

Central United Methodist Church Knoxville, Tennessee

Building Use Policy

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Revised 6-28-18
Revised 7-18-18
Revised 1-1-20*



Our Mission Statement

The mission of Central United Methodist Church is to make disciples of Jesus Christ for the transformation of the world.

Our Vision Statement

Making Christ known by extending hospitality, serving the community, and embracing ALL.

201 E. Third Avenue
Knoxville TN 37917
865/524-1659
865/524-1650 (Fax)
office@knoxcentralumc.org
knoxcentralumc.org

Building Use Policy

Information and Guidelines

Central United Methodist Church (CUMC) welcomes the use of its facilities by faith-based and community groups whose purpose is compatible with Central's mission and teachings. The following are policies which have been developed by the Board of Trustees for the safety and protection of the church, its' resources and all guests. The Board of Trustees reserves the right to make alternative decisions in unusual circumstances.

Scheduling

Events may be scheduled up to a year in advance. Groups who are already on the calendar on a regular basis and whose agreement precedes this document will be handled on an individual basis.

All approved groups will be required to sign a Building Use Agreement, and provide a certificate of liability insurance and indemnify and hold harmless Central United Methodist Church against theft, casualty losses, and personal injuries while using the facility or property; the certificate shall have a single liability of not less than \$1 million; CUMC shall be named as additional insured of said policy. Central UMC facilities cannot be used by partisan political groups or rallies or those whose purpose and image is not consistent with the Church's Social Principles and ecumenical objectives.

Fees

Usage fees will be determined by church policy and will vary based on the time and length of use (i.e. partial day, full day) and the number of rooms requested. See the chart attached. In all cases, fees are to be paid PRIOR to (or day of) use of the building.

Building Coordinator

There will be an additional fee for the Building Coordinator to open and close the building, supervise the building during the meeting/event and serve as a resource for guests. Exceptions to the Building Coordinator fee may be made for groups of 50 or less who (1) are meeting at the church during regular church business hours, and (2) who agree to station a responsible person at the outside door to admit those attending the meeting. In no case can the outside door be unlocked or propped open, nor can the person at the door admit anyone outside of the meeting attendees to the building (all others should ring the bell to inquire with the church office).

Parking

The church has three parking lots which can accommodate approximately 125 vehicles total; they are the paved North lot adjacent to the building, the paved lot East of the building on Morgan St., and the gravel lot West of the building on the corner of Third Ave. and Lamar St. The North lots is available on a first-come basis, as is on-street parking. The Morgan Street and Lamar Street lots are currently leased to the Press Room (event venue located at rear of Church); refer to lease agreement for details. From time to time, the church may choose to designate parking for outside groups when the church has other functions/services at the same time.

Tables/Chairs/Floorplan

The church has a limited number of tables and chairs. Please submit a list of needs and/or a floorplan, and a church staff person will set-up and tear-down tables and chairs. Note that we do not allow groups to set-up or break-down tables and chairs. The church can provide limited audiovisual equipment – please inquire – and otherwise bring your own. All groups must provide their own tablecloths and/or table decorations; open flame is NOT permitted (all candles must be enclosed in glass).

Food/Beverages/Catering

The church can provide a limited amount of ice free-of-charge. However, we do not provide cups, napkins, etc. Please bring your own beverages, coffee/condiments, or bottled water (a recycle bin is provided in the Fellowship Hall).

The church does NOT provide catering for meals, nor allow the kitchen to be used by groups to cook, as the kitchen is not designed as an approved catering kitchen, and is designed for church use only. We do NOT provide any plates, silverware, utensils, china or silverware, or condiments. You may bring your own food and supplies, or you may hire a licensed caterer to provide food; in no case can the kitchen be used to cook/prepare food. We do allow you or your caterer to use the counter and sink in the dish washing area, as well as the white refrigerator and microwave only (note: excludes the coffeemaker and the dishwasher); the counter must be sanitized before you leave, and all trash must be removed. You or the caterer are responsible for setting up/serving all food, cleaning up and removing all trash to the church dumpster via the emergency exit doors. Under no circumstances can left-over food, beverages, or supplies be left in the kitchen at the church.

Generally, beverages and food are allowed in all rooms, with the exception of the Sanctuary - absolutely no food or drink is permitted there. All trash must be placed in receptacles with garbage can liners. Extra care should be taken in any carpeted room, as spills may result in an additional damage fee.

Heat/Air

CUMC staff will perform all adjustments to the HVAC system if necessary. Please do NOT attempt to adjust thermostats or open windows or doors for temperature control. Some areas have ceiling fans which may be adjusted to on or off.

Trash

The group will be expected to leave the space(s) used in the same or better condition than they found it. All trash should be taken to the dumpster, located outside the back door, to the left, at the end of the building; please use the first floor emergency exit (do not cross the carpet in the Welcome Center). Cans and cardboard are recycled; a church staff person will show you where they go.

Inclement Weather

In the case of snow/ice, the church is closed on any week-day that the Knox County Schools are closed, and therefore, the church will not be available for usage on those days/evenings. In the case of snow/ice weather on weekends, Doug Johnson, Facilities Manager, must be contacted for a decision as to availability (cell 865-603-4745).

Overnight Groups

Overnight stays are NOT permitted at CUMC..

Other

Please note: Weddings and Funerals have specific policies. These will be provided as needed.

There will be no illegal drugs, alcoholic beverages, firearms, or tobacco use IN or ON church property.

Every group will be expected to leave the space(s) used in the same or better condition than they found it.

We ask that groups use only the building space that they have reserved, and respect the remainder of the church building. In addition, on occasion more than one event may be scheduled at the same time and in different locations; please be courteous about not disturbing or disrupting others.

The church office and its' supplies and equipment are not available.

WiFi is available; please inquire.

If damage occurs to the church building or property, groups will be billed for repair/maintenance.

Spaces Which May Be Reserved

The following spaces may be reserved, calendar and other church and building activities permitting:

First Floor:

- Large Fellowship Hall (with stage, piano and overhead televisions; 8' tables, 60" round tables and folding chairs as available)
- Small Fellowship Hall (8' tables, 60" round tables and folding chairs as available)
- 1 classroom/meeting rooms (8' tables and folding chairs as available)

Second Floor:

- 2 large classrooms (one with piano; 8' tables and folding chairs as available)
- 1 medium classroom (8' tables and folding chairs as available)
- 1 small classroom (table and folding chairs as available)
- Sanctuary (with sound system and three television screens; with balcony, seats 1000)

Procedure for Requesting Space

- Contact the church office regarding availability of time and space desired.
- Complete and submit a signed Building Use Request form detailing group, purpose, time and space needed, size of group, etc.; submit to the church office at least four weeks in advance of your requested date.
- The church staff and/or Trustees will review the request and clarify any information needed prior to consideration and final approval.

Procedure to Agreement for Building Use

- An authorized member of the group must sign the Building Use Agreement as soon as possible after notification of approval; at this time the event will be considered to be confirmed on the church calendar; the group must provide the church with a certificate of liability insurance from your insurance carrier, and hold harmless Central United Methodist Church against theft, casualty losses, and personal injuries while on church property; the certificate must also name CUMC as additional insured.
- All fees must be paid prior to use of building.

Building Usage Fees

Per Day Use	Fee	Building Coordinator Charge
Classroom, each (Large, Medium, Small)	0-4 hr: \$30 5-8 hr: \$60 Each Additional Hour - \$10 per hour	\$24 minimum; or \$12 per hour per person \$60 minimum; or \$12 per hour per person \$12 per hour for each additional hour per person
Fellowship Hall	0-4 hr: \$50 5-8 hr: \$100 Each Additional Hour - \$10 per hour	\$24 minimum; or \$12 per hour per person \$60 minimum or \$12 per hour per person \$12 per hour for each additional hour per person
Small Fellowship Hall	0-4 hr: \$35 5-8 hr: \$70 Each Additional Hour - \$10 per hour	\$24 minimum; or \$12 per hour per person \$60 minimum; or \$12 per hour per person \$12 per hour for each additional hour per person
Kitchen – Requires permission of Trustees	Limited Use: \$25 for 4 hours of (Counters, ice, sinks, refrigerators, coffeemaker) Full Use: \$50 minimum for first 2 hours; \$10 for each additional hour; \$400 per week (5 days) (Above, plus stove/oven, exhaust fans, proofer/warmer, microwave, coffeemaker, dishwasher, pots/pans, prep utensils) No charge for ice (quantity as available) Refer to CUMC Kitchen Policies posted in the kitchen. Note: Not available for use – coffee, coffee filters, food supplies, dishes, eating utensils, any disposable plates, napkins, plastic ware, china, glassware	
Sanctuary	Up to 8 hours: \$300 Each Additional Hour - \$40 per hour Only designated church staff and/or church members may operate the sound system. Please inquire about fees.	\$12 per hour per person
Building Coordinator is required for all events	Base rate: \$12/hour Building Coordinator begins 1 hour prior to start of meeting, and lasts until all have left the building. Building Coordinator fee to be paid by group unless Building Coordinator is already on site for another reason.	

Central UMC reserves the right to rescind the privilege of use of the facilities to any person or group who is unable to abide by Central UMC policies and procedures.

If a group wishes to appeal for an exemption to any of the stated policies, a representative should appeal *in writing* to the Board of Trustees, Central UMC, 201 E. 3rd Ave., Knoxville TN 37917, or email office@knoxcentralumc.org

Policies for Specific Denomination, Government and Other Usage

1. No fee or Building Coordinator charge for Holston Conference or Knoxville District services, meetings or training events.
2. No fee or Building Coordinator charge for government sponsored community citizen forums.
3. Central agrees to serve as a voting precinct for local, state and national elections, and will accept payment per the Election Commission's policies.

Policies for Church Member Usage

	Space	Building Coordinator	Kitchen	Other
Member hosting party, shower, etc. at church and attending	No fee if less than 50; if 51 or more, 50% fee	In all cases, Building Coordinator must be present at back door. Yes, regular Building Coordinator rate per hour if must be scheduled. No fee if Building Coordinator is already scheduled and paid for by another function. No fee if church member WITH KEY CARD can unlock, stay at back door, and lock church (business days, nights or weekends).	No fee for ice, countertops, coffee, sugar/creamer. Kitchen may be used to cook following posted Kitchen Policies. Must bring all disposables (drinking cups, coffee cups, plates, napkins), serving pieces, linens, bottled water/other beverages.. Any use of china must be approved by the Kitchen Committee; fee may apply.	Must discuss room set-up, table, chair needs with Building Manager 14 or more days in advance of event. Must provide all decorations. No open flame/tapers; all candles must be enclosed in glass. No food/beverages may be left at the church. Must remove all trash to dumpster via emergency exit door (not carpeted Welcome Center).
Member of not-for-profit or community group, and hosting and attending the function	50% fee if less than 50 people; if 51 or more attending, full fee	In all cases, Building Coordinator must be present at back door. Yes, regular Building Coordinator rate per hour if must be scheduled. No fee if Building Coordinator is already scheduled and paid for by another function. No fee if church member WITH KEY CARD can unlock, stay at back door, and lock church (business days, nights or weekends).	No fee for ice, countertops, coffee, sugar/creamer. Only approved personnel may cook and use kitchen appliances; 50% kitchen fee. Must bring all disposables (drinking cups, coffee cups, plates, napkins), serving pieces, linens, bottled water/other beverages. Any use of china must be approved by the Kitchen Committee; fee may apply.	Must discuss room set-up, table, chair needs with Building Manager 14 or more days in advance of event. Must provide all decorations. No open flame/tapers; all candles must be enclosed in glass. No food may be left at the church. Must remove all trash to dumpster via emergency exit door (not carpeted Welcome Center).
Member of not-for-profit or community group and NOT attending function at church	Full fee	Full fee	Full fee; all other policies apply	All policies apply.
Member requesting to borrow tables or folding chairs for out-of- building PERSONAL party/ function				Depending upon number and type requested and if available, no fee; Building Manager makes final approval; must pick up day-of or day before and return day-of or day after. If damages occur, a replacement fee may be required; the Building Manager will make the final decision.
Member requesting to borrow tables or folding chairs for out-of-building business or not-for profit function				Not available

<p>Member requesting to borrow linens for out-of-building PERSONAL party/function</p>				<p>Depending upon number and type requested and if available, no fee; must pick up day of or day before, launder/clean/iron and hang linens on same plastic hangers, and return within three days.</p> <p>If stains and damages occur, a replacement fee may be required; the Kitchen Committee will make the final decision.</p>
<p>Member requesting to borrow linens for out-of-building business or not-for-profit function</p>				<p>Not available</p>