

Kennewick First United Methodist Church Building Use Policies

1. Please note that there are video surveillance cameras located throughout the church for security purposes. It is your responsibility to let your group know that they will be recorded.
2. Use of alcoholic beverages or drugs of any kind is not permitted in church buildings. Smoking is not permitted in any part of the church building.
3. Reservations may be made up to 12 months in advance of event date. All applicants must be at least 18 years of age and be present for the entire event. The person signing the facility use form will be considered the responsible party for any issues during the event. All minors must have adequate adult supervision.
4. When booking the event, include enough time for set-up, clean-up and take-down. The event may occupy the facility only during the times listed on the facility use form.
5. The breezeway is for loading and unloading purposes only. Please do not leave vehicles parked at the yellow curb.
6. Be aware that there may be simultaneous rentals at any given time. Only those rooms specified on the facility use form will be available for event use. The sanctuary and youth chapel are strictly off-limits unless special permission is obtained from the church office.
7. You must make explicit arrangements in the church office for use of the kitchen. You may not use the kitchen facilities without arranging for permission in advance. You will be instructed to meet with a church representative to learn about the equipment.
It is your responsibility to assure compliance with all food service arrangements with the Benton-Franklin Health Department.
8. If you only need one microphone/PA system, please request one at no expense to you. If you need a more elaborate sound system, there is a charge for having our sound technician set it up and operate it for you. Use of a sound system may necessitate an exclusive building rental.
9. Room(s) must be reset to their original condition. Wash tables, and counters; vacuum or sweep floors; and take trash to outside dumpster (in the parking lot by the garage).

10. The person in charge will be responsible to see that all lights are shut-off and the doors to the outside are securely closed when the last person of the group leaves the building.
11. If the church office is closed when you leave, then drop the building key into the office mail box (located on the front porch).
12. Our church insurance policy does not provide personal injury or property damage coverage for non-Kennewick First UMC groups or organizations using church facilities. Therefore, evidence of insurance coverage for your group while using our facilities is required. Additionally, incorporated non-profit groups must provide written proof of Federal 501-C3 non-profit status.
13. The damage deposit is 100% refundable provided the following conditions are met:
 - a. The facility is left in a clean and orderly condition.
 - b. Use of the facility does not exceed the scheduled time.
 - c. All equipment is accounted for and undamaged.
 - d. Damage to the facility or its contents has not occurred.If the above conditions are not met, an appropriate fee will be deducted from the damage deposit. If the cost of cleaning and/or repair of the facility exceed the amount of the damage deposit, the rental group will be billed for those additional costs. Needed repairs will be billed at the full replacement cost incurred, including labor charges.
14. All rentals are subject to the Administrative Board approval. Kennewick First UMC reserves the right to deny any facility use request. Applications are final when signed and required fees are paid.
15. All event cancellations must be made in writing. The damage deposit will be refunded in full if cancelled prior to the event.
Requests to change the time or date of an event will be accepted in writing.
Approval for the change is subject to facility and staff availability.

Kennewick First UMC, acting in good faith may (under certain conditions) open the facility late, close early, or cancel the event in circumstances where the facility becomes unsafe for the intended use or to the public. Such circumstances may include, but are not limited to, natural disasters, inclement weather, environmental hazards, civil disturbances, emergency circumstances or other events affecting public health and safety. In such situations, fees shall be refunded or the event rescheduled at the next available date. Kennewick First UMC will attempt to give reasonable notice of the cancellation.

Kennewick First United Methodist Church Building Use Guidelines

The church is open to the following kinds of outside groups using the building:

1. In addition to church-sponsored scout troops, scout groups led by active church members.
2. Where an active church member is hosting a group, club, or similar non-profit.
3. The Red Cross, and other groups which provide valuable service to the community.
4. School-related groups, such as, the co-op preschool, Knowledge Bowl, sports teams, especially if there is an active church member serving as liaison with the user group.
5. Musical groups that serve the community or enhance the church. (see Policy on Hosting Concerts)
6. Weddings led by pastors of other congregations which do not have facilities adequate for a particular event, providing our pastor has met with the other pastor and they have worked out a collegial relationship.
7. Partisan, political groups that support the democratic political process, providing that more than one side (both Democrats and Republicans) are considered equally should they wish to use the church building. This requires Administrative Council approval, which could take as long as sixty days.
8. Private music lessons given by church staff members, as a courtesy to them and a subsidy to their ministry.

The process shall be to 1) check with the office manager regarding the church calendar, and 2) seek Administrative Council approval where necessary. Requests needing Administrative Council approval should be made at least 60 days in advance in order for adequate time for the council to make its decision.

Fees negotiated with regular users of the church will only be enough to cover the church's cost of hosting the event, such as paying a custodian to clean up or put away tables. Long-term, regular use shall be reviewed by the Administrative Council. In the case of groups that regularly use the church, proof of adequate liability insurance shall be requested.

Kennewick First United Methodist Church Policy on Hosting Concerts

1. The concert or other activity must fit in the mission of the church. For instance:
 - a. It might provide visibility and community goodwill while promoting music in the Tri-Cities as a whole;
 - b. It might give an inspiring Christian message that enriches the faith of the congregation and others who participate.
2. The event, including rehearsals, must fit into the church calendar without interfering with other programs.
3. The event must be a win for everybody. If the church, sponsoring group, and the performers can't feel great about the event, don't do it.
4. The concert must be sponsored by a non-profit group if the church is not the prime mover on the event.
5. The financial structure must insure that the church does not lose money on the event:
 - a. It could be an arrangement where the church simply provides space for a fee of \$100 including custodian;
 - b. The church could sponsor the event with an arrangement where it receives the first \$100 plus 20% of the proceeds.
6. The event must have a "champion" in the church who believes in the program, is linked to the core mission groups (such as music, education, youth, etc.), and will ensure that everything goes smoothly. This person should be responsible to:
 - a. See that advanced publicity and ticketing is done well;
 - b. Arrange for opening and closing of the building;
 - c. Arrange for set-up and custodial care of the building;
 - d. Be present at the event to represent the church and facilitate the program;
 - e. Put things back where they were before the event.
7. The approval process is:
 - a. Check the schedule with the church office manager;
 - b. Evaluate the event in light of the church's mission with the pastor;
 - c. Identify a champion;
 - d. Come to an agreement on finances;
 - e. Final approval of event upon review from Worship Commission.