transferable. The signer cannot sublet or transfer the use of the facility to another party.
4. The contracted hours of use must be adhered to as the facility will be opened for the applicant and locked at the times stated. This includes set-up and clean-up time by the customer.
5. The reception party is limited to the use of the main level, excluding the south and west wings. The nurseries, upstairs, downstairs and south and west wings are off limits.
6. Tobacco use is prohibited on Rosemount UMC property. This includes all areas of the building and on outdoor grounds.
7. The consumption of alcohol is prohibited on Rosemount UMC property.
8. Rosemount UMC is not liable for any loss, damage, injury, or illness by the renter of Rosemount UMC facilities.
9. Red and orange beverages are not permitted due to the staining factor. Please inform the caterer. Failure to comply with this may result in a partial or complete loss of Damage Deposit.
10. All tables should be cleared off and cleaned after the event. All trash should be consolidated and taken to the trash receptacle. The trash receptacle is located on the north side of the Rosemount UMC's parking lot.

11. If necessary, the caterer should notify the Coordinator if contracted items are to be dropped-off at the church prior to the event. No items may be left at Rosemount UMC after the event. Rosemount UMC is not responsible for any items that are left at our facility.

12.No decorations, banners or signs can be taped, pinned, or affixed to walls, ceilings, or windows. The use of glitter and confetti including the metallic, paper and plastic types are prohibited. Birdseed and rice are prohibited on Rosemount UMC property. Failure to comply with these rules may result in a partial or complete loss of Damage Deposit.

I understand and agree to adhere to the above stated Rosemount UMC Reception Guidelines.

Signed

Date

Space Reservation Request Form

Date of Event:	
Start time: <i>(Including setup and cleanup)</i>	Ending time:
Group/Organization:	
Contact Person:	Phone #:
Address:	
City:	State/Zip
Space Requested:	
Equipment Requested:	
Setup Requested:	
Use Fee \$:	Security Deposit \$

General Guidelines:

1. Rosemount UMC is a multi-use facility by design. Users are expected to be courteous to the other groups by limiting their use to their assigned areas, supervising children at all times, and by using appropriate behavior and language.
2. The use of Rosemount UMC musical instruments and Sanctuary sound system is prohibited. Pianos and a portable sound system are available if requested in advance. If the Sanctuary sound system is needed, the requesting group must hire a Rosemount UMC sound technician for the event. A list of sound technician can be requested from the Calendaring Secretary. The use of audiovisual equipment is available on a very limited basis and must be requested and approved of prior to the event.
3. The nursery is not available for use.
4. Tobacco use is prohibited on Rosemount UMC property. This includes all areas of the building and outdoors.
5. The consumption of alcohol is prohibited on Rosemount UMC property.

6. A refundable Damage Deposit (equal to one half the rental fee) *may be* requested at the time of reservation. The Damage Deposit will be returned after the event date if there are no damages to the facility, furnishings or grounds. Any loss, breakage or damage to the rooms, equipment or other Rosemount UMC property will result in a partial or complete loss of Damage Deposit. If clean up by Rosemount UMC is required after the event, a custodial fee of \$25/hr. will be charged and deducted from the Damage Deposit.

7. Rosemount UMC is not liable for any loss, damage, injury, or illness by the renter of Rosemount UMC facilities.

8. All tables should be cleared off and cleaned after the event. Rooms should be reset as indicated on the posted diagrams. All trash should be consolidated and taken to the trash receptacle. The trash receptacle is located on the north side of the Rosemount UMC's parking lot.

9. No decorations, banners or signs can be taped, pinned, or affixed to walls, ceilings, or windows unless Rosemount UMC has granted permission. The use of glitter and confetti including the metallic, paper and plastic types are prohibited. Birdseed and rice are prohibited on Rosemount UMC property. Failure to comply with these rules may result in a partial or complete loss of Damage Deposit.

I have read and fully understand the Rosemount UMC Guidelines for Building Use, as well as any detailed policies relating to the specific space or equipment requested and agree to abide by these policies. All information provided by me is true.

Signature _____ **Date** _____

RUMC Staff Signature _____

A decision will be made and you will be notified within two weeks.

Office Use:

Deposit received

Kitchen Policy

Confirmation/denial given

Wedding Fees