



Lampasas Methodist CHURCH

General Building Use Policy

(non-fee rentals)

2 Alexander Lane

Lampasas, Texas 76550

512 556 5513

Office@LampasasMethodist.com / www.LampasasMethodist.com

Adopted date -

We are pleased that you have chosen Lampasas Methodist Church for your event. Please read the following information carefully.

In consultation with the Pastor, the Administrative Director will confirm ALL reservations for using the Sanctuary, Wesley Fellowship Center, or any other part of the church facility. It is important that the date and time be scheduled well in advance. Please note that the seating capacity for the Sanctuary and dining in the Wesley Fellowship Center is approximately 300 persons.

Any worship services of any kind must have the prior approval of the Senior Pastor of Lampasas Methodist Church.

The audio and visual equipment in the Wesley Fellowship Hall can only be operated by the church audio and visual technician (see the schedule of fees for the rental of a technician).

The church special events coordinator will determine temperature control/adjustment.

No valuables, such as dresses, wraps, purses, wallets, silver, glassware, etc., should be left unattended.

Illicit drugs, alcoholic beverages, smoking, and/or tobacco use are prohibited anywhere in the church.

NO rental fees will be imposed upon any official and program arm of Lampasas Methodist Church. This applies to the Lampasas Methodist Men, Lampasas Methodist youth, Vacation Bible School, Venture Crew, Boy Scouts, Girl Scouts, Emmaus, CAPS, Disciple Bible Study, etc. However, reservations for use shall be made and approved by the Administrative Director in consultation with the Pastor. (The Church Administrative Council, in consultation with the Pastor, shall have final authority to define and approve any "program arm" of the Church.)

BUILDING USE OPTIONS

- ❖ **Bridal Room** - This room has been donated for free use.
- ❖ **Original Fellowship Hall** - This includes the Original Fellowship Hall, original kitchen, and bathrooms.
- ❖ **Classrooms** - This includes any room in the Education Wing or Wesley Fellowship Center.

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- ❖ **Wesley Fellowship Hall Only** - This includes the Wesley Fellowship Hall, bathrooms, and use of the Bridal Room.
- ❖ **Sanctuary Only** - This includes the Sanctuary, bathrooms, original kitchen, and use of the Bridal Room.
- ❖ **Wesley Fellowship Center** - This includes the Wesley Fellowship Hall, bathrooms, kitchen, Prayer Chapel, and use of the Bridal Room.
- ❖ **Sanctuary and Education Wing** - This includes the Sanctuary, bathrooms, original kitchen, rooms in the education wing, and use of the Bridal Room *if needed*.
- ❖ **Entire Facility** – This includes everything listed above.

FEE SCHEDULE FOR ADDITIONAL NEEDS

Audio and Visual Technicians - \$25/ hour, 4-hour minimum

Musician - Payment is at the discretion of the musician.

REQUIREMENTS FOR CHURCH FACILITY USE (NON-FEED RENTALS)

Please meet all these requirements before, during, and after building usage.

Before decoration and/or set-up:

- Take photos of the space used to ensure proper clean up and that all chairs, tables, etc., are returned where they go.

Decorating and/or set-up:

- If all the tables or chairs are unused, they must be carefully stored in the proper area. Any moved furniture must be returned to its proper place afterward.
- No decorations are to be placed on the walls. Exceptions may be made with the prior approval of the church staff. No tacks, pins, nails, scotch tape, or glue should be used to decorate decorations. If any wall hangings are removed, they must be returned to their original place.
- If candles are used on tables, they must be in a container – not free-standing. Candles used in the Sanctuary must be NO DRIP.

Clean-up:

- At the end of the event, all table decorations must be removed, and the room left in order.
- The kitchen may be used **ONLY** for serving light refreshments. **NO COOKING** is allowed. The kitchen must be left in order, with the countertops cleared and the trash removed.
- Dishes, silverware, dish towels, coffee pot, and any other utensils belonging to the church are not to be used except with permission.
- Wipe down all used countertops and tables with cleaning supplies found in the Original and Wesley Fellowship Hall kitchen.
- Sweep floors if necessary. Brooms can be found in the Original and Wesley Fellowship Hall kitchen. Mopping is not required; however, all spills must be cleaned up.
- After discarding all trash, roll trashcans or haul trash (via truck bed) to the dumpster located in the northeast parking lot (bus parking lot.)

All non-fee renters must leave the church facility after an event as it was found or will be subject to paying a custodial fee.

It is expected that all church groups should exhibit proper Christian stewardship with respect to the building, utilities, and cleanliness.

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DAMAGE/CLEANING FEE

After the event, the following fees will not be charged if there are no damages, all requirements above are adhered to, no additional cleaning is required, or if there are no additional audio and visual technician or musician fees due (if applicable). If damages do occur and the requirements listed above are not adhered to, the responsible party is expected to pay a damage/cleaning fee. The church special events coordinator, senior pastor, and custodian will determine if there are any damages or additional cleaning needs. The damage and cleaning fees are as follows:

Classrooms (Including Bridal Room) - \$15 per room.

Original Fellowship Hall - \$50

Wesley Fellowship Hall Only - \$150

Sanctuary Only - \$150

Wesley Fellowship Center - \$350

Sanctuary and Education Wing - \$350

Entire Facility - \$650

Custodial Fees

\$15 per room for Classrooms (including Bridal Room)

\$100 for Sanctuary Only and Wesley Fellowship Hall Only

\$150 for Sanctuary and Education Wing and Wesley Fellowship Center.

\$200 for Entire Facility

KEY USAGE

If signed out a key by the Administrative Director, it is understood that the key holder is responsible for promptly locking all used doors after building usage. All keys should be returned within three business days after said event ends.

EXCEPTIONS

This policy has been approved by and is a requirement of the Board of Trustees of the Lampasas Methodist Church. Any requested exceptions to this policy require the prior approval of the church's Senior Pastor and the Board of Trustees.

I have read the Building Use Policy of Lampasas Methodist Church, Lampasas, Texas. I agree with and understand the policies and procedures as stated herein.

I further acknowledge, understand, and will not hold Lampasas Methodist Church, Lampasas, Texas, the pastor, staff, or the members responsible for any injuries or loss of property while on church premises.

Signature of Responsible Party

Date

Signature of Special Events Coordinator

Date

Signature of Pastor

Date

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FACILITY USE REQUEST

Please complete this form and return it to the church office.

Name of Group: _____

Number Attending: _____

Contact Person: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Mailing Address: _____

Email Address: _____

Which building use option do you intend on using:

(Check which schedule applies)

Classroom(s)____ Original Fellowship Hall____

Wesley Fellowship Hall Only____ Sanctuary Only____ Wesley Fellowship Center____

Sanctuary & Education Wing____ Entire Facility____

Date(s) Requested: _____

Time(s) Requested: From _____ To _____

What is the Purpose of Your Meeting?

Will you need audio and visual equipment? _____ Yes _____ No

Do you need a musician to accompany your event? _____ Yes _____ No

Do you need to set up the day before? _____ Yes _____ No