

CORNERSTONE UNITED METHODIST CHURCH

Worship Center-Education Building Usage

Adopted: August 2018

Cornerstone United Methodist Church's (CUMC) primary purpose and mission is to make disciples of Jesus Christ.

Building use will be scheduled when appropriate and if space is available. Scheduling this facility is through the Church Secretary and requires filling out a Worship Center-Education Building Schedule form. Signing this form is a requirement on the schedule form. CUMC reserves the right to refuse usage to any group or person. Decisions by Trustees are final. Donations are encouraged to support the maintenance of this building.

We strive to maintain our church facilities in a clean, safe and secure fashion.

1) The security system may need to be inactivated when you enter the building. Please enter the Worship Center through either the front doors or the Education Building doors. This is where you deactivate the burglar alarm. An alarm code will be assigned to you by the Office Business Administrator and must be kept confidential.

2) **ALL DOORS should be locked when you leave** unless there is another group meeting at the same time. The alarm can be set when the words SYSTEM READY is displayed on the alarm pad. The words ZONE FAULTED will appear if a door is not closed. Once all doors are closed, the system can be set by using the same code you used to enter the building.

3) If you accidentally set off the alarm, you must **IMMEDIATELY** call

1. Hugh Corpening (281-841-1557)
2. Rod Loper (281-507-4756)

Do not leave the area until the alarm is cleared. Police may be dispatched.

4) **PLEASE MAKE SURE ALL LIGHTS ARE TURNED OUT BEFORE LEAVING** (except in areas where other groups may be meeting).

5) All scheduling and changes in use must be made through the office. Keys will be issued and authorized for the person given the key. **DO NOT** let anyone who is not authorized to do so borrow the key or the alarm code. If we find that someone else has been given the key or an unauthorized duplicate of the key has been made or the alarm code was distributed to an unauthorized party, the organization will forfeit its reservation for use of the facilities.

6) Each group should bring their own supplies and equipment to be used such as: office supplies, art and craft supplies, games and toys to play with, etc.

7) Any **EQUIPMENT** such as tables, chairs, etc., should be formally requested on the Building Use Form and agreed upon in advance. Tables and floor should be covered for crafts. Any paint used must be water soluble. All chairs, tables, and equipment approved and used by a group should be appropriately put away before the last representative of the group leaves. Any expense for the replacement of damaged equipment will be the responsibility of the offending group. Adjustments to the thermostats must be reversed when leaving the building.

8) All AUDIO & VISUAL EQUIPMENT is for the **EXCLUSIVE USE** of the programs and ministries of Cornerstone UMC unless specifically requested on the Building Use Request Form and approved. Only those persons trained and/or authorized by Cornerstone UMC may handle or operate the Audio & Visual Equipment belonging to the church. A separate fee may be charged for A/V operator. Any equipment damaged due to the unauthorized use of the equipment will be replaced and/or repaired at the expense of the applicable group.

9) All CHURCH INSTRUMENTS (pianos, organs, keyboards, drums, bells, etc.) are for the **EXCLUSIVE USE** of the programs and ministries of Cornerstone UMC unless specifically requested on the Building Use Request Form and approved. Only those approved persons should handle or play the instruments. Any instrument damaged due to unauthorized use will be replaced and/or repaired at the expense of the applicable group.

10) The PLAYGROUNDS & PLAYGROUND EQUIPMENT are for the **EXCLUSIVE USE** of the programs and ministries of Cornerstone UMC unless specifically requested on the Building Use Request Form and approved. Each playground is "age specific" and only those children of appropriate age are allowed to use the playground equipment. Any playground equipment damaged due to unauthorized use will be replaced and/or repaired at the expense of the applicable group.

11) There must always be at least **TWO AUTHORIZED PERSONS** supervising each group of children and youth of all ages whether in a room or on the playground. Please see "Safe Sanctuary Policy." This is a church requirement and an insurance requirement.

All adults working with children in church related programs and ministries, whether paid staff or volunteer, must have completed the '**SAFE SANCTUARY TRAINING**'. Non-church related programs and groups are still required to be familiar with the church's Safe Sanctuary Policy and abide by its rules and regulations. The Boy Scout 'Youth Protection Training' will be accepted.

12) **NO RED** drinks of any kind are allowed in the church. No food or drinks are allowed in the Worship Center.

13) **NO ALCOHOL** of any kind is permitted on the church premises.

14) No smoking or tobacco is to be used on the premises. Cornerstone UMC is a **SMOKE FREE FACILITY**.

15) You are discouraged from serving foods containing **PEANUTS** or **PEANUT BYPRODUCTS** due to the severity and the increasing prevalence of peanut allergies. At the minimum, any foods containing peanuts should be clearly labeled as such and should not be left behind in the kitchen.

16) In general, damage or loss of church equipment as well as damage to the church facilities will be replaced and/or repaired at the expense of the group responsible.

17) No items including posters or flyers are to be placed on the walls in the Family Life building without approval of the church. **THE USE OF TAPE, NAILS, SCREWS, GLUE, PUTTY, ETC.**

ON THE WALLS IS STRICTLY FORBIDDEN. Permanent hooks will be provided for posters and banners.

18) **NO ANIMALS** are allowed inside the facility except for service animals or specially designated classroom pets when approved by the Pre-school Director.

Please remember that this is an extension of worship space and should be treated with respect. The housekeeping rules are ones that you would follow if you were a guest in someone else's home. It is important that all adults working with your group know and follow these rules. Failure to adhere to the Worship Center-Education Building Usage Rules & Requirements will cause the immediate forfeiture of the offending group's right to use and/or have access to the property/facilities.

If there are any questions or problems that arise please do not hesitate to call the church office at 281-859-4141.

I HAVE READ AND AGREE TO THE ABOVE RULES AND POLICIES AND UNDERSTAND THAT FAILURE TO FULFILL THESE REQUIREMENTS WILL CAUSE THE IMMEDIATE FORFEITURE OF OUR RIGHTS TO USE AND/OR HAVE ACCESS TO THE PROPERTY/FACILITIES.

Name: _____ Date: _____

Organization: _____

Official Title: _____