

**HILLSBORO UNITED METHODIST CHURCH**  
**168 NE 8<sup>th</sup> Ave**  
**Hillsboro, OR 97124**  
**503-640-1775**

**Policy #1 - BUILDING USE**

Adopted: 3/12/01; Effective 9/01/05

**PURPOSE**

The purpose of this document is to establish how, and by whom, the Hillsboro United Methodist Church buildings and grounds may be used. Hillsboro United Methodist Church shall be written as HUMC.

**GENERAL USE OF THE CHURCH FACILITIES**

The vision of HUMC is to be a nurturing fellowship of Christians seeking, sharing, and celebrating God's presence as we love and serve our neighbors. In pursuance of that vision, we make the facilities and grounds of our church available for use by church members and by individuals and organizations whose purposes are compatible with ours.

The HUMC shall not be used for commercial purposes. Fundraising activities and other exchanges for money on the church's property shall be for charitable, strictly non-profit purposes. Commercial organizations that participate in or sponsor charitable functions shall not advertise their presence or products without specific permission from the Trustees.

The HUMC shall not be used for partisan political purposes. Political education events, which do not advocate any specific partisan cause or candidate for office, are permissible. Civic support of our nation's voting process, such as serving as a polling place, is permitted.

HUMC is a drug-free, alcohol-free and tobacco-free facility. Use of such substances is prohibited in our buildings and on our grounds. HUMC shall not be used for any activity that is illegal or inconsistent with the laws of our community. The local police will be called in the event of any illegal or questionable activity.

**FACILITIES SCHEDULING**

All HUMC program activities, groups and members shall have priority in building use as long as these activities are requested and scheduled in a timely manner. Outside individuals, groups and non-church use requests shall be scheduled on a space-available basis. All requests are to be scheduled with the Office Manager through a Building Use Application. Groups who use the building on a recurring basis, such as weekly or monthly, will make one annual application, and will be required to update it at the beginning of each year. No activity will be scheduled without a current application in the office.

## **BUILDING USE APPLICATION / RESPONSIBLE INDIVIDUAL**

The individual responsible for the event shall:

- complete a Building Use Application form and pay the deposit equal to one-half the amount of the fees with the request. The balance shall be due one week prior to the event. Non-payment will result in cancellation of the event.
- ensure that all facility-use procedures are followed, and that guests remain in the area(s) of the building that are rented. HUMC reserves the right to require an attendant during the event to assist groups not familiar with the facility.
- ensure that the tables, chairs, etc. set up by the renter are taken down and put away properly, and that the facilities are in the same condition in which they were found. If this does not happen, HUMC will perform whatever service is required and will deduct the cost from the security deposit.
- turn down the heat, shut off the lights, and lock the building's entry doors as they leave (if they are the last group in the building on that date.) Failure to do so may result in loss of the deposit fee and/or revocation of permission to use the facilities in the future.

## **RENTAL HOURS**

Rental hours start from the time you begin the set-up until you are ready to leave. For example, if Set-up begins at 1:00 PM for a 5:00 PM event and Clean-up ends at 9:00 PM, the rental time is 8 hours.

## **INDEMNIFICATION**

All users of HUMC facilities do so at their own risk and will so indemnify the church.

## **CANCELLATION / DATE CHANGES OF BUILDING USE**

Cancellations /date changes shall be made by the individual responsible for the event as soon as possible by calling the church office. Rental fee refunds due to cancellation will be granted as follows:

\$10 of the rental fee is a non-refundable reservation charge.

Cancellation more than 14 days prior to the event: Full refund

From 13 to 7 days prior to the event: Half refund

Fewer than 7 days prior to the event: No refund

**FEE SCHEDULE**

Refundable security deposit

- \$25 for nursery and classrooms
- \$100 for all other room use

The security deposit will be fully refunded when the facility is left in the condition in which it is found. If it is not, appropriate services will be performed and the charges will be deducted from the deposit.

The Trustees or Pastor may change this schedule without notice, or may waive fee(s) in appropriate situations. Room charges are waived for church members and for activities or events that come from church programs. All donations will be gladly accepted to cover the expenses to the church. Rental fees will be charged for members of the congregation to use the building for family activities. Rental fees will be charged for groups who use the facility for recurring meetings, regardless of whether a member of the congregation sponsors the meeting.

Room or Area	Fee for Non-Members	Fee for Members	Comments
Reservation fee	\$10	\$0	Non-refundable
Sanctuary (Includes Rehearsal)	\$200	\$100	Includes some custodian services
Fellowship Hall	\$200	\$100	Includes some custodian services
Kitchen	\$100 per event	\$100 per event	Kitchen only
Linens	\$25 per event	\$25 per event	Clean everything that was used
Nursery	\$15 per event	\$15 per event	
Meeting room	\$25 per event	\$10 per event	
Building attendant	\$15/hour	\$0	
Kitchen monitor	\$15/hour	\$0	

Weddings

	Fee for Non-Members	Fee for Members
Non-Refundable Deposit	\$50	\$0
Sanctuary (*Includes One Rehearsal)	\$200	\$100
Fellowship Hall	\$200	\$100
Pastor Honorarium	\$500	\$250
Organist	\$150	\$150
Sound System	\$25	\$25
+Wedding Coordinator with Reception	\$150	\$100
Wedding Coordinator w/out Reception	\$100	\$75
†Use of Kitchen Service	\$100	\$100
Use of Linens	\$25	\$25

\* Each additional rehearsal is \$50

+ Fee includes one consultation prior to the wedding, one rehearsal and two people assisting with the wedding.

† Fee includes kitchen coordinator with helpers, use of dishes, silver coffee set, punch bowl and cups, clean up and washing dishes.

Funerals: Non-members will be charged normal sanctuary fees

## Building Use Application

Name of Requester (or Organization) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Contact person (for Organizations) \_\_\_\_\_

Is this request for One Time or Recurring use? \_\_\_\_\_

If recurring, how often? \_\_\_\_\_

Requested Rental Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
 (include set-up and clean-up time)

Purpose of Rental: \_\_\_\_\_

Indicate which areas or services you wish to use by placing a checkmark in the left column:

✓	Room or Area	Fee for Non-Members	Fee for Members	Comments
	Reservation fee	\$10	\$0	Non-refundable
	Sanctuary (Includes Rehearsal)	\$200	\$100	Includes some custodian services
	Fellowship Hall	\$200	\$100	Includes some custodian services
	Kitchen	\$100 per event	\$100	Kitchen only
	Linens	\$25 per event	\$25	Clean everything
	Nursery	\$15 per event	\$15	
	Meeting room	\$25 per event	\$10	
	Building attendant	\$15/hour	\$0	
	Kitchen monitor	\$15/hour	\$0	

Security deposit:

- \$25 for nursery and classrooms
- \$100 for all other room use

The security deposit will be fully refunded only if the facility is left in the condition in which it is found.

I have read and understand the HUMC Building Use Policy, and agree to abide by the requirements. Enclosed is my deposit in the amount of \$ \_\_\_\_\_, which is one-half of the rental fee + the security deposit. I will pay the remainder of the rental fee at least one week prior to the event.

Signature \_\_\_\_\_ Date \_\_\_\_\_