



Lampasas Methodist CHURCH

General Building Use Policy

(non-wedding)

2 Alexander Lane

Lampasas, Texas 76550

512 556 5513

Office@LampasasMethodist.com / www.LampasasMethodist.com

Adopted date - July 12, 2016

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. The date and time must 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.

The appropriate fees and deposits are determined at the time of the reservation. Twenty-five percent (25%) of the building use fee must be paid at the time of reservation to guarantee the date requested. The balance of the building use fees and any required deposit, plus the completed information sheet, will be due four (4) weeks prior to the event. If the proposed event is to take place prior to the 4-week period, all fees and deposits are due at the time of reservation. All fees and payments will be refunded if the event is canceled, and the church is notified at least two (2) weeks before the event.

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, or glassware should be left unattended.

SANCTUARY AND CHURCH FACILITY USE

1. Illicit drugs, alcoholic beverages, smoking, and/or tobacco use are prohibited anywhere in the Church.
2. 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.
3. 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 candles are used on tables, they must be in a container – not free-standing. Candles used in the Sanctuary must be NO DRIP.

4. If any wall hangings are removed, they must be returned to their original place.
5. At the end of the event, all table decorations must be removed, and the room left in order.
6. 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.
7. Dishes, silverware, dish towels, coffee pot, and any other utensils belonging to the church are not to be used except with permission.
8. It is expected that all church groups should exhibit proper Christian stewardship with respect to the building, utilities, and cleanliness.

FEES AND DEPOSITS

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 Secretary in consultation with the Pastor. It is expected that all church groups should exhibit proper Christian stewardship with respect to the building, utilities, and cleanliness. (The Church Administrative Council, in consultation with the Pastor, shall have final authority to define and approve any “program arm” of the Church.) Note: All fees are to offset the cost of the building and utilities expenses and custodial fees.

For this Building Use Policy, a “member” is anyone who has officially joined the Lampasas Methodist Church at least six months before making a building use reservation.

The following Fee Schedule will be used for Non-Members for private use events:

Bridal Room - \$0

- This room has been donated for free use.

Original Fellowship Hall - \$100

- This includes the Original Fellowship Hall, original kitchen, and bathrooms.

Classrooms - \$20/hour per room (or at the discretion of the Trustees)

- This includes any room in the Education Wing or Wesley Fellowship Center. This fee schedule only applies to the ‘Wesley Fellowship Hall Only’ and ‘Sanctuary Only’ and fee schedules.

Wesley Fellowship Hall Only - \$200

- This includes the Wesley Fellowship Hall, bathrooms, and free use of the Bridal Room.

Sanctuary Only - \$200

- This includes the Sanctuary, bathrooms, original kitchen, and free use of the Bridal Room.

Wesley Fellowship Center - \$400

- This includes the Wesley Fellowship Hall, bathrooms, kitchen, Prayer Chapel, and free use of the Bridal Room.

Sanctuary and Education Wing - \$400

- This includes the Sanctuary, bathrooms, original kitchen, rooms in the education wing, and free use of the Bridal Room *if needed*.

Entire Facility - \$800

- This includes everything listed above.

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

Musician - Payment is at the discretion of the musician.

Members reserving the facility for private use events will receive a 25% discount on required fees, excluding the audio and visual technician and custodial fee. Members will not be charged for using the Original Fellowship Hall and Original Fellowship Hall kitchen. *Please refer to the descriptions of each fee schedule in the fee schedules listed for non-members.* Below are the adjusted member fee rates:

Bridal Room - \$0

Original Fellowship - \$0

Classrooms - \$15/hour per requested room

Wesley Fellowship Hall Only - \$150

Sanctuary Only - \$150

Wesley Fellowship Center - \$300

Sanctuary and Education Wing - \$300

Entire Facility - \$600

As defined by the Pastor and Board of Trustees, events for nonprofits, government entities, and charitable organizations will receive a 60% discount on required fees. Deposits will still be required.

DAMAGE/CLEANING DEPOSIT

In addition to the fees listed above, a deposit will be required in advance to cover any potential damages and cleaning. After the event, the deposit will be refunded if there are no damages, no additional cleaning is required, or if there are no additional audio and visual technician fees due (if applicable). The general expectation is that all decorations will be removed, any moved furniture will be returned to its original place, all trash will be picked up and removed, tables and countertops will be cleaned, sweeping will be done as necessary, and the facility will be left neat and orderly. The church special events coordinator will determine if there are any damages or need for additional cleaning.

Damage/Cleaning Deposit schedule:

Classrooms - \$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.’ *(Or at the discretion of the Trustees)*
- \$100 for ‘Sanctuary Only’ and ‘Wesley Fellowship Hall Only.’
- \$150 for ‘Sanctuary and Education Wing’ and ‘Wesley Fellowship Center.’
- \$200 for ‘Entire Facility.’

LMC General Use Policy

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: _____

Building use option:

(Check which one your party intends to use)

Classroom(s)____ If yes, number of classrooms____ 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

For Office Use Only

Total Fee: \$ _____

25% Deposit: \$ _____

Date Paid: _____

Damage/Cleaning Deposit: \$ _____

Balance of \$ _____ due on or before _____

Date Balance Paid: _____