

3.0 FACILITIES AND EQUIPMENT MANAGEMENT

REVISED SEPTEMBER 25, 2019

3.1 CHURCH AND CAMPUS MAP

Please see the "Church and Campus Map" located in in APPENDIX A. Check with the church office for current room assignments.

3.2 SECURING THE FACILITY

Individuals or groups using church facilities after office hours are responsible for securing the facilities as follows:

1. Lock all exterior doors.
2. Make sure that that all windows are closed and locked.
3. Make sure that all normal interior lights are turned off, including all bathrooms.

If the office area was opened:

1. Close the blinds
2. Turn off the copier
3. Lock the door

Do not attempt to adjust the Sanctuary window light, interior nightlights, or exterior lights. They are regulated automatically.

3.3 EMERGENCY PROCEDURES

Detailed instructions on how to respond to a fire alarm or threatening weather are listed in the FIRE ALARM INSTRUCTIONS and FIRE AND TORNADO PROCEDURES located in APPENDIX A.

3.4 CAMPUS FACILITIES USE POLICY

Mission of the Church. All facilities of the WFMC are reserved for use for sacred purposes only, as defined in the Book of Discipline of the Free Methodist Church - USA. WFMC may allow, at its discretion, the use of its facilities for activities not directly related to the operation of the church. Non-church related activities may be allowed when the goals of users are compatible with the church. No activity shall be conducted on church property that is incompatible with the Christian faith and the rules and doctrines of the Free Methodist Church – USA as delineated in Chapter 3 of the Book of Discipline.

As the spiritual authority of WFMC, the Senior Pastor and the Board of Administration (BOA) shall have nonappealable authority over a decision relative to whether a use is consistent with Christian theology, doctrine, and witness. Further, if an activity negatively reflects on the church's testimony to the community, then the Senior Pastor and BOA, in their sole discretion, may direct the denial of an application or cancel a calendared activity.

All persons requesting the use of any WFMC facility for any purpose must indicate by signature their full commitment to the "Constitution of the Free Methodist Church" and the "Principles of the Christian Journey" as defined in the Free Methodist Book of Discipline.

This policy applies to all members and regular attendees of the Wilmore Free Methodist Church. **Regular attendee is defined as one who participates in corporate worship and church service opportunities whenever in town and whenever possible.** It also applies to any other persons or groups as approved by the BOA or person(s) appointed by the BOA.

Safety. WFMC may deny a facility request or cancel a calendared activity if determined that there is an unreasonable level of risk of injury to persons or property. A representative of the church given supervisory authority over a use of the facilities for a given event (building host), has the inherent authority to stop said event in progress if, in his/her opinion, such action is necessary in order to protect life, health, and property.

Insurance. Users shall provide proof of insurance for the use of the facilities in an amount determined by WFMC.

Priority Use. Regular church services, programs, and activities are given priority over any person or group requesting meeting space. For non-church activities, first priority for space is given to members and regular attendees.

Public Accommodation. Church facilities are not a place of public accommodation.

Tax-Exempt Religious Nonprofit. Church facilities are designed to be used for activities and ministries that accord with the overall purposes and mission of the church. WFMC is a nonprofit religious corporation which is exempt from state and federal taxation and, therefore, will not permit non-church users to engage in activities which could cause the church to lose its nonprofit status. **The facilities are not to be used for for-profit activities, business endeavors, and personal financial enrichment.**

Weddings. WFMC deems marriage a religious institution. A wedding is a solemnization and celebration of a marriage. All weddings are subject to WFMC's marriage doctrine, which is memorialized in the Book of Discipline of Free Methodist Church – USA. For other information regarding weddings, please see the Wedding Manual, which is available in the church office and on the church website (see APPENDIX D).

Indemnification. The user(s) of WFMC facilities shall hold harmless and indemnify WFMC, its Board, officers, employees, and agents from and against any claims, demands, or causes of action whatsoever, including without limitation those arising on account of any injury or death of persons or damage to property caused by, or arising out of, or resulting from, the use of the facilities.

Medical Attention. The user(s) of WFMC facilities authorizes employees, volunteers, or persons contracted by the Church to administer first aid as they deem necessary to any participant in the activities described in their facility request. The user(s) also authorizes medical and surgical care and transportation to a medical facility or hospital for treatment necessary for the participant's well-being, at the user's expense.

Campus Facilities. The facilities include the following buildings:

- Sanctuary Building - referred to as Building A
- Discipleship Building - referred to as Building B
- Christian Ministries Center (CMC) - referred to as Building C

3.4.1 Participation

Any person, regardless of membership status, who is sponsoring a group requesting room or facility use must complete a Facility Request Form (located in APPENDIX B). The form is available in the church office and on the church website.

Sports Teams. Since the Great Hall, located in Building C, was not designed to stand up to the throwing and kicking of balls, community sports teams are generally not permitted to use the facility for high-impact games.

3.4.2 General Regulations

1. **Dress Code.** Dress must be appropriate to the occasion and must be modest.
2. No dancing, tobacco, alcohol, illegal drugs, foul language, or weapons are allowed on the Wilmore Free Methodist Church campus.
3. Unless permission is specifically granted, food and drinks will be limited to light refreshments in carpeted areas. Beverages causing permanent staining (red or grape Kool-Aid, grape juice, etc.) shall not be used.
4. During activities involving children up to grade 5, an adult/child ratio of 1:5 must be maintained at all times. For events involving youth (grades 6-12), an adult/youth ratio of 1:7 must be maintained at all times.
5. No pets or animals are allowed in any campus buildings except for service animals.
6. A person displaying inappropriate behavior or language may be asked to leave.
7. An authorized person from the church must be present during facility use, unless use occurs during regular office hours.
8. A building host/hostess will be assigned to all events not led by a regular attendee of WFMC.
9. If any clarification is required regarding these policies, the Board of Administration will have final authority.
10. Setup, teardown, and cleanup must be completed on the day of the event unless prior approval is obtained through the church office.
11. **Facility use on Saturday nights:**
 - Events that use only the Building C Great Hall or the Hospitality Room (C202) must be completed by 9:00 p.m.
 - Events that use the campus classrooms must be completed by 7:00 p.m.
 - If the user has made prior arrangements with the Facilities Care Coordinator for cleanup, then the ending time can be extended to 10:00 p.m. (Please see Wedding Manual for wedding restrictions.)
 - Due to time constraints of facility cleaning and preparation for Sunday morning activities, groups using facilities on Saturday evenings will be responsible for cleaning and restoring the facility to the standard setup arrangement.
12. **Issues specific to Building C:**
 - Athletic equipment must not be removed from the activities area.
 - Intentional kicking or throwing of balls against the walls or ceiling is prohibited.
 - Only sneakers or rubber-sole, non-marking shoes are allowed on the activities floor. Dress shoes are not allowed for recreational use. Muddy shoes must be properly cleaned prior to entering the building.
 - Hanging from the basketball rims, nets, or support system is prohibited.

3.4.3 Reservations

1. The scheduling of rooms and facilities is the responsibility of the Staff Assistant. The church reserves the right to deny any group the use of campus facilities.
2. Reservations should be made and registered through the church calendar at least two (2) weeks in advance of the date requested.
3. Reservations for groups outside the church shall be made and registered no earlier than four (4) weeks in advance of the date requested, excluding weddings (see Wedding Manual for details).

4. Any person who is sponsoring a group that is requesting use of campus facilities—regardless of membership status—must complete a FACILITY REQUEST FORM. If a group needs room setup, this must be requested on the form.
5. All facility use requests must be approved by the church office prior to use.
6. All groups are responsible for reading the Campus Facilities Use Policy and signing that they have read, understood, and will abide by these guidelines. **For those reserving the facility for the first time, a brief orientation session with the designated church representative is required at least one week prior to the event.**
7. Weddings for both regular attendees and non-attendees are governed by specific policies and require meeting with the appropriate church representative before scheduling. All wedding questions should be referred to the Wedding Manual.
8. **Sunday events.** Due to the nature of Sunday as a God-given day of worship and rest, WFMC refrains from scheduling non-worship events in our facilities and on our grounds, including but not limited to birthday parties, bridal showers, baby showers, etc.

3.4.4 Kitchens

1. Leftover food must be removed from all kitchens and food prep areas on campus unless otherwise approved by the church office. Food left in the kitchens shall be labeled with the group or individual's name and the current date.
2. All kitchens and food prep areas must be cleaned after use. The FACILITY REQUEST FORM must list the individual responsible for cleanup.
3. Please see a list of CLEANUP EXPECTATIONS and ELECTROLUX DISHWASHER INSTRUCTIONS, both located in APPENDIX A, for more details.

3.4.5 Nursery (see NURSERY GUIDELINES, located in APPENDIX D)

3.5 EQUIPMENT POLICY

No equipment may be brought into the campus facilities without prior approval of the church office.

All equipment that is lost, damaged, or destroyed due to negligence must be replaced by the individual or group who is responsible.

3.5.1 Audiovisual

If a group needs audiovisual equipment, this must be specified on the FACILITY REQUEST FORM. This does not guarantee that the request will be approved.

Audiovisual and sound equipment—such as video projectors, televisions, and sound systems—may not be removed from the buildings without prior approval.

3.5.2 Loaning of Church Property

Any loaning of equipment for off-campus use must be approved by the church office prior to usage. For church activities, only regular attendees shall be permitted to check out equipment.

Any equipment borrowed from rooms or buildings and used in other parts of the campus must be returned to its place of origin.

3.6 EVENT COST SCHEDULE (applies to Building C only)

A **Cost-of-Use Fee** will be charged for non-church functions for the Great Hall and the Hospitality Room (Room C202) to offset the costs for utilities, normal wear and tear on the building, and janitorial services. Examples of non-church functions would include birthday parties, anniversaries, special family events, seminars, community events, etc.

This fee must be paid prior to use. An access code and/or key will be assigned upon payment.

The fee schedule is as follows:

Great Hall Only:	Regular attendee leading a non-church function	- \$25/hr.
	Non-regular attendee leading a non-church function	- \$45/hr.
Hospitality Room Only:	Regular attendee	- No charge
	Non-regular attendee	- \$25/hr.

For cost-of-use fees related to weddings, see the Wedding Manual, which is available in the church office and on the church website (see APPENDIX D).

Security Deposit. Depending on the nature of the group requesting use, the church reserves the right to require a security deposit.

Cancellation of an Event. If the senior pastor or Board of Administration, or their designee, determines that a calendared event must be canceled or stopped, WFMC shall refund the cost-of-use fee to the user **unless** the applicant concealed a material fact or made a false statement on the Facility Request Form.

3.7 FACILITY ACCESS

The security of WFMC facilities is very important since it involves the protection and safety of our staff, parishioners, children, and church property. See FACILITY ACCESS AGREEMENT in APPENDIX B.