



Facilities Usage Policy

Mission: To advance the mission and vision of Collierville United Methodist of reaching out to transform lives by extending god's love to all, our church's doors are open to all in the community who wish to peacefully gather by providing a safe, loving and peaceful environment CUMC will be the nexus for social change, growth of knowledge in the teachings of the Lord, and development of individuals in accordance with God's greatest commandment to **"Love your neighbor as yourself" Mark 12:31.**

What the facilities can be used for:

- Religious services and meetings.
- Educational programs and seminars.
- Community events
- Weddings and funerals

Process to request use of the facilities:

- Submit a Request form at minimum 2 weeks in advance.
- Read through ALL guidelines and requirements
- Request will be reviewed by the church staff and approved based on availability and alignment with the policy.
- Staff will communicate if any
 - Additional appendixes are required
 - additional fees beyond room rental fee will be required
 - And once your event is confirmed on the church calendar

Guidelines and Requirements for Use of the Facilities

1. All persons using our facilities are expected to be respectful of the Christian environment on our church campus.
2. Safe use of the facilities will be the responsibility of the users. The user assumes responsibility for injuries to persons attending the event. Only the areas reserved and approved may be used.
3. Groups, organizations, or individuals using the facilities are responsible for any and all damages to the church property resulting from that use. Liability is both individual and collective. Groups will be held responsible for damage done to the building. All trash must be removed after use of the facilities, and the space left in the same condition as found. Use of food in a reserved area must be requested and approved in the facility use request.
4. NO use of tobacco products, alcoholic beverages, or illegal substances is permitted in the buildings or on the grounds of the church.
5. Organizations which have a member of this congregation active within the requesting organization can act as a sponsor and will be given preference in requests. The sponsor or individual requesting building use will be responsible for the communication between the church and the organization. The sponsor or individual requesting building use will be responsible to



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- remain on campus for all the requested events that are outside of church operating hours, or a special events coordinator will be required. See appendix D
6. Reservations for space cannot be reserved more than six months in advance. Unless reserving a recurring event for a full calendar year or annual renewal of recurring reservation.
 7. Events that require an entry fee of the attendees will require prior approval of the CUMC Finance Committee.
 8. Parking must be in assigned parking spots only. Not in grass.
 9. If Security Personnel are required for your event, all credentials of security personal you have hired must be provided 48 hours prior to the event.
 10. Material guidelines – CUMC reserves the right to request a copy of any materials used or handed out within CUMC Property including its parking lot. If there is a program, play, concert, etc. The contents of this event must be approved by designated church staff. This approval is required 2 weeks in advance of the event date.
 11. Any and ALL accidents resulting in bodily injury or damage to property of the Church or others occurring on the Church property or in any way connected with the use of the Church premises within 24 hours of the accident must be communicated in writing. The notice must include details of the time, place and circumstances and the names and addresses of any person(s) witnessing the accident.
 12. Minors must be supervised at all times while on property. Safe Sanctuary Policy or the Equivalent must be followed at all times while on church property. See Appendix E
 13. Guest WIFI is available for all guest on site. All guest equipment to be connected to church equipment (computer, audio/visual, mechanical, electrical etc.) must be approved by the Technical Director or Director of Operations prior to its use in the Church facilities.
 14. All equipment and / furniture must remain in the room assigned unless prior approval by the Technical Director or Director of Operations.
 15. No hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought onto the premises or used in any way while occupying any portion of the Church property.
 16. No amusement rides or attractions, including but not limited to, trampolines, enclosed or air supported structures of any type, climbing walls, climbing ropes, firearms or shooting activity, bow and arrow activity or equipment or devices related thereto will be brought onto the premises or used in any way while occupying any portion of the Church property.
 17. The Board of Trustees grants permission to the Director of Operations to adjust the fees due to the complexity or timing of the event as needed.
 18. Permission to use the facilities of the church property may be granted to nonprofit and for-profit organizations if it is in conjunction with a mission, ministry, or program of the church. Permission will not be granted for any group or organization that jeopardizes the 501(c) (3) status of the church.
 19. Any additional guiding principles or working standards are found in the United Methodist Books of Discipline
 20. Collierville UMC reserves the right to deny use of the building to any organization as seen fit.

PLEASE REMEMBER THIS CHURCH PROPERTY, CONDUCT YOURSELVES APPROPRIATELY

I/We have read, understand, and agree to comply with the above policy.

Requestor Signature _____ **Date:** _____



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Appendix A: Request for Space

ORGANIZATION NAME: _____
_____ This is a not-for-profit organization

Contact Name: _____

Contact Phone #: _____

Contact email: _____

Contact Mailing Address: _____

NAME OF EVENT: _____

TYPE OF EVENT: _____

Please be specific about what the event will include: _____

___ No fees will be required to attend event ___ Fees are required for my event (See Appendix H)
___ Any fees required for the event will not provide personal profit for the organization.

DATE OF EVENT: _____

TIMING OF EVENT:

Please note: Additional fees may apply for events outside of CUMC's operating hours. See appendix D

Start time: _____ Set Up time Needed: _____

Ending time: _____ Clean Up Time Needed: _____

Is this a Recurring Event? Y/N What is the recurring schedule? Or additional dates?

Expected attendance: _____ # of rooms needed _____

Set up in each room: Note: not all setups fit all spaces

- | | |
|---|---|
| Circle of Chairs | Round Table Dining |
| Classroom: Rectangle tables with chairs | Square: Rectangle table in Square with Chairs |
| Lecture: Chairs in rows | Open U: Rectangle Tables in u shape with Chairs |

Tables: Round or Rectangle Chairs needed: _____ Tablecloths needed? Y/N

AV Needs? See Appendix F

Signature _____ **Date** _____
CUMC Approval _____ **Date** _____



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Appendix B: HOLD HARMLESS AGREEMENT

All groups for Each event must sign this hold harmless agreement.

This Agreement is entered into by and between Collierville United Methodist Church, ("CUMC") and _____, ("Organization" or "User"), this the ____ day of _____(month and day), 20____.

Organization/User desires to enter upon property owned by CUMC and known as 454 West Poplar Ave. Collierville, TN 38017 and/or 104 North Rowlett, Collierville, TN 38017 ("Property"), for the following purposes: _____

In exchange for limited possession of said Property and by signing below, Organization/User hereby assumes full responsibility for any and all damage which may occur to Property and/or to any personal belongings. Organization/User further assumes any and all liability for personal injury to anyone entering upon said Property by or on their behalf in connection with the limited possession of Property and hereby assumes responsibility for any and all costs of any damage or repairs which might be precipitated by their limited possession of said Property. Organization/User does certify that they are fully insured and agrees to furnish evidence of liability upon request.

I/We, the undersigned, agree to release, hold harmless, save and indemnify Collierville United Methodist Church from any and all consequences and/or damages resulting from the limited use and occupancy of said Property.

Signature _____ **Date** _____

Printed Name: _____

CUMC Approval _____ **Date:** _____



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Appendix C: List of Rooms Available for Use

This is a list of most utilized rooms including their available setup options based on the room size, technology and equipment available in the room. This is not a complete list of available spaces. For a full offering, please schedule a tour with our Operations team.

Room #	Capacity	Available Set Ups	Technology in Room	Equipment in Room	Location
100	75	CC CL LE RD SQ. OU	TV with HDMI Connection & DVD Player	whiteboard X2 Small Kitchenette	Building 4 1st Floor
101	150	CC CL LE RD SQ. OU	Projector HDMI Connection with Microphone		Building 4 1st Floor
102	200	CC CL LE RD SQ. OU	Projector HDMI Connection with Microphone	Piano	Building 4 1st Floor
104	10	Conference Room		Whiteboard/ corkboard combo	Building 4 1st Floor
105/106	80	CC CL LE SQ. OU	TV with HDMI Connection	Whiteboard/ corkboard combo	Building 4 1st Floor
107/108	80	CC CL LE SQ. OU	TV with HDMI Connection	Whiteboard/ corkboard combo	Building 4 1st Floor
109/110	80	CC CL LE SQ. OU	TV with HDMI Connection	Whiteboard/ corkboard combo	Building 4 1st Floor
19	80	CC CL LE RD SQ. OU	TV with HDMI Connection		Building 2
22	75	CC CL LE RD SQ. OU			Building 2
Gym	600	CC CL LE RD SQ. OU	Full AV See Appendix F	Stage	
200	200	CC CL LE RD SQ. OU	Full AV See Appendix F	Stage	Building 4 2nd Floor
203	10	Conference Room		Whiteboard/ corkboard combo	Building 4 2nd Floor
204/ 205	25	CC CL LE SQ. OU		Whiteboard/ corkboard combo Couches x2	Building 4 2nd Floor
206/207	25	CC CL LE SQ. OU	TV with HDMI Connection	Whiteboard/ corkboard combo Couches x2	Building 4 2nd Floor
208/209	60	CC CL LE SQ. OU	TV with HDMI Connection		
215	80	CC CL LE RD SQ. OU	TV with HDMI Connection		

Set up Key

CC: Circle of Chairs

CL: Classroom: Rectangle tables with chairs

LE: Lecture: Chairs in rows

RD: Round Table Dining

SQ: Square: Rectangle table in Square with Chairs

OU: Open U: Rectangle Tables in u shape with C



Appendix D: FACILITY FEE GUIDELINES

SPACE	Event Time: Up to 4 hours Price per event	Event Time: 8 hour day Price per event
Poplar Sanctuary	\$500.00	\$800.00
Sanctuary on the Square	\$400.00	\$600.00
Large Classroom	\$200.00	\$300.00
Standard Classroom	\$100.00	\$200.00
Gym	\$250.00	\$350.00
Entrance Lobby	\$100.00	\$200.00
Kitchen	\$400.00	\$500.00
Servery/Dining Hall	\$200.00	\$300.00
Youth Lounge	\$200.00	\$300.00
Youth Loft	\$200.00	\$300.00
North Lawn	\$200.00	\$300.00
Ball Field/ Tee ball Field	\$50.00	\$100.00

Monthly rates with annual agreements are available.

All Fees are due in full on the first day of the event.

Unless otherwise stated All fees are non-refundable.

Room Rental fees include room set-up and custodial services within reasonable limits Reasonable limits are dictated by Church staff

Room rental fees do not include sound, lighting, graphics, musicians, security or other personnel.

Payment Options:

1. Check – made payable to Collierville UMC Memo: Facility Use
2. Online - www.colliervilleumc.org/give Choose drop down option facilities use
If you choose to pay online, there is an 2.5% fee to be added for processing.

Additional Event Fees:

Large Group Set ups: Groups over 150 people may require an additional charge of \$150 for set up labor. These fees are to be paid to directly to the custodial team or Special event coordinator depending on the event.

Non-Church Groups Refundable damage deposit

Check payable to Collierville UMC will be returned after final inspection of rented space(s)
Under 50 attendees \$500.00. Over 50 attendees \$800.00



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Events Outside of Operating Hours:

The church's operating hours for events are Monday to Thursday 9am to 9pm

1. SEC = Special Event Coordinator

Events outside the church's event operating hours, will require a special events coordinator. The special events coordinator fees are \$25 per hour to be paid directly to the coordinator. The Special events Coordinator will be assigned closer to the event date. There is a team that rotates.

Their responsibilities would include but are not limited to:

- Being on site and available for the duration of your event including set up on Saturday set up.
- Open and closing the building.
- Helping your group with any issues that may arise.
- ensuring your room(s) is clean and ready for janitorial services to come in i.e. decoration and trash removed. Your group will still be responsible for clean-up including trash removal. The SEC is just checking after them that it is complete

2. Additional Custodial Fees Events outside of normal operating hours may require additional custodial fees of \$150.00 per day per event to be paid directly to the custodial company.

Overnight Guest

Overnight guest are at the discretion of the CUMC Staff

Overnight guest will have a room rental fee + a per person charge of \$10

All overnight guest that includes children, youth, and/or special needs children/ adults must follow at minimum Collierville Safe sanctuary policies or their equivalent policies.

Please see previous stated policy regarding child safety.

PLEASE REMEMBER THIS CHURCH PROPERTY, CONDUCT YOURSELVES APPROPRIATELY

I/We have read, understand, and agree to comply with the above policy.

Signature _____ **Date** _____

Printed Name: _____

For CUMC Use:

CUMC Approval _____

Date _____

Agreed Rental Fee: _____

Agreed SEC Fee _____

- Added to church calendar
- Scanned FUA / Added to PCO Event
- Trainings needed?
- Additional Staff needed? SEC/ AV / Nursery
- Email Confirmation/ Send Invoice

- Email SEC/ AV / Tablecloth Ministry / Nursery
- Day Before Pull Tablecloths
- After Event sent Thank you
- After Event RAD & add notes to PCO Event



Appendix E: Safe Sanctuary Child & Special Needs Adults Safety Events & Groups Policy

All Non-CUMC organization holding events at any CUMC property with attendees under the age of 18 or including special needs adults, must be able to provide a copy of their organization's child safety policy to be kept on file.

If the Non-CUMC organization is unable to provide a copy of their child Safety policy, does not have a child safety policy, or it is determined that the standards of the policy do not meet or exceed the CUMC Safe Sanctuary Policy then the non-CUMC organization must have all their leaders and volunteers attend Safe Sanctuary Training offered by CUMC.

The Non-CUMC organization will be responsible for all costs associated with training and the certification (Background Check and reference checks) process. Each designated adult leader or volunteer of the group must be trained and sign a copy of the Safe Sanctuary policy. The Safe Sanctuary leaders must be present while the group is on property.

No groups will be allowed to hold events at church facilities until all persons with any contact with minors o special needs adults have been approved by the Director of Operations, Office Manager and/ or Executive Pastor.

CUMC Safe Sanctuary Training Fees:

- 1) Admin Fee \$25 (Cost of materials)
- 2) Background Check Fee: \$28 (Covers the cost of the background check)
- 3) Instructional Fee: \$25 per hour (Covers the cost of the instructor's time)

I/We have read, understand, and agree to comply with the above policy.

Organization: _____

Signed: _____ **Date:** _____

Printed Name: _____

NAME OF EVENT: _____

Date of Event: _____



Appendix F: AUDIO VIDEO GUIDELINES

These guidelines are in addition to the general guidelines for CUMC facilities.

Audio Video requests must be approved by the Technical Director for each event.

A/V requests will be classified in two ways:

- Basic A/V Setup – projector, screen, and basic PA system – both fixed and portable. This setup does not require an A/V technician to be present during the event. There is no additional cost assessed for this type of support. Examples: Normal Sunday School, small group, and bible study setup.
- Advanced A/V Setup – installed video, projection, audio, and stage lighting systems in Coats Hall, the Poplar Sanctuary or Room 210. This setup requires at least one approved A/V technician to be present during the event with the possibility of additional approved A/V technicians depending on the scope of the request. There is an additional cost assessed for setup and managing these systems for Collierville UMC affiliated and non-affiliated groups. Collierville UMC program ministries such as Youth, Children, Music, Worship, etc, will not be charged a fee for regular activities or events. Collierville UMC affiliated groups such as Sunday school classes, small groups, boy scouts, Chrysalis, etc., will be assessed \$25/hour, including setup and take down, per approved A/V technician for this type of support. All non-affiliated groups will be assessed \$75/hour per approved A/V technician. Payments for A/V support will be paid directly to the A/V Technician(s) in advance. Names will be provided in advance for those wishing to pay by check.

GENERAL RULES

1. Technical Director must approve any A/V Technician wishing to operate any equipment listed under Advanced A/V Setup. Additional training may be required and does not constitute a guarantee of approval.
2. Approved A/V Technicians may donate their time at their own digression.
3. Groups are permitted to provide their own A/V equipment but do so at their own risk.
4. Groups may not hook into any church owned audio or video systems with the exception of TV's or projectors in ministry center rooms.

A/V RULES FOR COATS HALL (Gym)

1. There shall be no sporting activities during an event with any type of A/V Setup.
2. Use of temporary staging/front apron must be requested separately.
3. The permanent stage and equipment shall not be used and is off limits without expressed permission from the Director of Worship.
4. The curtain must always remain drawn without expressed permission from the Directors of Worship.

I have read and agree to abide by the previously stated rules.

Signature _____ **Date** _____

Tech Director Approval _____ Date _____

Assigned Tech Team Member _____ Contact Info _____



Appendix G: KITCHEN USAGE AGREEMENT

All Kitchen users MUST be Kitchen Trained by a member of the CUMC Kitchen Committee. Please schedule this training a Minimum 2 weeks prior to your event.

CLEAN & WASH ALL DISHES

1. Make sure the bottoms of pots are clean and free of the gas marks from the stove. Pots must be hung to dry
2. Dishes must be washed, dried and replace all dishes in their proper place.
3. Silver ware is to be cleaned and put back in the proper storage holders.

COFFEE AND TEA MACHINES

1. Empty filter holders, wash all containers, dry upside down
2. Wipe down machines.
3. Wash all pots and beverage containers not rinsed but washed. Dry upside down on wire shelving.

TABLES & REFRIGRATORS (INCLUDING ROLLING TABLES)

1. Wipe and clean with the orange multipurpose cleaner located by the three-compartment sink
2. Dry with clean cloth and spray with stainless steel cleaner. Use a clean paper towel to apply the stainless-steel cleaner on the tables and refrigerators (located by three compartment sink)

SINKS AND DISHWASHING AREA

1. Wash out all sinks using soap and water or multipurpose cleaner.
2. Make sure no food is left in the sink drains.
3. Squeeze excess water off of tables around dishwasher, return all racks & dish pans to their proper place.

COOKING EQUIPMENT

1. Make sure the back splash of the cook stove is cleaned.
2. If any large spills, please change out aluminum foil in the catch tray
3. Wash and clean the tilt skillet with soap and water including sides, out sides and drain.
4. PreHeat and Preseason bottom of tilt skillet with a light coat of cooking oil
5. Clean grill with grill cleaner and preseason grill with light coat of oil
6. Make sure all drip pans on grill are emptied and cleaned.
7. If breaded items are used in the fryer the oil must be filtered after using. You must also wash out the unit and refill with the filtered oil.
8. Please wash out the inside of the convection oven with soap and water if there are any spills in the oven.
9. Make sure to drain water from the holding cabinet.

MICROWAVE, FOOD PROCESSOR AND MIXERS

1. Make sure the food processor is broken down, cleaned and dried.
2. Wipe the microwave out with soap and water.
3. Make sure mixers are cleaned around mixing heads. All pieces must be washed and dried.

HOT BAR AND COLD BAR

1. Make sure water and ice are drained from the food bars.
2. Wash food bars with soap and water.
3. Use only soap and water on the food bar glass only.
4. Clean top with stainless steel cleaner located by three compartment sinks. Use clean paper towel to apply cleaner.

FLOORS & TRASH

1. Sweep and mop the floors in the kitchen area.
2. You will find a mop bucket located in the back maintenance closet.
3. The cleaner to use is also located in this closet (the cleaner is used with cold water only)
4. Empty all trash cans and replace with a clean trash bag.
5. If trash cans are dirty, please wash out in the trash can washing area.

I have read and agree to abide by the previously stated rules.

Signature _____ **Date** _____

Printed Name: _____ **Date of Kitchen Training:** _____



Appendix G: RULES FOR COATS HALL (GYM)

All rules and regulations included in the Facility Guidelines are to be followed in addition to the following:

1. Church Staff reserves the authority to grant, refuse, or stop use of the field.
2. Collierville United Methodist Church activities receive priority.
3. Reservations for the gym should be made not more than 4 weeks and not less than 2 week prior to the event.
4. Users of the gym will be expected to stay in the immediate area of the gym.
5. Children must have adult supervision at ALL times. Each group is responsible for the actions of its own members. Safe Sanctuary Policy or the Equivalent must be followed at all times while on church property. See Appendix E
6. Restrooms are to be left in the condition found; litter in cans, lights off, doors closed.
7. All organizations should provide their own liability insurance for their participants and provide the church with a certificate of insurance. The church will be named on the insurance policy as an "additional insured".
8. No paint, glue, glitter, or tape on the floor.
9. No dragging chairs, tables, stages, speakers, etc.
10. Make sure ALL tables and chairs have protective feet.
11. No heavy furniture, refrigerators, sofas, bed, dressers and pianos.
12. No cleats.
13. All candles must have drip pans. Battery Operated Candles are preferred.
14. Group will be responsible for all damages. Collierville UMC is not to be held responsible for any injuries
15. If the gym is used for recreation, the following apply:
 - Only the supervisor is allowed to pump air into the balls (please moisten the needle)
 - Do not allow kicking of the basketballs
 - Count the number of balls before and after play
 - Record any lost or broken equipment and report it to the CUMC representative

PLEASE REMEMBER THIS CHURCH PROPERTY, CONDUCT YOURSELVES APPROPRIATELY

I/We have read, understand, and agree to comply with the above policy.

Organization: _____

Signed: _____ **Date:** _____

Printed Name: _____

NAME OF EVENT: _____

Date of Event: _____



Appendix H: RULES FOR RECREATION FIELD USE

All rules and regulations included in the Facility Guidelines are to be followed in addition to the following:

1. Church Staff reserves the authority to grant, refuse, or stop use of the field.
2. Collierville United Methodist Church activities receive priority.
3. All requests are approved seasonally and MUST be renewed each season
4. All vehicles must remain on the PAVED parking area. NO Parking on Grass.
5. Each organization is responsible for picking up trash after each use of the field and placing it in receptacle.
6. NO GLASS CONTAINERS on the fields or parking lot
7. NO Vehicles of any kind on the fields
8. NO Tie Dye on the sidewalks or parking lot
9. Only the designated field may be used unless other areas have been requested and approved.
10. The church will allow access to facilities for water and restrooms during normal operating hours.
11. Restrooms are to be left in the condition found including litter in cans, lights off, and doors close.
12. All non-Collierville United Methodist affiliated organizations should provide their own liability insurance for their participants and provide the church with a certificate of insurance. The church will be named on the insurance policy as an "additional insured".
13. The church is not liable for any accident that may occur during use of the fields or on church property.
14. Children must have adult supervision at ALL times. Each group is responsible for the actions of its own members. Safe Sanctuary Policy or the Equivalent must be followed at all times while on church property. See Appendix E

PLEASE REMEMBER THIS CHURCH PROPERTY, CONDUCT YOURSELVES APPROPRIATELY

I/We have read, understand, and agree to comply with the above policy.

Organization: _____

Signed: _____ **Date:** _____

Printed Name: _____

NAME OF EVENT: _____

Date of Event: _____