

St. Philip's United Methodist Church

Facilities Use Policy and Rules



16321 Great Oaks Drive Round Rock, Texas 78681

512-244-2175

www.stphilipsumc.org

Statement of Purpose:

St. Philip's United Methodist Church extends the use of the buildings and property located at 16321 Great Oaks Drive in Round Rock, for activities and programs that fulfill our mission to make disciples of Jesus Christ for the transformation of the world. This policy will govern both groups associated with the church, as well as community groups (and individuals) desiring to use this property.

Priorities of Requests:

It is the policy of St. Philip's United Methodist Church that facility requests will be considered on an individual case basis. St. Philip's UMC reserves the authority to say yes or no to building use requests and will monitor activity.

Priority use will be as follows:

1. All regularly scheduled ministry programs and activities of St. Philip's UMC.
2. Organizations of, or sponsored by, St. Philip's UMC.
3. Individual church member requests.
4. Other non-profit organizations
5. All other request

The Board of Trustees of St. Philip's UMC will act as an arbitrator in resolving scheduling conflicts or questions regarding the appropriate use of the building.

Requests for Use:

Requests must be made by contacting the Church Office at 512-244-2175 or by email at office@stphilipsumc.org at which time information such as event contact person information, the purpose of the event, times of use, and specific locations of the property requested will be discussed.

Requests should be made at least two weeks in advance (if possible).

You will then receive a Facility Use Request form to be submitted to the church office.

We will try our best to notify you within two business days regarding the request. If the request is approved, you will be added to the church calendar. The request is only officially confirmed once the contact person for the event completes and submits the *Facility Use Request* document and the board approves it. Please wait for confirmation before announcing the event. The board will also determine a charged cost as they review the facility use request.

Once the event is approved the contact will be responsible for signing a *Release and Indemnity Form*, an *Acceptance of Responsibility Form*, an *Understanding of Church Rules Form*, as well as the final payments.

All groups will be charged a refundable deposit of \$250 that will be returned after the inspection of the facilities show no signs of damages or need for additional cleanup.

Basic Rules:

This policy is set by the Board of Trustees and may be amended by them at any time. Changes will become effective within one week of amendment for those abiding under previous policies.

Property is not available to outside groups for fund raising or partisan political campaigns.

Your group agrees to meet only at the time and space you have been assigned.

You will notify the church office of cancellations with 24 hours prior of the event.

Saturday evening activities must be concluded by 10:00pm to ensure enough time for setup activities required for Sunday morning worship.

Due to liability concerns, child care services shall not be permitted upon the property of St. Philip's UMC for non-church related or sponsored activities.

The use of alcohol or any illegal substance is prohibited on the property of St. Philip's UMC.

Smoking is prohibited in any building located on the property. Smoking is only allowed in the designated area outside the Family Life Center. You are responsible for your own litter.

The carry of, and use of, any firearm is prohibited on any part of the property.

Tape, nails or pins may NOT be affixed to walls, windows, doors or equipment. Only items approved by the designated church representative may be used.

Chairs, tables or any other furniture may NOT be removed from the room or area unless approved by the designated church representative.

No decorations may be placed where it may present a fire hazard. Any candles used must be dripleless.

Parking is permitted in the front and back parking lots as well as the field to the north of the campus.

In the event of damage or destruction of any church property, St. Philip's UMC shall be reimbursed by the group using the facility for the full cost of repair or replacement of the damaged property.

At the conclusion of the activity:

- a) All chairs, tables, or other items shall be returned to their positions prior to your activity.
- b) All trash (including Kitchen trash) shall be picked up and placed in the dumpster to the north of the Family Life Center.
- c) Floors shall be vacuumed/swept and mopped
- d) Thermostats shall be returned to their programmed settings
- e) All lights shall be turned off (including restrooms).
- f) All doors shall be closed and securely locked.

All the above rules and policies of St. Philip's UMC shall be observed. If a key is issued by a designated church representative, it must be returned within 48 hours of the completion of the activity unless other specific arrangements have been made previously.

Any violation of these rules and conditions shall result in cancellation of the privilege to use the property of St. Philip's UMC.