

St. Andrew's UMC Building Use Policy

Please keep these guidelines to reference while using the facilities. The last page must be signed and returned to the church staff to complete your reservation. Your building and room will be unlocked by church staff. If your building is not unlocked or you experience any problems, please contact the church staff. Church office: 689-6849 Monday - Friday 9:00 am - 5:00pm

The buildings and properties of St. Andrew's United Methodist Church of Brandon are held in trust by the members of St. Andrew's United Methodist Church as a place of worship, Christian education, outreach, and service. These properties are to be used primarily for our local church ministries. However, we recognize our ministry to members of our community is enhanced through the use of our facility. Therefore, it is our intent to make these properties available to outside non-profit groups that request to use our facility for a purpose consistent with our goals and guidelines set forth by the Board of Trustees, our Conference, and the Discipline of the United Methodist Church. Our church properties are a gift, to be used consistent with our church motto: Loving Christ, Serving Others, Making a Difference!

1. Procedures for Scheduling Buildings or Equipment

- a. Contact church office at least 60 days prior to event
- b. Complete "Facility Request" form, including "waiver and release of liability."
- c. Staff person responsible for scheduling buildings is Nikole Segale at 689-6849 x222.
- d. Final decisions about use of facilities and any exceptions to this policy are the responsibility of the St. Andrew's UMC, Board of Trustees

2. Use of Church Buildings by Non-church Groups

- a. Buildings and facilities of St. Andrew's UMC are available to outside non-profit groups at the discretion of the Board of Trustees. No for-profit groups shall use our buildings and facilities.
- b. All non-church groups must provide certificates of insurance naming St. Andrew's United Methodist Church, Brandon, Florida, as additional insured and listing the names of the responsible parties using the church facilities.
- c. All non-church groups must sign "waiver and release of liability" agreement before using church facilities or vehicles.
- d. Donations/Usage Fees are collected to offset utility and cleaning expenses incurred in the use of the buildings or facilities. Suggested donations/usage fees are based on the size of the room or facility used and the amount of time the group uses the room or facility. See separate fee schedule and Building Use Guidelines attached.
(these include emergency procedures, room set up, use of kitchen, sound equipment, keys and locking and unlocking of buildings, furnishings, lights and HVAC use, cleaning responsibilities of group, food and drink in facilities, alcohol and smoking, parking, accident reports and other items related to specific rooms or buildings)
- e. St. Andrew's sponsored groups shall get first priority in scheduling.

3. Definitions of Church Sponsored and Non-church Groups

- a. Church Sponsored groups are groups that are direct ministries of St. Andrew's UMC, or are affiliated groups that have representation on the Church Council of St. Andrew's UMC.
- b. Non-Church groups are non-profit groups not related to the ministries of St. Andrew's UMC, or an individual, requesting the use of church facilities.

4. **Damage and Insurance:** All groups must conduct themselves and their activities in a safe and responsible manner. Any and all damage to church property shall be paid for and is the sole responsibility of the group using the facility at the time the damage occurred. Non-United Methodist groups must provide evidence of adequate liability insurance coverage and upon request, shall provide certificates of insurance naming St. Andrew's United Methodist Church, Brandon, Florida, as additional insured and listing the names of the responsible parties using the church facilities.

5. **Groups of children and Youth:** All youth activities shall be supervised by an adult at all times before, during, and after the scheduled activity. Adult to group ratios must be consistent with Florida law. Proof of adequate adult supervision must be shown prior to the scheduled event.

Building Use Guidelines Consent Form

Emergencies: As always, in an emergency call 911. The church is located at 3315 Bryan Road, and is on the northeast corner of Bloomingdale and Bryan Road intersection, First Aid Kits are available in each building. Please return them to their original location.

Room Guidelines: For all rooms, it is the responsibility of the group leader to cancel the room request if room is not needed and notifying the office staff of any changes, especially the time the meeting will end. You may use only the room you are assigned to, not another one just because it is empty.

Sanctuary - No food or drink is allowed in the sanctuary.

Children's Center - Diapers and trash must be taken to the outside dumpster .

Powell Hall - Trash must be tied up and can be left outside the classroom. If the trash can is full, please take the trash to the outside dumpster located at the rear of the property near the Family Life Center.

Family Life Center -

Kitchen: Do not leave food in the refrigerator thinking someone else can use it. When you bring food in, take it all out when you leave. Empty coffee grounds and rinse coffee pots. If any appliances other than the coffee makers are being used, a Kitchen Coordinator must be present to supervise. Linens, china, glassware, and silverware are not to be used by Outside Group events.

Sound Equipment: Sound equipment must be operated by a trained member of the St. Andrew's Media Team. If stage equipment is used, it must be returned to its original state and place.

North Doors of Family Life Center: Groups using the Family Life Center on Saturday should use the North doors for an emergency exit only. These doors are difficult to lock and could be inadvertently left unlocked.

Keys: Any keys/keycards issued (for after-hours events) must be returned to the Trustee's via the church office no later than one week after the event. Failure to return key could result in the loss of building use privileges.

Unattended Children and Youth: There will be no unsupervised children or youth (ages 17 and younger) in the buildings or outside the buildings at any time. This includes before, during, and after scheduled meeting times. Only preschool-aged children are allowed on the playground and must have an adult present. Children over the age of 6 are not allowed on the playground.

Trash: All groups must put their trash in the trash can provided in the room. This includes paper, food, drink, craft material, etc. If you have drinks or food in the trash please take the trash to the dumpster by the garage. Extra bags are in the bottom of the trash can. All diapers should be tied in a separate bag and taken to the outside dumpster.

Dry Erase Boards: Groups may use the dry erase boards and they must provide their own dry erase markers. Please be sure you use only dry erase markers and erase the board when finished.

Tables and Chairs: Please do not drag the tables across the floor!
Tables should remain in the room in which they are used. If they are moved, you must return them to the original room. You may adjust the height on tables as needed, but they must be returned to original height at the end of use. Chairs should remain in the room where they are stored. If they are moved, you must return them to their original room. **When you leave, the room must be set up according to the chart posted on the wall near the light switch, or for rooms without the diagram, please leave as it was when you entered.**

Lights: Turn off lights when you leave the room.

Air Conditioners and Windows: Air conditioners need to be set on 78 degrees cool when rooms are unoccupied. All windows must be closed and locked.

Time Out of Building: All activities will end by 9:30 pm, unless a staff member is present and accepts responsibility for securing the facility. If your meeting is scheduled to end before 9:30 you need to be out at your scheduled time. Our cleaning service team makes the cleaning and lock up schedule from the computer schedule so all groups must adhere to meeting times.

Food and Drink: Food and drinks are allowed, however, groups are responsible for the immediate clean up of any spills.

Spills, Carpet Care, and Cleaning Supplies: Groups are responsible for the clean-up of any spills. This includes prompt clean-up of spills on the carpet. Cleaning supplies are located for your convenience in these areas:

Sanctuary - in the closet inside the men's restroom,

Children's Center - in the closet by the Preschool workroom and girl's restroom,

Family Life Center - in the corner of the dishwashing room.

Disciples' Hall – 1st floor, janitorial closet next to men's restroom.

Powell Hall - closet next to girls' restroom.

If there is a spill that occurs that cannot be cleaned up without assistance, please promptly call the church office. Leave a message if it is after hours.

Kitchen and Barbecue Areas: The kitchen, barbecue area, equipment and supplies may not be used without approval. The request for these facilities must be made at the time of your building use request. Any group using the kitchen must leave the space clean, Cleaning supplies are located in the kitchen.

Smoking and Alcohol: The only smoking area is at the barbecue pit area. Urns are provided at the doors to church buildings for extinguishing smoking material before entering. Do not smoke outside the buildings at any time. Alcoholic beverages are never allowed on St. Andrew's property.

Report of Conditions: Please report problems or unsatisfactory conditions to a staff member. Please call 689-6849 x222 to report any problems encountered during your meeting prior to leaving the facility. Failure to report such problems or conditions could result in the loss of building use privileges.

Parking: Park only in designated areas. Do not park along the east and west sides of the FLC. These areas are for loading and unloading ONLY. There is no parking at the State Farm offices located on Bryan Road. Overflow parking is available during non-business hours next door at Grow Financial.

Accident reports: In the event that someone is hurt during a function (no matter how small the injury), please contact the church office immediately and fill out the proper incident forms. In the case the office is closed, please make contact the following morning.

Consent of these rules: A use of St. Andrew's facilities implies that a group will comply with all rules and policies governing their use. If at any time those rules and policies are not followed, use of the facilities will be terminated. Once building use privileges have been terminated, the only appeal will be at a meeting with the Board of Trustees

