

## **University United Methodist Church Building/Facility Use Requests Process**

- Step 1:** Requestor completes “Request for Use of Building and Facilities”
- Available on UUMC website.
  - Includes “Church Building Use Guidelines”.
  - Includes Safe Sanctuary Policy
- Step 2:** Requestor submits completed Request to UUMC Office Manager a minimum of 3 weeks (21 days) prior to event or building use start date.
- Step 3:** UUMC Office Manager communicates decision to Requestor within one week of request and, if approved, sends Building Use Guidelines and Agreement populated with the terms of the agreement and any additional required paperwork.
- Step 4:** Requestor signs agreement along with additional required paperwork and returns to UUMC Office Manager with security deposit and building use fee within one week.
- UUMC Office Manager sends a copy of the executed agreement to the Requestor and files original appropriately.
  - If a recurring building use agreement, requestor will need to annually do the following:
    - Submit valid insurance certificate.
    - Submit signed Safe Sanctuary Policy, if children under 18 will be present.
- Step 5:** If it is a recurring building use request, Trustees will evaluate after a probationary period of no more than 90 days.
- Step 6:** ONE-TIME USE:
- A Trustee is designated to open, close, and inspect the facility.
    - Tour the facility to ensure it is properly cleaned and in its original condition prior to requestor’s departure.
    - Ensure all trash is placed in the dumpster.
  - The designated Trustee will report to the Office Manager within 24 hours upon inspection of facility.
  - The Office Manager will release security deposit within 24 hours of receiving authorization by designated Trustee conducting facility inspection.
- Step 7:** RECURRING USE:
- Before Building Use**
- A meeting needs to be set up with the Trustee chair or designee and the requestor to review guidelines, building use procedures, provide contact

information, and issue keys.

**During Use Term**

- A Trustee should periodically (quarterly at a minimum) inspect the facility

**Upon Termination of Building Use**

- A designated Trustee will report to the Office Manager within 24 hours upon inspection of facility.
  - Tour the facility to ensure it is properly cleaned and in its original condition prior to requestor's departure.
  - Ensure all trash is placed in the dumpster.
  - Verify that all property from the requestor is removed from the premises.
  - Collect keys from requestor. If building use is more of temporary stay for a mission group Trustee designee can instruct group to leave keys in a in a secure place.
- The Office Manager will release security deposit within 24 hours of receiving authorization by designated Trustee conducting facility inspection.