

Approved by Trustees July 24, 2023

BUILDING USE POLICY

The following policy applies to the use of the facilities of the Buda United Methodist Church (BUMC) by its members, non-members, individuals and outside organizations who desire to use the facilities. It is our desire to make the best possible use of our buildings, to serve Christ, and to do the work of Christ in our community. This Building Use Policy was approved by the Administrative Council of BudaUMC in July 2012, amended July 2016 and if approved, July 2023.

References:

The *Book of Discipline* of The United Methodist Church, 2016 edition, contains the following direction on the use of the United Methodist Church facilities:

Paragraph 252.2b “The outreach ministries of the church shall give attention to local and larger community ministries of compassion, justice, and advocacy. These ministries include church and society, global ministries, higher education and campus ministry, health and welfare, Christian unity and interreligious concerns, religion and race and the status and role of women.”

Paragraph 2532 1. “Subject to the direction of the local charge conference, the board of trustees shall have the supervision, oversight, and care of all real property owned by the local church or by any society, board, class, commission, or similar organization connected therewith: provided that the board of trustees shall not violate the rights of any local church organization elsewhere granted in the Discipline: provided further, that the board of trustees shall not prevent or interfere with the pastor in the use of any of the said property for religious services or other proper meetings or purposes recognized by the law, usages, and customs of the United Methodist church, or permit the use of said property for religious and other meetings without the consent of the pastor...”

Paragraph 2532 3. “When a pastor and/or a board of trustees are asked to grant permission to an outside organization to use church facilities, permission can be granted only when use is consistent with Social Principles (Paragraphs 160-166) and ecumenical objectives.”

General Policies:

1. Buda United Methodist Church reserves the right to refuse use of its facilities to any group or individual without explanation.
2. Alcoholic beverages, cigarette smoking or use of any other controlled substance are prohibited on church grounds.
3. Carrying weapons and/or concealed handguns in any church-owned facility or on church-owned grounds is prohibited, except by commissioned law enforcement officers or church members appointed by the BUMC security officer.
4. Partisan political activities are prohibited.
5. All individuals and organizations must comply with the BUMC Child/Youth, vulnerable adult Safety Policy. (This includes members and non-members, for-profit and not-for-profit groups and individuals. **Copies of the policy will be provided to the applicant.**)
6. Children must be supervised at all times and remain with an adult at the rented facility both inside and outside the facility.
7. Children who go outside the rented facility must be accompanied by at least two adults at all times unless accompanied by their parent. (See Safety Policy)
8. BUMC is not liable for any accidents or injuries incurred by individuals while using church-owned facilities.

General Guidelines:

1. No religious elements or existing items may be removed from the walls, altar tables or from its current location without prior arrangements made with the church office.
2. Buda UMC member's funerals shall have priority for any space. Priority will also be given to church members or church sponsored events and ministries. In the event of a conflict, the individual or organization scheduled to use the space shall be notified by the Church Staff of its unavailability.
3. Charges for the use of Church property shall be those established by Board of Trustees with approval of the Administrative Council. (See fee schedule p.5)

4. Pastor discretion is authorized for waiver of all charges, or assessment of additional charges.
5. Individuals or organizations using BUMC facilities shall use **only the applied-for designated area(s)**.
6. No church property shall be removed from the premises except as authorized by the Board of Trustees or a pastor, with the exception of vehicles.
7. Church electronics, computers, projectors, and other high-tech equipment shall not be used by anyone other than pre-approved staff or volunteers. Neither shall equipment be removed from Church premises without permission and written notice as to where equipment is being used off campus.
8. No decorations of any kind may be attached, tied, glued or stapled to any wall, ceiling, door, or doorframe of the church facilities.
9. Any costs associated with the cleaning, repairing, or replacing any church property due to defacement, damage, or breakage deemed beyond normal wear and tear by the Board of Trustees will be the sole responsibility of the Applicant. Damage and cleaning will be deducted first from the Applicant's deposit and any remaining balance will be billed to the Applicant.
10. Permission to use any musical instruments or sound equipment must be facilitated by the music and/or technical team at an **additional charge**.
11. BUMC reserves the right to use images of applicant or applicant's guests' images for use on the website or printed publications in an effort to promote BUMC and its ministries.

Applicant's Requirements:

1. Outside Organizations must be sponsored by a BUMC member or designated Staff member.
2. Reservations must be made through the Church Office Manager. If there is a fee for use, the fee must be paid in full, plus \$100 deposit at the time of reservation. (See fee schedule for Saturday rental)
3. Priority for facility use will be given to BUMC programs, organizations, and members. Other reservations may be accepted on a first come, first served basis.

4. Activity must be appropriate to a religious environment. Alcohol, tobacco or any controlled or illicit substances are strictly prohibited.
5. Applicants must be at least 21 years old or provide a co-signer 21 years or older.
6. Applicants must comply with all fire and safety regulations. Each facility/room has a **maximum capacity:**

<u>Worship Center</u>	maximum capacity <u>180 people</u>
<u>Chapel-</u>	maximum capacity <u>110 people</u>
<u>Fellowship Hall-</u>	maximum capacity <u>60 people</u>
<u>Moses Bldg E-</u>	maximum capacity <u>10 people</u>
<u>Moses Bldg W-</u>	maximum capacity <u>20 people</u>
<u>Classrooms-</u>	maximum capacity varies

Free Use of BUMC Facilities:

The Senior Pastor and Board of Trustees, with the concurrence of the Administrative Council, may allow free use of BUMC facilities by not-for-profit organizations. These organizations must meet the requirements of the *Book of Discipline* regarding activities that are appropriate to be associated with BUMC.

The organization must show they are not in a position to pay for the direct costs of the space required. (For a list of current organizations in this category, see Attachment 1.) The proposal to allow free use of BUMC facilities shall then be presented to the Administrative Council at its next scheduled monthly meeting for the Council’s consideration. The Senior Pastor and Chairperson of the Board of Trustees may grant interim permission for use of the facilities if an Administrative Council meeting is not scheduled to otherwise accommodate a decision.

Use by ‘for-profit’ organizations/individuals:

The use of BUMC facilities must meet the requirements of the *Book of Discipline* as an activity that is appropriate to be associated with BUMC. For one-time use, the current fee schedule will apply. For ongoing use of BUMC facilities, a written agreement shall be negotiated with the organization.

Use by Individuals:

Individuals who are members of BUMC may arrange to use the facilities for personal events. The fee will be based on the current fee schedule.

BUMC is not responsible for accidents, injuries, or loss of personal property in connection with use of any of its facilities by groups outside BUMC ministries.

When a third-party provider is involved, the insurance certificate from the provider must list BUMC as an additional insured.

Definition of Membership:

Paragraph 215. “Definition of Membership- The membership of a local United Methodist Church shall include all people who have been baptized and all people who have professed their faith.

1. The baptized membership of a local United Methodist Church shall include all baptized people who have received Christian baptism in the local congregation or elsewhere, or whose membership has been transferred to the local United Methodist Church subsequent to baptism in some other congregation.
2. The professing membership of a local United Methodist Church shall include all baptized people who have come into membership by profession of faith through appropriate services of the baptismal covenant in the ritual or by transfer from other churches...”

Weddings:

See Wedding Policy

Priorities:

The following priorities will guide the use of BUMC facilities:

1. Religious services of the BUMC as directed by the Senior Pastor, Associate Pastor, and church staff take precedence over all other activities.
2. Activities and ministries directly sponsored, organized and directed by the local church council, organized ministries, and committees of Buda UMC.
3. Activities part of the larger United Methodist Organization (District, Conference, United Women of Faith, United Methodist Men, etc) that Buda UMC representatives to these organizations agreed to host.
4. Activities directly sponsored, organized and directed by outside organizations that BUMC has elected to support through the free use of its facilities.
5. Activities arranged by individuals who are members of BUMC.
6. Activities arranged by individuals who are not members of BUMC.
7. **In all instances, reservations should be made as far in advance as possible, in order to avoid any conflict in use of spaces.**

Fee Schedule:

All reservations will require a refundable/nonrefundable deposit of \$100 plus rental fee at the time of reservation. An additional cleaning fee of \$125 is required for **all Saturday rentals in preparation for Sunday Services.**

Facility deposit will be refunded within 30 days of the event provided the building has been cleaned and there are no damages. All surfaces must be wiped, floor swept, debris removed, and key returned.

Facility/Capacity	MEMBER		NON-MEMBER	
	Half Day 1-4 hrs	Day 4-8 hrs	Half Day 1-4 hrs	Day 4-8 hrs
Worship Center/180 people	\$150	\$250	\$250	\$450
Chapel/110 people	\$150	\$250	\$250	\$450
Fellowship Hall/60 people	\$100	\$200	\$200	\$400
Moses East/10 people	\$50	\$100	\$100	\$200
Moses West/20 people	\$50	\$100	\$100	\$200
Classroom(s) varies	\$50	\$100	\$100	\$200

Cancellation/ Refund Policy:

*100% of fees (deposit/rental) will be refunded if canceled 30 days or more prior to event date.

* 50% of rental fees and 50% of deposits will be refunded if canceled 14-29 days prior to the event date.

*No refund of fees will be returned if reservations for Worship Center, Chapel, or Fellowship Hall are canceled 1-13 days prior to the event.

Effective Date and Amendments:

This policy is effective July 24, 2023 and may be amended from time to time by action of the Board of Trustees.

Attachment 1: Organizations Authorized Free Use of BUMC Facilities

The following organizations are granted free use of BUMC facilities in accordance with the BUMC Building Policy **with the understanding that all groups will adhere to the UMC Safe Gathering Requirements when minors or vulnerable adults are present.**

1. Girl and Boy Scouts of America-BUMC chartered units
2. Walk to Emmaus and related groups (including reunion groups)
3. Groups of United Methodists, such as youth groups from other UMCs, that request to stay at BUMC while attending or conducting activities in other areas.