

CHAPEL HILL UNITED METHODIST CHURCH
12411 TEMPLETON TRAIL
FARMERS BRANCH, TX 75234
(972) 241-3491
BUILDING USE POLICY
Revised June 2022

Chapel Hill United Methodist Church has a significant investment in this church building and grounds. These facilities are an asset to be shared with the members and non-members in our community. In our role as Stewards of the church, we have developed the following guidelines for the use of our church facilities for members and non-members alike. Any violation of these policies by a member or non-member may result in the loss of building use privileges.

1. A member is defined as anyone who is currently listed on the church roll.
2. All fees are set up on a member/non-member basis. See attached Fee Schedule.
3. **All events will be scheduled through the church office.** All events must be approved by the Council on Ministries at their monthly meeting. Any group, committee or individual wanting to use any of the church's facilities or resources must schedule that event. A master calendar will be maintained in the church office.
4. Any group, committee or individual using any of the church facilities or resources without permission may be charged a fee and/or asked to leave.
5. The following groups are sponsored by the church and are exempt from usage fees. However, they must schedule all their events through the church office. These groups are:

Project Transformation
Church Committees
Chapel Hill Preparatory Academy

6. A deposit of 50% of the total cost of the rental for the event is required for usage of the sanctuary, fellowship hall, kitchen, and meeting rooms. This deposit will be refunded under the following circumstances.
 - a. Cancellation of the reservation two weeks prior to the event.
 - b. After the event has been held and a complete inspection has been made by the church staff for any damages or extra cleaning.

Note- All fees will be collected in full before the scheduled event.
7. All groups using the church facility are requested to stay within the confines of the area they reserved.
8. The use of tobacco products in the church facility is prohibited. Smoking is permitted at the south entrance to the church. Receptacles are available and are expected to be used. Failure to properly dispose of smoking material will result in a clean-up fee. Children under the age of 18 may not smoke anywhere on church property.
9. Alcoholic beverages, illegal drugs, firearms or fireworks are not permitted on church property.
10. All gambling is prohibited.
11. No pets are allowed in the building with the exception of those used in the CDP program or used by a seeing or hearing impaired person.
12. The nursery rooms are not to be used without the permission of the church nor without a church approved baby-sitter. Child to caregiver ratio must be reasonable and prudent in relation to the age of the children. Parent must be present on the premises at all times. (See attached Fee Schedule and state regulations for child care.)
13. The church telephones are for emergency use only. Please limit your use to 2 min. calls.
14. Permission for the use of the sanctuary equipment (sound system, piano and/or organ) must be obtained from the Board of Trustees and/or the Director of Music.
15. Any group or individual wishing to use the sanctuary equipment must be trained and have the approval of the church.

16. The sanctuary piano and organ can be used only with the approval of the Director of Music. Under no circumstances may these items be used for teaching. Failure to cover and/or lock these items after use will result in loss of the deposit.
17. No CHUMC equipment or furnishings shall be moved or removed in or from the church property without prior authorization from the minister and/or the Board of Trustees. (The large round tables used in the Fellowship Hall shall not be removed from church property for any reason.) There are tables and chairs available for offsite usage (See attached Fee Schedule).
18. Any individual/group finding or causing damage to the church property must report it to the church office immediately. Any individual/group causing any damage to church property is expected to pay for the cost of any repairs. The failure of any individual/group to do so will result in the loss of their deposit, and/or building use privileges. A Damage Report must be filed with the church office.
19. All accidents that occur on church property or at a church sponsored event must be reported to the church office.
20. No children shall be left unattended in or on church property at any time. Use of the church playground requires supervision by at least two individuals 18 years old or older and in reasonable ratios of caregiver to children (7:1 minimum). All adults involved with any children's programs or functions at the church must have taken the MINISTRY SAFE CHILDREN'S program.
21. Weddings, Funerals, Catering and Music guidelines are covered in the attached Special Events Section.
22. Every effort should be made to confine the consumption of food and beverages to those areas specifically provided since accidents and spills result in costly cleaning and/or replacement of damaged items. **Under no circumstances should food or drink be brought into the sanctuary with the exception of services including communion.**

CHAPEL HILL
BUILDING USE REQUEST FORM

Person making the request: _____

Address: _____

Phone: _____ Date of Request: _____

Member of Chapel Hill United Methodist Church: Yes _____ No _____

Name of the Group: _____

Type of Event: _____

Number of persons attending: _____

Date of Event: _____ Time: _____

Is this a one-time event or will it be on-going?: _____

If an on-going event how often will you meet?: _____

Person responsible for the Group: _____

Responsible Parties address: _____

Phone: Home: _____ Mobile: _____

Requested:	Usage Fee
Sanctuary _____	_____
Fellowship Hall _____	_____
Kitchen _____	_____
Meeting Rooms _____	_____
Nursery _____	_____
Tables _____	_____
Chairs _____	_____
Cleaning Service _____	_____
	Deposit _____
	Total _____
	Date Due _____

Special Note: All groups using the church's facilities are responsible for leaving the rooms as clean as they found them. If furniture needs to be moved prior approval from the church is required. Any group failing to clean up or replacing moved furniture will be charged a "Cleaning Service" fee. (See attached Fee Schedule)

Signature _____ CHUMC Rep. _____

Date: _____ Date: _____

Church use only:

___ Calendar Check ___ Staff ___ Trustees ___ Director of Weddings
___ Music Director ___ Worship ___ Minister

Notes: _____

CHAPEL HILL
FEE SCHEDULE
Revised August 2019

Fee are per day

SANCTUARY

\$100.00 members
\$250.00 non-members

FELLOWSHIP HALL

\$50.00 members
\$100.00 non-members

KITCHEN

\$25.00 members
\$50.00 non-members

MEETING ROOMS

\$15.00 members
\$30.00 non-members

NURSERY

\$15.00 member
\$30.00 non-members

OPENING & CLOSING OF CHURCH

\$45.00 members & non-members

FURNITURE RENTAL

\$5.00 per table
\$1.00 per chair

WEDDINGS

\$250.00 members
\$500.00 non-members

DEPOSIT

50% of the total cost of the rental for the event