

## **Building Use Handbook**

The facilities of Living Word Church have been constructed to the glory of God and are held in trust for The United Methodist Church by the Living Word Leadership Board acting in their capacity as Trustees. The Trustees are responsible for the maintenance and care of the facilities and for determining their use.

The guidelines set forth in this handbook have been prepared in consultation with the church staff and program areas of the church, and approved by the Leadership Board of Living Word Church. The Leadership Board of Living Word has the authority to modify or update this policy as necessary.

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 non-members) for the maintenance, economy of operation, and the widest possible use of the church facility.

The facilities are intended for the use of the congregation of Living Word Church in worshipping God and carrying out Christian ministries through activities associated with the four pillars of Living Word Church: Worship, Learn, Serve, and Celebrate.

### **AUTHORIZATION FOR FACILITY USE**

All organizations and individuals associated with Living Word Church must coordinate their facility usage request with a staff liaison. For requests to simply reserve a room as is with no configuration changes or special needs, the staff liaison or authorized leader should complete the Room Request form found on the Living Word website under the Resources/Facility Usage quick link.

For requests and events that go beyond simple room requests, or for any non-Living Word organizations and individuals, please contact the Living Word Office Coordinator to arrange a meeting to discuss your needs.

No organizations or activities that are incompatible with the basic mission or ideals of Living Word will be authorized in Living Word facilities. Worship and activities of Living Word Church ministries will always have priority in scheduling use of the facilities. This may include the need to cancel your event unexpectedly, especially in the event of funerals. In such cases, all fees paid for the event will be refunded.

The Director of Facilities Management of Living Word Church will make day-to-day decisions concerning the use of the facilities using the established guidelines.

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 request for use of the Living Word facilities at no charge (with the exception of weddings).

- 1. Worship functions planned/sponsored by Living Word Pastoral Staff**
  - a. Sunday/Special Services
  - b. Funerals of Living Word members conducted by the Living Word staff
  - c. Weddings and receptions associated with weddings, with reservations confirmed through the Living Word Wedding Coordinator
  - d. District or conference meetings
  - e. Joint services with other churches
  
- 2. Regular church leadership meetings**
  - a. Leadership Board
  - b. Nominations/Lay Leadership Committee
  - c. Charge Conferences
  
- 3. Church sponsored programs**
  - a. Seminars or Workshops
  - b. Study and Devotional Groups
  - c. Music Rehearsals
  
- 4. Church organizational activities**
  - a. Early Childhood Center Ministries
  - b. Children's Ministries
  - c. Youth Ministries
  - d. Adult Ministries
  - e. Mission/Evangelism Ministries
  
- 5. Community organizational activities**
  - a. Alcoholics Anonymous
  - b. Boy Scouts (Boy Scout Troop 677 and Venture Crew 677 only)
  - c. Red Cross Blood Drives
  - d. Wildwood Business Association Meetings

## POLICIES FOR USE OF THE FACILITIES

Strict policies concerning the use and care of the facilities will be observed in order to ensure the protection of furnishing, cleanliness of facilities, economy of utilities, and the welfare and safety of all concerned. Questions concerning the use of furnishings and equipment should be directed to the Director of Facilities Management.

- It will be the responsibility of the individual in charge of any function, as indicated either on the Room Request form or identified in the organizational meeting, to ensure that the areas used are cleaned and returned to the condition as outlined in this Building Use Handbook.
- All persons requiring keys and/or smart cards will need to obtain approval from the Executive Pastor at the organizational meeting, before receiving them from the Director of Facilities Management. 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.

## AVAILABILITY

The church facility is available for non-Living Word use during the hours when the facility is normally open or when a church custodian is present. Additional fees will be incurred if facility use is desired at other times, and such use will be contingent upon the availability of custodial staff.

All activities should be concluded and the building vacated by 8:30 PM, unless a church staff member is present at the event. If the sponsor of any activity should leave before that time, all participants will leave when the sponsor leaves.

## WELFARE OF THE CHURCH FACILITIES

- Smoking, or the use of any tobacco product, is not permitted inside or on Living Word grounds.
- Alcoholic beverages, or any controlled substance, is not permitted inside the church facility or on the church grounds.
- **Only Living Word trained persons may operate the sound equipment, computers, video, or other tech equipment. Do not touch sound equipment, connections, or**

**receptacles.** If you require the use of audio equipment (microphone, music, speakers), a trained Living Word operator must be secured at the event organizational meeting. Living Word cannot accommodate last minute requests for A/V personnel.

- Do not touch or use or allow to be used any Living Word musical instruments, including pianos. If you require musical accompaniment, this must be secured at the event organizational meeting.
- Do not change the thermostat settings. The temperatures in the rooms are preset. If you know that your activity will require adjustments to temperature, please note this during your organizational meeting.
- Do not leave food supplies or beverages on counters, on floors, or inside refrigerators. Food left behind after your event will be disposed of.
- Gather all trash and garbage and carry it to the dumpster located on the west end of the church, behind the kitchen. Be sure the dumpster lid is closed. Replace liners in trash cans. Liners can be found in the cabinets above the Fellowship Hall counter.
- Empty drink cups and cans in the sinks before placing in trash cans.
- Rinse out sinks.
- If you need to use the dishwasher, you will need to be trained on its use prior to your event. Do not leave dirty dishes behind OR run the dishwasher if you have not been trained.
- Turn off all lights at the end of your event.
- Furniture cannot be moved without prior approval. This includes all worship center stage furnishings and equipment.

## MAINTENANCE AND CLEANUP GUIDELINES

- **Carpets** – Be careful that liquids, crayons, or food are not spilled on the carpets. Use protective coverings when doing crafts. If an accident occurs, please clean up immediately. If you need additional supplies for cleanup, immediately contact the custodian on duty. After use, please inspect carpets and vacuum/sweep as needed.
- **Tile floors** – Kitchens, bathrooms, and other tile surfaces should be swept and mopped after use, as needed. Do not use abrasives. Mops and buckets are available in the janitor's closets. If the doors are locked, contact the custodian on duty. Do not drag tables and chairs across tiled floors, as it results to damage in both the tables/chairs and the floor.
- **Counter Surfaces** – Counters should be free of clutter and all food service materials. Plates and cups should be properly stored out of sight. Counters must be wiped down after every use.
- **Tabletops** – Tabletops must be wiped down with a damp sponge or cloth if food or drink has been served. Please vacuum or sweep floors AFTER table tops have been cleaned.

- **Play equipment** – All toys and athletic equipment will need to be collected and cleaned before being stored in appropriate areas after use.
- **Tables and chairs** – Table and chair set up and tear down needs will be discussed at the organizational meeting. Depending on the size of your event, a team of volunteers may be required for table and chair setup and tear down. 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. Chairs and tables must be returned to appropriate storage areas as determined in your organizational meeting.
- **Bathrooms** – Bathrooms should be left in a clean and orderly manner. Trash will be removed by custodial staff. If there are problems that need to be addressed such as plumbing or lights, please report this to the custodian on duty immediately.

## **SPECIFIC BUILDING USE GUIDELINES**

### **Worship Center**

- No organization may move chairs, furniture, or equipment without approval.
- Weddings shall follow the guidelines provided in the Living Word Wedding Guidelines
- Chairs and tables used in the worship center must be handled carefully to avoid damage to tables, flooring, and walls.
- Do not tamper with sound equipment, connections, or receptacles. Only Living Word authorized and trained persons may operate the sound/tech equipment.
- Do not use musical instruments, including the piano.

### **Early Childhood Center**

In general, the Early Childhood Center is only available for use by children's ministries of Living Word.

### **All Other Rooms**

- Nothing is to be tacked, taped, or stapled to walls. Discuss your display needs at your organizational meeting.
- Furniture should be restored to regular configuration after use.
- Do not sit on tables.
- Floor should be inspected and swept or vacuumed as needed after use.

## **Children**

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. Living Word strives to ensure that children are always welcome and made to be included in our community. Any and all events where children will be present must follow Living Word Good Shepherd child, youth, and vulnerable adult protection guidelines. Please visit the Living Word website for details concerning the Good Shepherd policy.

## **Kitchen and Fellowship Hall**

Counter tops should be free of foodstuff and other materials. Counter surfaces should be wiped clean of all crumbs and spills. The floor should be swept clean and/or mopped after the event. Trash should be carried to the dumpster located outside behind the kitchen. New liners should be put in trashcans for next use. Liners are stored in the cabinets over the counter in Fellowship Hall.

## **Coffee**

If you will need coffee at your event, please specify this at your organizational meeting. Coffee should only be prepared if you have requested coffee for your event. The large kitchen coffee makers should only be used by trained persons. All coffee pots, dishes, and utensils must be cleaned and returned to their proper storage areas.

## **Tech Equipment**

If you will require any sound or tech equipment, you must schedule this at your organizational meeting so appropriate trained persons can work at your event. Do not touch the sound equipment, connections, or receptacles. Only Living Word authorized and trained persons may operate the sound equipment.

## **CLOSING/SECURING POLICY**

If the church is open when the event is over, the responsible person for the event should check out with the custodian on duty after all other event attendees have departed.

If the church is closed, or no staff person is on duty, the responsible person for the event is responsible for closing and securing the building after the event.

- Ensure that ALL outside doors are locked and properly closed. Even if you have not used the downstairs level or the kitchen, this includes ALL downstairs doors and kitchen/fellowship hall doors.

- Return keys and/or smart cards to the Director of Facilities Management within 24 hours of your event.
- Turn off all interior lights.
- The responsible person for the event **MUST** be the last person to leave. If children or youth were present at the event, do not leave until **ALL** children or youth have been picked up by parents or a responsible party.
- Set the building alarm system using the code you will be provided when you receive keys.
- **PULL ON EACH OUTSIDE FRONT DOOR** to make sure the door is locked and secure.

## **OVERNIGHT POLICY**

Living Word is happy to make its facility available to traveling youth or mission groups for overnight stays. Groups desiring to use the building for lodging must adhere to all building use guidelines. Additionally:

- Limit stays to no more than one week.
- Provide a certificate of general liability naming Living Word UMC as an additionally insured entity.
- Ensure all toiletries and personal items have been removed from all showers and bathrooms before departing the building each morning.
- Boys and girls must utilize separate sleeping quarters.
- Group leaders of children/youth groups staying overnight agree to fully abide by Living Word's Good Shepherd child protection program. A copy of expectations should be reviewed before a decision is made to spend the night at Living Word.

## **FEES**

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

No building use fees are involved in private use of the church facility, other than weddings, for contributing members of Living Word. Additional fees may be incurred, however, if non-standard room setup is required, tech staffing is required, or if custodial staffing is required during non-open hours.

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

All users of the building, including church members and staff, are expected to comply with building use request procedures. In case of improper cleanup, the leader will be contacted and



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asked to “finish the job”. If the group does not comply with this request, deposit fees will be forfeited.

Building fees are charged per three-hour block of time. Up to three hours will be charged at the base rate. Any time into a fourth hour, up to six hours, is charged at double the listed rate, and so forth for each additional three hour block of time.

Building use fees must be paid to the church three weeks prior to the event. To make payment arrangements, please contact the Director of Business Operations. If reservations are canceled 48 hours prior to the event, fees will be refunded.

These fees apply to non-wedding events only. Please refer to the Living Word Church Wedding Guidelines for fees associated with weddings.



**FEE SCHEDULE A**

**(Contributing members of LWUMC who wish to reserve space for a private function)**

**Fees listed are per zero to three hour block of time.**

<b>SPACE</b>	<b>FEES</b>
<b>Refundable Damage Deposit</b>	<b>\$200</b>
<b>Worship Center</b>	
<b>Standard Chair Configuration</b>	<b>\$0</b>
<b>Table Seating for 0-150</b>	<b>\$200</b>
<b>Table Seating for 150-300</b>	<b>\$400</b>
<b>Fellowship Hall, no Kitchen</b>	
<b>Standard Configuration</b>	<b>\$0</b>
<b>Non-standard Configuration</b>	<b>\$150</b>
<b>Fellowship Hall, with Kitchen</b>	
<b>Standard Configuration</b>	<b>\$0</b>
<b>Non-standard Configuration</b>	<b>\$150</b>
<b>Youth Room</b>	
<b>Standard Configuration</b>	<b>\$0</b>
<b>Non-standard Configuration</b>	<b>\$200</b>
<b>Children's Room, Music Rehearsal Room, Chapel</b>	
<b>Standard Configuration</b>	<b>\$0</b>
<b>Non-standard Configuration</b>	<b>\$150</b>
<b>Other Classrooms</b>	
<b>Standard Configuration</b>	<b>\$0</b>
<b>Non-standard Configuration</b>	<b>\$50</b>
<b>A/V Technician</b>	<b>\$150</b>
<b>Custodial Fees for Hours Custodian Not Normally Present</b>	<b>\$25/hour</b>

**FEE SCHEDULE B**  
**(Nonprofit Community Service Organizations,  
 Private Functions for Non-Members, or  
 Non-Contributing Members of LWUMC)**

Fees listed are per zero to three hour block of time.

<b>SPACE</b>	<b>FEES</b>
<b>Refundable Damage Deposit</b>	<b>\$300</b>
<b>Worship Center</b>	
<b>Standard Chair Configuration</b>	<b>\$200</b>
<b>Table Seating for 0-150</b>	<b>\$400</b>
<b>Table Seating for 150-300</b>	<b>\$600</b>
<b>Fellowship Hall, no Kitchen</b>	
<b>Standard Configuration</b>	<b>\$100</b>
<b>Non-standard Configuration</b>	<b>\$250</b>
<b>Fellowship Hall with Kitchen</b>	
<b>Standard Configuration</b>	<b>\$200</b>
<b>Non-standard Configuration</b>	<b>\$350</b>
<b>Youth Room</b>	
<b>Standard Configuration</b>	<b>\$150</b>
<b>Non-standard Configuration</b>	<b>\$350</b>
<b>Children's Room, Music Rehearsal Room, Chapel</b>	
<b>Standard Configuration</b>	<b>\$100</b>
<b>Non-standard Configuration</b>	<b>\$250</b>
<b>Other Classrooms</b>	
<b>Standard Configuration</b>	<b>\$50</b>
<b>Non-standard Configuration</b>	<b>\$100</b>
<b>A/V Technician</b>	<b>\$150</b>
<b>Custodial Fees for Hours Custodian Not Normally Present</b>	<b>\$25/hour</b>

**FEE SCHEDULE C**  
**(Other Organizations, in line with Building Use Policy)**

Fees listed are per zero to three hour block of time.

<b>SPACE</b>	<b>FEES</b>
<b>Refundable Damage Deposit</b>	<b>\$500</b>
<b>Worship Center</b>	
<b>Standard Chair Configuration</b>	<b>\$500</b>
<b>Table Seating for 0-150</b>	<b>\$750</b>
<b>Table Seating for 150-300</b>	<b>\$1000</b>
<b>Fellowship Hall, no Kitchen</b>	
<b>Standard Configuration</b>	<b>\$250</b>
<b>Non-standard Configuration</b>	<b>\$500</b>
<b>Fellowship Hall with Kitchen</b>	
<b>Standard Configuration</b>	<b>\$400</b>
<b>Non-standard Configuration</b>	<b>\$700</b>
<b>Youth Room</b>	
<b>Standard Configuration</b>	<b>\$300</b>
<b>Non-standard Configuration</b>	<b>\$600</b>
<b>Children's Room, Music Rehearsal Room, Chapel</b>	
<b>Standard Configuration</b>	<b>\$250</b>
<b>Non-standard Configuration</b>	<b>\$500</b>
<b>Other Classrooms</b>	
<b>Standard Configuration</b>	<b>\$100</b>
<b>Non-standard Configuration</b>	<b>\$300</b>
<b>A/V Technician</b>	<b>\$150</b>
<b>Custodial Fees for Hours Custodian Not Normally Present</b>	<b>\$25/hour</b>



**FACILITY USAGE AGREEMENT**

SPACE	FEES
<b>Refundable Damage Deposit</b>	\$ _____
<b>Worship Center</b>	
Standard Chair Configuration	\$ _____
Table Seating for 0-150	\$ _____
Table Seating for 150-300	\$ _____
<b>Fellowship Hall, no Kitchen</b>	
Standard Configuration	\$ _____
Non-standard Configuration	\$ _____
<b>Fellowship Hall with Kitchen</b>	
Standard Configuration	\$ _____
Non-standard Configuration	\$ _____
<b>Youth Room</b>	
Standard Configuration	\$ _____
Non-standard Configuration	\$ _____
<b>Children's Room, Music Rehearsal Room, Chapel</b>	
Standard Configuration	\$ _____
Non-standard Configuration	\$ _____
<b>Other Classrooms</b>	
Standard Configuration	\$ _____
Non-standard Configuration	\$ _____
<b>A/V Technician</b>	\$ _____
<b>Custodial Fees for Hours Custodian Not Normally Present</b>	\$ _____
<b>TOTAL USAGE FEE:</b>	\$ _____

If reservations are canceled 48 hours prior to the event, fees will be refunded. All fees are due three weeks prior to the event unless otherwise stated. All fees are payable to Living Word UMC.

I have read and agree to the Living Word Building Use Handbook, as well as the assigned usage fees. I also understand that if cleaning/closing is not completed as directed in the handbook, or there is damage to the Living Word facility as a result of my event, the refundable damage deposit will be forfeited.

**Applicant's Printed Name**

**Applicant's Signature**

**Date**

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