LAKEHILLS UNITED METHODIST CHURCH

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***BUILDING USE POLICY***

Lakehills United Methodist Church exists for the purpose of making disciples of Jesus Christ.

The following Rules for use and care of our Buildings and Grounds are designed to make the most use of our facilities for God’s purposes, while preserving them for future generations.

The Rules are administered at the discretion of Board of Trustees and Pastor’s approval, in compliance with the Discipline of the United Methodist Church.

***BUILDING USE SCHEDULING***

All groups that meet on a regular basis, weekly or monthly, shall have priority use of the needed space at their regular meeting time.

Use of buildings will be at the discretion of the Board of Trustees and the Pastor, within the guidelines of the Discipline of the United Methodist Church.

Main Church building (Sanctuary) will be rented/used ONLY for weddings, funerals or other religious activities.

Mission Hall may be use by any church member, an individual or group, for any purpose which does not violate our church principles or Book of Discipline.

Mission Hall may be used at no charge by any non-profit activity which is open to the general public and which is of general public interest.

All fees **MUST BE PAID NO LATER THAN** the day prior to the use of the facility.

Security deposits are refundable if there, upon inspection by a trustee (or representative) has inspected the building and found no damage or area needing cleaning attention.

Any Group desiring use of building shall contact the Church Office and provide the office manager with all details about the event. Other than the continuing weekly/monthly use, usage shall be scheduled on a “First come-First served” basis.

All Groups will adhere to all Rules contained in this document.

***GENERAL BUILDING USE RULES***

The serving or consumption of alcoholic beverages on church property is expressly forbidden.

No alcohol/drugs are permitted on church property.

Smoking is restricted to outside the buildings.

No food or beverages are allowed in the Sanctuary.

No pets are allowed in the Sanctuary of Fellowship Hall.

No tacks, pins, nails or glue may be used to fasten decorations to pews.  A minimum of transparent tape can be used on non-wood surfaces.

Weddings and Funerals may be conducted by outside Ministers only by invitation of the pastor in charge at Lakehills UMC.

Use of piano and/or organ will be by qualified person(s) ONLY.

Sound Room equipment will be operated by qualified person(s) ONLY.

No equipment will be removed from Church grounds.

All kitchen equipment is to be returned to its proper location, clean and dry.

Any time children have been in any building, the responsible adults shall insure that the area used is left clean and that all toys or other equipment is returned to its proper place.

All trash shall be taken to the dumpster and a clean liner replaced in the trash container **AND** all areas must be returned to their original condition.

Violation of any requests or damages to the facilities, or excessive cleaning may result in forfeiture of the security deposit.

If damage or areas needing additional cleaning are found, the costs for such cleaning and repair or replacement will be taken from the deposits. If the cost of cleaning, repairing or replacing exceeds the deposits, the renter must cover such costs.

***Lakehills United Methodist Church***

***Building Use Fees***

**Fellowship Hall – Private Parties**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Fellowship Hall – Non-Profit Organizations**

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| --- | --- | --- | --- |
|  | **Building Use Fee** | **Security Deposit** | **Custodial Deposit** |
|  | No Charge | $100  *Refunded after the party is the building is returned in the condition it was before the event (as confirmed by photos).* | $50  *Refunded after the party is the building is returned in the condition it was before the event (as confirmed by photos).* |

Lakehills United Methodist Church

            Request for Use of Facility(s)

Purpose of use:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization or Individual making request:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact Person:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  Day Phone:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Night Phone:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E Mail Address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Required Date of Use:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building(s) Requested:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use fee:  $\_\_\_\_\_\_\_\_\_   Security deposit:  $\_\_\_\_\_\_\_\_\_   Custodial deposit:  $\_\_\_\_\_\_\_\_

**Total Due** $\_\_\_\_\_\_\_\_\_\_\_\_   **Received by**:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Use of facility approved by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Approved:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have received a copy of the General Building Use Policy and Building Use Fee

Schedule and agree to abide by the rules set forth therein.

Signed:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Phone:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_