

## **Trustees Policy: Facility Use**

### **General Policies**

No activity in violation of Federal, State or local law will be permitted. Any groups abusing the building/facilities, or failing to adhere to these policies, may be denied further use of the facilities.

Alcoholic beverages and the use of illegal substances are prohibited on church property. Smoking and other tobacco products may only be used at least 20 feet from any entrance.

Covenant UMC is a no open-carry campus. No guns are to be carried openly on the premises. Signage required by law is posted to this effect. This policy in no way prohibits concealed handgun permit holders from carrying weapons in accordance with law.

Adults must supervise youth and children in the facility or on the church grounds at all times. A minimum of two non-related by blood, marriage or household adult chaperones for children or youth activities are required.

Any person or group that uses the facility should be mindful of all ages. Activities should not include any activity that would mar, or break objects, lights or windows. This would apply to the entire facility.

Groups may use only the areas approved through their Calendar Reservation.

If more than one organization is simultaneously utilizing the church buildings or premises then each organization will show courtesy and respect to others while using the church facilities.

There should be no reason to open windows in the facility. If required, ensure they are closed and locked after the event.

All users of the buildings and grounds will be responsible for leaving all areas clean and secured upon leaving the property. All users are expected to leave the facilities in the same or better condition in which they are found. All equipment, tables, chairs, etc are to be left in their original locations before leaving the facility.

### **Opening the Facility**

The contact person for the group using the facility is responsible for coordinating with the church office staff to obtain the keys or codes required for opening the building.

It is recommended that the user opening the building use the single door in the old Narthex to enter and exit the facility.

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### **Security and Energy Conservation**

During periods of low occupancy, keep exterior doors for unused areas locked.

Thermostats are controlled by the Church Calendar, and will be programmed to the rooms and times requested. If needed, the heat or AC may be adjusted temporarily by tapping the up/down arrows, then selecting HOLD/DONE.

Building lockup requires a complete tour of all areas, not just the one most recently used. At night, the tour should be done by a pair of persons whenever possible.

There is an alarm system for each building. The two alarm systems must be set individually. Make sure the church is unoccupied before setting the alarms. If one alarm system is activated while there are still people in the area covered by the other alarm system, make sure they are aware of the status.

### **Exiting the Facility/Securing the Building**

Before leaving the building it is every user's responsibility to:

1. Remove all trash generated and place in dumpster located at the back of the church parking lot.
2. Turn off all appliances, including dish sanitizer, coffeemaker and fans used.
3. Turn off all lights used. Sanctuary lighting set for nighttime.
4. Shut and lock all windows and doors. Check/test all doors to ensure they are closed and locked.
5. Check all areas (sanctuary/narthex, nursery and education wings) to update any others.
6. If required, set alarms in both Fellowship Hall and Sanctuary/Narthex wings.

### **Sanctuary Building:**

Exterior doors include three glass front doors, two glass rear doors, and doors to the rear of the Sanctuary left side and Communion Prep Room. Release panic bars (inside locks) with dogging key. Dogging key for glass doors is in the wardrobe closet in Narthex at right side of Sanctuary tunnel entrance. Glass doors are only locked if both of two conditions are met: the outside locks requiring a key are locked and inside panic bars must be released. It is preferable to unlock the glass doors with use of the panic bar rather than the outside key locks. Test exterior door handles on all glass doors.

The Choir Room door must be closed before arming the alarm in the Sanctuary Building.

### **Fellowship Hall Building and Education Wing:**

In the kitchen, the coffee maker and dish sanitizer must be turned off.

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Check that all lights are off including bathrooms, classrooms, hallways, Fellowship Hall, Kitchen and old Narthex.

Exterior doors include the two sets of double doors to old Narthex, the single door to old Narthex (recommended door for all event initial entry), the single door next to Kitchen, double doors to Carport, double doors at rear of Nursery Hall, and a door from Balcony level. Bolt cams on right doors of double door pairs must be extended. All panic bars must be released with dogging key. Dogging key is next to the Coffee Machine in the Kitchen. For the Education Wing, the door at Ramp on second level, as well as, Front and Rear doors on lower level must be bolted and locked! Doors may not completely latch, so test each one individually.

The doors to Rooms 210 and 214 (offices) and to the Preschool storage/copier room must be closed and locked before setting the alarm.

### **Church Equipment/Property**

Church equipment, furnishings, audio/visual, or kitchen items may not be removed from the church premises without the permission of the church trustees and are only for church-sponsored or ministry events.

### **Sanctuary Use Policies**

No food may be served or consumed in the Sanctuary or Narthex, especially around electronics. Drinks consumed in the Sanctuary or Narthex must have a lid. This policy shall not apply to communion.

With the exception of the Worship Team, the pulpit, altar-table, flower stands, choir chairs, choir risers, piano or baptismal font are not to be moved without approval of the Trustees. The piano may not be moved without prior approval by the music director.

Church trained personnel are the only ones allowed to operate the permanent audio/visual equipment.

No decoration or announcements may be attached or placed on the furniture, prayer rail, woodwork or walls. Any and all announcements must be placed on the bulletin boards.

Floral arrangements and candles must be placed on sheets of plastic or in appropriate holders such that no damage is done to the furniture, woodwork, or carpets.

We are happy to make our facilities and services available for weddings and receptions and will assist you in making your wedding a meaningful and memorable experience. Wedding requests are approved at the discretion of the Pastor.

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### **Outdoor Grounds**

Pets are welcome on the property and must be leashed as required by law and any waste removed by the owner.

### **Playground Policies**

The playground on site is designed for children under 12. Because we want all of our children to be safe and well supervised, users must observe the following guidelines for the playground:

Children should be of appropriate age and supervised by at least one responsible adult at all times. No food or drink (water is allowed) should be brought to the playground.

Children must not attempt to climb over the boundary fence of the playground. Children are encouraged to wear shoes. Children should not bring any kind of sharp objects or weapons on the playground (no sticks, scissors, pointed toys or objects).

Animals are not allowed on the playground.

If there is a problem or concern regarding the playground or play equipment, please contact a member of the church staff immediately.

### **Kitchen Use Policies**

Any group using the kitchen will have a member familiar with these policies and ensure adherence to them. Kitchen equipment including chinaware, glassware and flatware may be made available by special request. Authorization from the church staff is required. Use of a caterer must be indicated on the application. Caterers must provide a copy of their liability insurance and return to the church office with a signed copy of the CUMC Facility Policies Agreement prior to working in the kitchen.

All individuals or organizations using the kitchen must provide their own food, beverages and disposable products or be subject to a usage fee.

### **Facility Cleaning and Maintenance**

Every organization using the facility is expected to leave the area used tidy after use. All furniture and other items are to be positioned as upon arrival or as directed by staff. If needed after an event, a user can find the vacuum cleaner and extension cord, and brooms in the utility closet next to the Men's restroom in the nursery wing. Please return items used after cleaning.

### **Trash & Recycling**

Remove all trash before leaving the facility. Trash liners are provided and located in the utility closet next to the Men's restroom in the nursery wing.

## Trustees Policy: Facility Use

### Emergency Procedures

#### First Aid

A first aid kit is located in the kitchen cabinet located above the ice machine. An AED is located on the wall in the Fellowship Hall. Follow the directions from the machine. If an injury appears life threatening, dial 911 immediately and wait for emergency personnel to arrive. The address for the church is Covenant United Methodist, 4410 Duval Road, Austin, Texas 78727.

#### Fire Alarm/Emergency

To prevent fires, remove all combustibles such as towels, food packaging, pressurized containers and oils away from any open flame including the oven or stove.

In the event of a fire or other emergency requiring evacuation (including an unarmed intruder):

1. Only trained personnel should address the emergency source.
2. Evacuate from the building through the nearest and safest exit.
3. Call for Emergency assistance, Dial 911. The address is 4410 Duval Road, Austin, Texas
4. Meet others at the Main Parking lot adjacent to the Carport. If location is unsafe, go to the parking lot adjacent to the Sanctuary building.
5. Do not return to the building for any reason. Wait for clearance authorization by emergency personnel or a church representative before re-entering the building.

In the event of an emergency requiring shelter in place (i.e. armed intruder, severe weather):

1. Only trained and armed personnel should address an intruder.
2. Upon awareness, get to a safe location or position. Evacuate if there is an intruder and it is safe to do so. For a tornado, ensure you are at the lowest level away from windows.
3. Call for Emergency assistance, Dial 911. The address is 4410 Duval Road, Austin, Texas
4. Notify others in the building by any means possible, including pulling fire alarm or phones. If it's an intruder, shout to others only from a safe distance or when no alternative exists.
5. If not in the line of fire, shelter in place by locking doors, turning lights off and concealing all occupants from windows. Do not lock doors for severe weather.
6. Evacuate from the building through the nearest exit when instructed by emergency personnel.
7. In the absence of emergency personnel direction, meet others at the Main Parking lot behind the storage sheds. If that location is unsafe, go to the parking lot of the apartments across from the Sanctuary building.
8. Do not return to the building for any reason. Wait for clearance or authorization by emergency personnel or a church representative.

## Trustees Policy: Facility Use

### Pricing Guide for Facility Rental

#### One Time Events:

	<b>Member Fee</b>	<b>Non-member Fee</b>
<b>Fellowship Hall</b>	\$50/hour	\$75/hour
<b>Sanctuary</b>	\$75/hour	\$150/hour
<b>Office/Preschool Room</b>	\$25/hour	\$35/hour
<b>Outdoor Chapel</b>	\$15/hour	\$25/hour

\*One Time Events require a Trustee or Staff member on campus during the event.

#### Ongoing Events:

	<b>Member Fee</b>	<b>Non-member Fee</b>
<b>Fellowship Hall</b>	\$30/hour	\$50/hour
<b>Sanctuary</b>	\$50/hour	\$75/hour
<b>Office/Preschool Room</b>	\$15/hour	\$25/hour
<b>Outdoor Chapel</b>	\$10/hour	\$20/hour

\*All reserved times include set-up and take-down times.

\*Use of Pastor, Staff, A/V engineer, and musicians would be an additional charge.

\*Childcare may be arranged for an additional charge.

\*Wedding fees will be decided at the discretion of the Pastor.

\*Use of the building for for-profit businesses may only be approved by the Trustees and Church Council.

## CUMC Facility Policies Agreement

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I/We have read and understand the Covenant United Methodist Church Facility Policy and agree that I/we will abide by the policies and procedures contained herein.

I/We agree to hold harmless and indemnify CUMC with respect to any claim or loss, injury or damage because of negligence of wrongful performance of the user, including damage to the building, furnishings, equipment or property.

I/We assume full responsibility for any damage to the facilities and equipment used.

I/We are responsible for the cost of repair or replacement of equipment.

<i>Event:</i>	<i>Event Date:</i>
<i>Organization/Group Name:</i>	

<i>Coordinator:</i>	<i>Coordinator Contact Info:</i>
<i>Coordinator Signature:</i>	<i>Date:</i>