

# BUILDING USE PHILOSOPHY, POLICIES AND PROCEDURES FOR ST. LUKE'S UNITED METHODIST CHURCH

## I. PURPOSE

The St. Luke's United Methodist Church building serves as a place of worship and a center for church-related programs. The physical facilities may also serve to facilitate a wider ministry to the community. To the extent that space and time are available, St. Luke's should serve our community by making our physical facilities available for programs that will benefit the larger community.

## II. POLICY

Priorities for use:

1. **Church Programs and Activities** — Any program of the church organized by a group or member of the church. Activities may include: approved fund raising projects (see separate fund-raising policies), weddings, funerals, memorial services and receptions. Activities of groups officially chartered by St. Luke's (e.g., Boy Scouts) are also included. Fees may be charged for facility use (see fee schedules).
2. **Community Use / Non-Member / Non-Church Program sponsored** — Non-profit and non-commercial community activities that are not organized by the church (AA, Homeowner Assoc., etc.). Community activities must have open membership without limitations due to race, gender, national origin, religion, and/or physical ability. The church's non-profit status prohibits commercial endeavors or personal for-profit activities. Fees will be charged for facility use (see fee schedules).

Regulations Governing Use:

1. Return all tables, chairs, and other furnishings to the original positions after your function. A room diagram or photo is available for reference. Each group is responsible for returning rooms to the original condition before departure.
2. Report damage, breakage, or accidents of any kind to a member of the church office staff or a Church Trustee immediately (see Appendix). Damage or cleaning fees may be assessed at the Trustees discretion. Phone numbers and notification procedures are posted throughout the building.
3. Report all physical injuries to a member of the church office staff or a Church Trustee (see Appendix) immediately after attending to the injury. Phone numbers and notification procedures are posted throughout the building.
4. Smoking is not allowed in the building. Smoking is permitted outside the building. Dispose of cigarette butts in an appropriate container. Use or possession of alcohol or drugs on the property is strictly prohibited.
5. Each group using the church is responsible for turning off all lights and locking all doors and windows before leaving the building.
6. The facility closes at 10:30 p.m. All activities must be completed and cleaned up by 10:30 p.m., except by written permission from a Trustee or a member of the office staff.

7. Do not nail, staple or fasten banners, posters, or wall hangings to the interior or exterior of the building. Exceptions to this rule must be pre-approved by the church trustees through a work order.
8. The church property may not be used in any manner that creates a nuisance or hazard to the community. The Senior Minister or a church Trustee can provide guidance as needed.
9. Activities are restricted to areas contracted in the *Application for Use of St. Luke's United Methodist Church*. Use of the piano & organ, sound & video system, and nursery are by special arrangement only. Additional space for special occasions or group growth must be coordinated with the church office or trustees.
10. Parents and/or adult sponsors must be present at all times to supervise youth (under age 18) and children's activities.
11. Groups bringing food into the facility must supply their own table service, plates, cups, utensils, napkins, etc. Trash must be removed from the building and placed in the dumpster in the south parking lot. Trash piled outside the dumpster is unacceptable!
12. St. Luke's reserves the right to relocate activities in the facility to accommodate other activities. The church office will attempt to notify the group prior to their meeting. Last minute changes to meeting locations may be posted in the lobby or Narthex.

### III. PROCEDURES

**Church Program Activities** — Church program activities do not require specific approval but the church facility must be scheduled through the church office and reserved on the church calendar. In most cases, priority shall be on a first come basis. The church office staff will resolve scheduling conflicts.

1. All church activities using the facility are required to adhere to the *Regulations Governing Use*, above.
2. All other groups must sign the *Facility Use Agreement* before use.

#### **Recurring Usage by Outside Activity** —

1. Requests for ongoing usage must be requested with a *Church Usage Agreement*. Requests should include: facility space requested, identified support needs (janitor, etc.), the type and purpose of usage and specific dates and times requested. Open-ended requests may not be honored. The church office staff and the Trustees will review and approve requests.
2. Church usage will be reviewed annually by the Office Administrator and Trustees; a report will be made to the Executive Team.
3. Deposits and fees must be paid in advance to the office. Key card deposits will also be required if a key card is needed (for members and non-members).

### IV. SPECIFIC USAGE POLICIES (See Appendix for Contact Information)

**WEDDINGS:** See separate Wedding Policy

**FUNERALS / MEMORIAL SERVICES:** See separate Funeral / Memorial Services Policy.

## **NURSERY**

1. The Church Nursery may be available to accommodate your function upon request. Contact the Nursery Coordinator (see Appendix) to make all Nursery arrangements in advance.

## **PLAYGROUNDS**

1. The playgrounds may only be used under the supervision of St. Luke's trained nursery personnel (e.g., St. Luke's Child Care, Sunday School, and Little School).

## **KITCHEN**

1. Groups using the kitchen must adhere to the policies established by the Fellowship Events Team.
2. Groups using the kitchen must have a kitchen-trained person present to insure proper kitchen usage. Groups have the option of contracting a member of the Fellowship Events Team for \$15 per hour to supervise.
3. Church Programs and Activities (groups) may reserve and use the kitchen by making reservations through the Office Administrator. A deposit of \$50 will also be required for all church functions using the kitchen; this deposit will be returned only if the kitchen is left clean and all items have been put away. Non-members, and members using the kitchen for non-church activities (receptions, etc.), will be required to pay a \$100 cleaning/damage deposit, to be refunded if the kitchen is left clean and all items have been put away.
4. **Kitchen equipment:** Kitchen equipment may only be used at St. Luke's. Exceptions may be granted by written permission from the Fellowship Events Team.

## **PIANO / MUSICAL INSTRUMENTS**

1. Facility fees do not include the use of church organ, pianos or other musical instruments.
2. The Director of Music & Arts Ministries must approve usage of the organ, pianos or other musical instruments.
3. Use of the organ and/or pianos for weddings are covered in a separate wedding policy.
4. Accompanists are contracted independently.

## **SOUND and VIDEO SYSTEM**

1. The Church Sound Team approves all use of sound and video equipment.
2. The use of TV/DVD carts is included in the fees for the sanctuary, Chapel, fellowship hall, Narthex, common areas, and classrooms.
3. There are additional fees for use of any other sound or video systems. Qualified operators, certified by the church, are required for use of these systems. Users have the option to hire trained church personnel or to have training provided.
4. The Church Sound Team must approve individual or group use of all equipment, including microphones, amplifiers, stands, cables, speakers, PCs, cameras, projectors and screens, TVs, DVD players, and dubbing decks.

5. Use of equipment outside of church facilities is at the discretion of the church Trustees or Sound Team.

#### **OTHER CHURCH PROPERTY**

1. **Bus:** The bus may only be used for St. Luke's-related activities. Drivers must have a Commercial Drivers License and be approved by St. Luke's.
2. **Tables and chairs:** Tables may only be used for St. Luke's-related activities. Exceptions may be granted by written permission of the Senior Minister or church Trustees.

#### V. Fees and Cleaning Deposits

Church programs and community activities contribute to wear and tear of the facility. Members and constituents participate in utility costs and maintenance through their regular contributions. Outside community users are asked to contribute toward utilities and maintenance of the facility. These guidelines are for the uniform and general use of the facilities at the church.

Church-sponsored activities do not pay fees or cleaning deposits, except for kitchen fees and cleaning deposits; this all applies to groups officially chartered by St. Luke's (e.g., Boy Scouts). A deposit of \$50 will also be required for all church functions using the kitchen; this deposit will be returned only if the kitchen is left clean and all items have been put away. A kitchen trained person must be present at all kitchen functions, or a Fellowship Events Team person must be hired for \$15 per hour.

FEE SCHEDULE #1 applies to:

- personal, member-related, non-profit activities that are not sponsored by St. Luke's (e.g., Piano Recitals), and to
- non-fund raising activities by non-profit groups whose activities are not sponsored by St. Luke's but have members who attend St. Luke's (e.g., Highlands Ranch Community Chorus).

FEE SCHEDULE #2 applies to:

- non-profit groups which support the mission of St. Luke's, and to
- fund raising activities by non-profit organizations that are not sponsored by St. Luke's but have members who attend St. Luke's (e.g., Habitat for Humanity).

FEE SCHEDULE #3 applies to all other non-profit individual activities and group activities.

For Profit	Non-Profit								
	Individual				Group				
	St. Luke's Member/Constituent?				St. Luke's activity or sponsored Group?				
	Yes		No	Yes	No				
	St. Luke's Sponsored Activity?				Group have St. Luke's Members / Constituents?				
	Yes	No	Yes		No		Supports St. Luke's Mission?		
			Fund raising activity?						
		Yes		No		Yes		No	

Not allowed	Kitchen fees only	FS 1	FS 3	Kitchen fees only	FS 2	FS 1	FS 2	FS 3
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Note: A separate fee schedule applies to weddings, funerals and memorials; see the respective policy for details and fees.

All continuing, non-member headed, groups will be assessed a \$25/month use/cleaning charge.

## VI. EXCEPTIONS

Exceptions to these building use policies, including fees, may be adjusted or waived with written approval from the Senior Minister or church Trustees, with a report to the Trustees.

## FEE SCHEDULE #1: For Members and Constituents

These fees apply to personal, member-related, non-profit activities that are not sponsored by St. Luke's (e.g., Piano Recitals), and to non-fund raising activities by non-profit groups whose activities are not sponsored by St. Luke's but have members who attend St. Luke's (e.g., Highlands Ranch Community Chorus).

Sanctuary	\$125 (<4 hours)	\$25 per hour after 4 hours
Chapel	\$20 (<2 hours)	\$10 per hour after 2 hours
Fellowship Hall	\$75 (< 4 hours)	\$20 per hour after 4 hours
with Kitchen (if group provides kitchen-trained member)	\$125 (< 4 hours) plus \$100 cleaning deposit	\$35 per hour after 4 hours
with Kitchen (if kitchen trained person must be hired)	\$125 (< 4 hours) plus \$100 cleaning deposit plus \$15/hour	\$35 per hour after 4 hours
Narthex (Half price with rental of Fellowship Hall)	\$20 (< 2 hours)	\$10 per hour after 2 hours
Rooms 120 (Youth), 128 (Matthew), 137 (Asbury), 206 (Conference), 213	\$20 (< 2 hours)	\$10 per hour after 2 hours
Rooms 117, 118, 122, 123, 202, 210, 212, Nursery Quad	\$10 (< 2 hours)	\$5 per hour after 2 hours
Downstairs Common Areas		
Goliath Room	\$20 (< 2 hours)	\$10 per hour after 2 hours
David	\$10 (< 2 hours)	\$5 per hour after 2 hours
Sound / Video Systems (Sanctuary, Chapel, Fellowship Hall, Youth Room, Goliath)	\$50 per hour (includes St. Luke's operator), includes set up and tear down	
Sound / Video Systems (Sanctuary, Chapel, Fellowship Hall, Youth Room, Goliath)	\$25 per hour (with prior training but no St. Luke's operator)	
Steinway Grand Piano or Organ (with Director of Music & Arts Ministries approval)	\$80	
Nursery / child care	\$20 per hour (1 sitter per 5 children, 2 sitter minimum)	An additional \$10/hour/sitter if extra sitters are required

Outside Grounds (excluding playgrounds)	\$40 (<4 hours)	\$10 per hour after 4 hours
Key Card Deposit and/or Cleaning / Damage Deposit (if food or kitchen is involved)	\$100; refunded when key card is returned and if no damage or extra cleaning is required.	

## FEE SCHEDULE #2: For Groups Related to St. Luke's

These fees apply to non-profit groups which support the mission of St. Luke's, and to fund raising activities by non-profit organizations that are not sponsored by St. Luke's but have members who attend St. Luke's (e.g., Habitat for Humanity).

Sanctuary	\$250 (<4 hours)	\$50 per hour after 4 hours
Chapel	\$40 (<2 hours)	\$20 per hour after 2 hours
Fellowship Hall	\$150 (< 4 hours)	\$35 per hour after 4 hours
with Kitchen (if group provides kitchen-trained member)	\$250 (< 4 hours) plus \$100 cleaning deposit	\$50 per hour after 4 hours
with Kitchen with Kitchen (if kitchen trained person must be hired)	\$250 (<4 hours) plus \$100 cleaning deposit plus \$15 / hour	\$50 per hour after 4 hours
Narthex (Half price with rental of Fellowship Hall)	\$40 (< 2 hours)	\$20 per hour after 2 hours
Rooms 120 (Youth), 128 (Matthew), 137 (Asbury), 206 (Conference), 213	\$40 (< 2 hours)	\$20 per hour after 2 hours
Rooms 117, 118, 122, 123, 202, 210, 212, Nursery Quad	\$25 (< 2 hours)	\$10 per hour after 2 hours
Downstairs Common Areas		
Goliath Room	\$40 (< 2 hours)	\$20 per hour after 2 hours
David	\$25 (< 2 hours)	\$10 per hour after 2 hours
Sound / Video Systems (Sanctuary, Chapel, Fellowship Hall, Youth Room, Goliath)	\$50 per hour (includes St. Luke's operator), includes set up and tear down	
Sound / Video Systems (Sanctuary, Chapel, Fellowship Hall, Youth Room, Goliath)	\$25 per hour (with prior training but no St. Luke's operator)	
Steinway Grand Piano or Organ (with Director of Music & Arts Ministries approval)	\$80	
Nursery / child care	\$20 per hour (1 sitter per 5 children, 2 sitter minimum)	An additional \$10/hour/sitter if extra sitters are required
Outside Grounds (excluding playgrounds)	\$75 (<4 hours)	\$20 per hour after 4 hours



Key Card Deposit and/or Cleaning / Damage Deposit (if food or kitchen is involved)	\$100; refunded when key card is returned and if no damage or extra cleaning is required.	
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### FEE SCHEDULE #3: For Other Individuals and Groups

These fees apply to all other non-profit individual activities and group activities.

Sanctuary	\$500 (<4 hours)	\$100 per hour after 4 hours
Chapel	\$80 (<2 hours)	\$40 per hour after 2 hours
Fellowship Hall	\$300 (< 4 hours)	\$75 per hour after 4 hours
with Kitchen (if group provides kitchen-trained member)	\$500 (< 4 hours) plus \$100 cleaning deposit	\$100 per hour after 4 hours
with Kitchen (if kitchen trained person must be hired)	\$500 (<4 hours) plus \$100 cleaning deposit plus \$15 / hour	\$100 per hour after 4 hours
Narthex (Half price with rental of Fellowship Hall)	\$80 (< 2 hours)	\$40 per hour after 2 hours
Rooms 120 (Youth), 128 (Matthew), 137 (Asbury), 206 (Conference), 213	\$80 (< 2 hours)	\$40 per hour after 2 hours
Rooms 117, 118, 122, 123, 210, 212, Nursery Quad	\$50(< 2 hours)	\$20 per hour after 2 hours
Downstairs Common Areas		
Goliath Room	\$80 (< 2 hours)	\$40 per hour after 2 hours
David	\$50 (< 2 hours)	\$20 per hour after 2 hours
Sound / Video Systems (Sanctuary, Chapel, Fellowship Hall, Youth Room, Goliath)	\$50 per hour (includes St. Luke's operator), includes set up and tear down	
Sound / Video Systems (Sanctuary, Chapel, Fellowship Hall, Youth Room, Goliath)	\$25 per hour (with prior training but no St. Luke's operator)	
Steinway Grand Piano or (with Director of Music & Arts Ministries approval) Organ	\$80	
Nursery / child care	\$20 per hour (1 sitter per 5 children, 2 sitter minimum)	An additional \$10/hour/sitter if extra sitters are required
Outside Grounds (excluding playgrounds)	\$150 (< 4 hours)	\$40 per hour after 4 hours
Key Card Deposit and/or Cleaning / Damage Deposit (if food or kitchen is involved)	\$100; refunded when card returned and if no damage or extra cleaning is required.	

Appendix  
**Contacts**  
 (as of December 1, 2010)

Senior Minister	Janet Forbes	303-791-0659 x13
Office Administrator	Brenda Schafer	(303) 791-0659 x10
Trustees	Ken Fong	(303) 346-7057
Sound Team / Sound & Video System	Tim Boles	Work: 303-677-2511 Home: (303) 791-9643
Nursery	Sam Leahy	(303) 791-0659 x47
Fellowship Events Team	Lisa Lehnus or Mona Daniels	303-346-8114
Piano / Musical Instruments	Jim Ramsey	(303) 791-0659 x23
Weddings	Susan Roth	303-470-7394
Funerals & Memorials	Caroline Butler or Carleen Krening	303-797-3225 or 303-794-2540