

## **BUILDING USE POLICIES AND FEE SCHEDULE**

Lakewood United Methodist Church  
1922 Topf Road ♦ North Little Rock, AR 72116  
501-753-6186 ♦ Fax 501-753-9009  
Office Hours: 8:30-4:30 Monday – Thursday ♦ 8:30-2:00 Friday

All procedures shall be in keeping with the current Book of Discipline of The United Methodist Church and in compliance with Lakewood United Methodist Church's (LUMC) insurance coverage. Policy changes or additions, which may become necessary from time to time, after having been approved by the Board of Stewards, will be recorded in the master Policy file located in the church office and church library.

### **Part A: Purpose**

The building and property of LUMC shall be used for:

- Worship, fellowship, and education of the congregation;
- Connectional ministries of the United Methodist Church;
- Worthwhile services to the community;
- Other uses as approved by LUMC staff; and,
- In extraordinary circumstances including fire, flood, or any civil or natural calamity. The facilities of LUMC will be available for the ministry of compassion to all in need.

### **Part B: Permission for Building Use**

- A **Building Use Form, Hold Harmless Agreement, and all other applicable forms** must be completed and submitted to the church office at least one (1) week prior to the event. This will include detailed information about the requesting individual and/or group, the event, the responsible party, and all requested services and/or equipment.
- All requests will be reviewed on a case-by-case basis during the Staff Meeting each Monday. If approved, the event will be entered on the church calendar and a LUMC host/hostess will be assigned to assist outside groups.
- All groups and individuals using LUMC facilities must adhere to all parts of this policy as outline herein, as well as all federal, state and local laws and regulations.
- All groups and individuals will complete a Post-event Check-out & Damage Report Form with a staff member or assigned host/hostess.
- Violation of rules or misuse of or damages to church property will result in revocation of future building use privileges and/or forfeiture of deposit.

### **Part C: Guidelines for Building Use**

#### **General**

- An LUMC host or hostess will be designated to assist building users during their event.
- Each group must designate a representative who will coordinate with the LUMC host/hostess or staff in advance of the event and be responsible for:
  - Custody of a key, unlocking, and relocking doors in the area of the event.
  - Regulating thermostats for heating and cooling, according to instructions.
  - General clean-up, removal of any decorations placed for the event, and ensuring room is in the same condition as at the beginning of the event.
  - Accounting for any damages to the facility.

- Any request or situation not specifically expressed within this policy will be subject to approval of the LUMC staff.

### **Restrictions/Limitations**

- Tobacco, alcohol, illegal substances, weapons, and anything that would detract from a Christian atmosphere are strictly prohibited.
- Furniture and equipment must be moved by LUMC staff only. Contact the custodial staff for arrangements.
- Flyers and other signage may only be posted with the guidance of the LUMC staff.
- Kitchen use is limited and covered under the “Kitchen/Food Service” section of this policy.
- Food service is limited to certain areas as designated in the “Kitchen/Food Service” section of this policy.

### **Parking**

- Groups are to consult with their assigned host/hostess for parking arrangements.

### **Custodial Services**

- If you happen to have special needs such as set-up of tables, chairs, etc. those are to be made no later than 7 days prior to arrival, and we will try to accommodate.
- Set-up and takedown of furniture and equipment must only be done by the church staff. **Building users are not to move furniture or equipment without express consent of the custodial staff.**
- **The facility must be left ready for its next scheduled use.**
- A custodian is usually available in the building Monday through Thursday, 8:30 am - 4:30 pm, and Friday 8:30 am - 2:00 pm. If custodial service is needed outside regular working hours, extra fees may apply as set forth in “Part D: Fee Schedule”.

### **Kitchen/Food Service**

- Requests for Kitchen/Food Services, including use of dishes, utensils, etc., are to be submitted on a Kitchen Service Request Form.
- Food/beverage service is restricted to designated areas which include Gibson Hall, Wesley Hall, W1, W2, Sunday School classrooms, the Whistle Stop Café in the Faith TraX area, and certain portions of the Youth Area.
- Groups may use the kitchen facilities for beverage service, food storage, refrigerators and microwaves. More info on Page 6.
- Cooking and/or food preparation is only allowed for official church groups under staff supervision.
- Kitchen users must follow all posted instructions for use of kitchen equipment.
- Food placed in refrigerators/freezers must be disposed of at time of departure.

### **Supervision of Minors**

- ***Minors are not allowed to roam free in the buildings or on the grounds.***
- Groups must provide the church with a written plan on how minors will be supervised.
- All supervision must be consistent with the LUMC Safe Sanctuary Church Policy.
- Depending on the circumstances, the group may be asked to supply additional information, such as written permission from parents/guardians, medical and insurance information, etc.

### **Youth Area**

- Reservations for the Youth Area must be approved by the Youth Minister.
- Youth in grades 7-12 are not allowed in the Youth Area without an adult chaperone.
- No food or drink is allowed in the game room section of the Youth Area.
- The area must be returned to pre-event condition.
- Some portions of the Youth Area may be restricted during an event.

- If your group is assigned to another area/room of the church there may be specifications that go along with that area/room and you will be given those specifications.

### **Part D: Fee Schedule**

#### **Deposits/Fees:**

- There is a \$3/person per night suggested fee. This can be negotiable.
- Damage and cleanup deposit
  - **\$200**
- A key deposit is required for the issuance of any facility key(s) and will be refunded upon return of the keys to the office and all other required fees have been paid.
- A damage deposit is required for the use of any LUMC facility and may be fully or partially refunded in accordance with “Part E: Post-Event Procedures” section of this policy.

### **Part E: Post-Event Procedures**

- All groups and individuals will complete a Post-event Check-out & Damage Report Form with a staff member or assigned host/hostess.
- After an event, the room must be returned to pre-event conditions to be ready for the next scheduled event.
- Removal of decorations and general clean-up (including food, dishes, and trash) are the responsibility of the user.
- Returning furnishings to the original position will be completed or supervised by the custodial staff.
- Keys must be returned promptly to the church office following event (or last day of use).
- The reserving individual/group is responsible for damage done to any church property, equipment, furnishings, etc. The **\$200** damage and cleanup deposit will be used to repair or replace damaged items.
- Damages will be described on the Post-event Check-out & Damage Report Form and will include written estimates for any outside service to correct damages. In the event that the damages exceed **\$200**, an itemized bill will be presented for payment of damages.
- Submit agreed upon payment for your group’s stay to host/ess. Checks need to be made out to LUMC.
- The above listed fees may be waived or modified at the discretion of the LUMC staff.

**Acknowledgements**

**(This must be filled out and submitted at least 1 week prior to arrival)**

I have read and received a copy of the above Building Use Policy and agree to comply with the rules set forth within.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

I have been issued \_\_\_\_\_ key(s) to the LUMC facility to be used for the duration of the scheduled event, and I agree to return key(s) promptly upon completion of the scheduled event or upon request by the LUMC staff. Initial below if you are to receive the key(s) from a host/ess upon arrival.

\_\_\_\_\_ (initial if not applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

# BUILDING USE REQUEST FORM

**(Reservations are not finalized until this form and the deposit are received.)**

Lakewood United Methodist Church

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501-753-6186 ♦ Fax 501-753-9009 Office Hours: 8:30-4:30 Monday – Thursday ♦ 8:30-2:00 Friday

Organization \_\_\_\_\_

Nature/Purpose of Organization \_\_\_\_\_

For Profit    Not-for-profit    Non-profit    Public Entity

Contact Person (Responsible Party) \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

Sponsoring LUMC Member \_\_\_\_\_

Event Name \_\_\_\_\_

Nature of Event \_\_\_\_\_

Room(s) Requested \_\_\_\_\_

Event Date \_\_\_\_\_ Event Begin Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Set-up Time \_\_\_\_\_ Take-down Time \_\_\_\_\_

Frequency of Event    One-time    Weekly    Monthly    Other \_\_\_\_\_

Number of attendees \_\_\_\_\_

Special Event Requirements:    Custodial Service (room set-up/take-down)

Food Service

A/V Service

Child Care Service

Additional Information \_\_\_\_\_

## Office Use Only

Host/Hostess Assigned \_\_\_\_\_

Host/Hostess Phone # \_\_\_\_\_

Keys Issued \_\_\_\_\_

Departmental Approval \_\_\_\_\_

Staff Meeting Approval \_\_\_\_\_

**There are tables and chairs in the YOUth Area as well as a refrigerator and one microwave. Depending on the time of year, there is another refrigerator, microwave, tables and chairs across from the YOUth Area in a mini kitchen that may be available. If that is not sufficient for your group, you will need to fill out the following form and return it with the other forms.**

### **KITCHEN/FOOD SERVICE REQUEST FORM**

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Event Name \_\_\_\_\_

Organization \_\_\_\_\_

Contact Person (Responsible Party) \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Room(s) Requested \_\_\_\_\_

Event Date \_\_\_\_\_ Event Begin Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Set-up Time \_\_\_\_\_ Take-down Time \_\_\_\_\_

Frequency of Event  One-time  Weekly  Monthly  Other \_\_\_\_\_

Requested Kitchen Use: Full Meal Prep  Food Storage/Warming   
Beverage Service Only

**This copy is to be turned in or left behind for the host/ess. Check with the host/ess on which is preferred.**

**You may print it up, or can be given one when checking in.**

### **DAMAGE REPORT FORM**

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Date of Report \_\_\_\_\_ Event Date \_\_\_\_\_

Event Name \_\_\_\_\_

Organization \_\_\_\_\_

Contact Person (Responsible Party) \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Room(s) Used \_\_\_\_\_

Were all LUMC policies adhered to? \_\_\_\_\_

If not, describe violations (attach additional sheets, if needed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Were keys returned? \_\_\_\_\_

Did damage occur to LUMC property? \_\_\_\_\_

If so, indicate areas/items damaged (attach additional sheets, if needed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give detailed description of damages to each area/item (attach additional sheets, if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Itemized estimated cost of damages (attach additional sheets, if needed)\*:

_____	_____
_____	_____
_____	_____
_____	_____

***\*Written estimates for damage repair/replacement must be attached.***

Total Estimated Cost of Damages \_\_\_\_\_

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date