



## Central Free Methodist Church Facility Use Policy

In keeping with the mission statement of Central Free Methodist Church (CFMC), facilities will be used for worship, study, fellowship and outreach, especially to the surrounding community. In this connection, the community is encouraged to use these facilities as time and space permit. Especially welcome are other congregations, ministries or church organizations, community groups and organizations.

The sanctuary will be reserved for CFMC worship services on Sundays, including the Hmong worship services and Calvary Haitian worship services on Sunday afternoons. At other times it will be reserved, in order of priority, for CFMC worship, other church-related programs, weddings, funerals, and use by other appropriate organizations. The fellowship hall will be used in the same order of priority, as will the lower level of the 820 building, except for Sunday mornings when it is reserved for CFMC's Bhutanese fellowship.

Non-members using CFMC facilities are considered guests. CFMC, as a good host, will make special effort to accommodate its guests and balance their needs with its own. There may be occasions when consideration should be given to rescheduling or relocating an official CFMC activity to accommodate a guest if, by so doing, CFMC will be rendering an important community service. *Also, in exceptional circumstances, CFMC reserves the right to preempt a non-member group should the need arise.*

All organizations and persons are expected to restore the facilities (including chair and table arrangements) to the condition they found them, remove all waste to the parking lot dumpster, turn off lights, close windows, etc.

Any person using the facilities will conform to CFMC policies, including hours of operation, service of alcoholic beverages, non-discrimination, and fund raising. Beer, wine, liquor and other controlled substances are not permitted. No smoking is allowed in any of the church facilities. CFMC facilities are not to be used for non-church-approved fund raising. Admission to any activity may not be charged by any non-CFMC group. The church will be "open" from 8:00 a.m. to 10:00 p.m. Monday through Saturday and from 1 p.m. to 10:00 pm Sunday. This means that groups using the building during the evening hours must schedule their meetings to be finished and the rooms straightened/cleaned in time to be out of the building at the approved end time (10:00 p.m. being the latest).

Scheduling of all facility usage, congregational or otherwise, must be done through the Church Office. One person from each group (member or non-member) shall be designated the liaison. The liaison will be notified if the facilities are used improperly or are not properly restored to their original condition.

There is no charge for use of the sanctuary for weddings of family members of the CFMC congregation. However, reception fees still apply. CFMC members are asked to contribute \$50 for other private events. Private events are functions not open to the congregation at large. Facilities for private events cannot be reserved more than 2 months in advance.

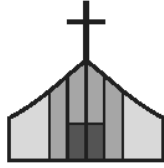
Approval for use of the sanctuary, fellowship hall or other rooms does not automatically include use of the kitchen. If the user group needs to use the kitchen, the group must reserve the kitchen like any other room and must cover the cost of its use and supervision. Use of a kitchen must be arranged in advance.

Special authorization from the Leadership Team is required to use the CFMC kitchen to prepare food for non-CFMC groups. At no time may anyone, CFMC member or otherwise, charge for food prepared in the CFMC kitchen. The Facilities Manager will provide the group with rules for use of the kitchen. The kitchen must be cleaned at the close of the activity.

The sound equipment requires trained technicians. If you plan on using sound in the sanctuary, you will be assigned a CFMC trained technician at \$75 per event.

Non-CFMC parties using the church building may use the overhead projector, DVD player and TV by applying to the Facilities Manager no less than three (3) days in advance. The donation for use of this equipment is \$25 per day. Audio-visual equipment may not be used off-site.

CFMC reserves the right to refuse the use of its facilities, or any portion of them to any group or person whom CFMC, acting through its pastors in consultation with the Leadership Team, deems to be at odds with CFMC's mission and views regarding appropriate religious or charitable purposes. The decision of CFMC in this regard is final.



## Central Free Methodist Church Facilities Use Agreement

Central Free Methodist Church (CFMC) reserves the right to refuse the use of its facilities, or any portion of them to any group or person whom CFMC, acting through its pastors in consultation with the Leadership Team, deems to be at odds with CFMC's mission and views regarding appropriate religious or charitable purposes. The decision of CFMC in this regard is final. *CFMC reserves the right to preempt any group should the need arise.*

1. All groups must abide by the terms laid out in this agreement.
2. All groups must complete an Application for Facility Use form (Appendix 1). A \$25 non-refundable deposit must accompany the application.
3. All groups must complete and sign the Insurance Liability Waiver (Appendix 2).
4. All groups must schedule with the Church Office.
5. All groups must have one person designated as liaison.
6. Facilities (including table and chair arrangement) are to be restored to the condition in which they were found. Waste is to be put in the appropriate containers and taken to the dumpster in the parking lot of the 820 building. Lights are to be turned off and windows closed.
7. All groups are expected to complete their activities, clean and straighten up, turn off lights, close windows, and be out by scheduled end time of 10:00 p.m. at the latest.
8. No nails, screws, wire, or duct tape may be used for decorating.
9. No smoking in any of the facilities.
10. No beer, wine, liquor or other controlled substances are allowed.
11. No non-CFMC approved fund raising functions.
12. Phone use is limited to local calls (no long distance calls).
13. No storage is provided.
14. The sound and lighting equipment require trained technicians. If you plan on using sound and lights in the sanctuary, you will need to secure CFMC trained technicians at \$75 per technician/event.
15. Scheduled use of sanctuary, fellowship hall or other rooms does not include kitchen use; kitchen use must be scheduled separately and arranged for in advance.

### **Kitchen Use**

1. Approval must be obtained from the Church Office.
2. Refer to the posted expectations for kitchen use, located in the CFMC kitchen.
3. Return all items to their original locations and thoroughly clean the kitchen at the close of the activity.

### **Scheduling/Costs**

1. All facilities must be scheduled through the church office using the attached form (Appendix 1).
2. Donations for the use of facilities assist in defraying operational and maintenance costs.
3. Approval for use of meeting rooms does not automatically include use of the kitchen. Guests are expected to schedule the use of the kitchen (including coffee makers) as they would any other room.



**Appendix 1**  
**Application for Facility Use**

Name of group: \_\_\_\_\_

Address of group: \_\_\_\_\_

Liaison: \_\_\_\_\_

Liaison contact info: \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

Description of event: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of persons anticipated at this event: \_\_\_\_\_

Estimated number of parking spaces needed for this event: \_\_\_\_\_

Please fill out the chart on the back of this page, listing which facilities you are requesting and the total charges for the facility use.

Please attach completed Insurance Liability Waiver (Appendix 2).

Please include a check made out to Central Free Methodist Church for \$25, which will serve as a non-refundable deposit for the facility use and will be applied to the total donation amount requested.

I have read the facility use agreement and our organization agrees to abide thereby. I understand that every effort will be made by CFMC to honor this request, but under exception circumstances CFMC may need to preempt my event should the need arise.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of group representative

\_\_\_\_\_  
Printed name of representative

## Recommended Donation for Use of Facilities

All suggested donations are for a four-hour period.  
Additional per hour donations will be requested as listed.

Space	Request (Check all that apply)	Suggested Donation	Total
Sanctuary		\$300.00 (\$25.00 per additional hour)	
Fellowship Hall		\$50.00 (\$25.00 per additional hour)	
Conference Room		\$50.00 (\$10.00 per additional hour)	
Classroom		\$25.00 (\$10.00 per additional hour)	
Kitchen (in conjunction with Fellowship Hall)		\$50.00	
Custodial Fee		\$75.00	
A/V Technician Fee		\$75.00	
A/V Equipment		\$25.00	
<b>TOTAL</b>			

*CFMC reserves the right to preempt any group should the need arise.*

This Application for Facility Use was approved by the Central Free Methodist Church BOA on

## Appendix 2

### Insurance Liability Waiver

This agreement by and between Central Free Methodist Church, 820 Washington, Lansing, MI, 48906

(“Owner”), and \_\_\_\_\_ (“User”)  
*User's name* *User's address*

will take effect on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and will continue for a period  
*Day* *Month* *Year*

of \_\_\_\_\_. WHEREAS, Owner owns premises located at 820 and 828 North Washington,  
*Time period*

which are normally used for church ministries and outreach to the community, and WHEREAS, User

desires to use the \_\_\_\_\_ area of the building for the  
*Area of premises (e.g., Fellowship Hall)*

purpose of \_\_\_\_\_, and  
*Purpose of use*

WHEREAS, Owner has agreed to allow User to use the building provided that the following conditions

are met,

#### It is Therefore Agreed By and Between the Parties:

1. Owner agrees to let User use the above described premises for the above described purpose on \_\_\_\_\_. The Central Free Methodist Church Office is  
*Describe times and days of usage*  
the contact for Owner and \_\_\_\_\_ is the contact for User  
*Name of User's contact*  
to coordinate the details of usage.
2. User agrees to the terms and conditions laid out in the Central Free Methodist Church Facility Use Policy, Facilities Use Agreement, and the Application for Facility Use, including the Recommended Donation for Use of Facilities.
3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
4. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose, or belief of the Owner, which is a biblically-based religious institution.

5. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

*Day*

*Month*

*Year*

**Owner**

**User**

\_\_\_\_\_  
*Signer's Name*

\_\_\_\_\_  
*Signer's Name*

\_\_\_\_\_  
*Position with Owner (title)*

\_\_\_\_\_  
*Position with User (title)*