

# TUMC Building Use Guidelines

20200 SW Martinazzi Avenue, Tualatin, OR 97062  
503-692-1820 [admin@tualatinumc.org](mailto:admin@tualatinumc.org) www.tualatinumc.org

It is the responsibility of all groups using our building to behave in a manner that upholds these guidelines. Any group acting improperly will lose the right to meet in this building.

## **Scheduling:**

All scheduling will be handled through the Office Administrator in the church office. The office is open Monday through Thursday from 9 am to 3 pm. Regularly scheduled outside users will submit a new “Application for Use of Church Facilities” when requested or as your contact information changes.

- All building use will be scheduled through the Office Administrator. Persons requesting facility use may (1) come into the church office to complete an “Application for Use of Church Facilities”, or (2) request an application be sent to them. For first-time users, TUMC will request a meeting in person. Once approved, the request will be placed on the church calendar. Applicant must be at least 21 years of age and present at the event.
- First priority will be given to official church groups that meet on a regularly scheduled basis.
- Second priority will be given to non-profit groups that meet on a regularly scheduled basis or on an as needed basis.
- Any other groups – church or private - that want to meet but not on a regular basis will be on space-available basis.
  - a. Funeral/Memorial Services – priority over all scheduled events – refer to fee schedule.
  - b. Weddings – scheduled through office – refer to fee schedule.
  - c. Receptions / Koch (fellowship) Hall - refer to fee schedule.Note: minimal use of the kitchen will be outlined upon request.

Deliveries of food and/or flowers, decorating, and photography sessions expand the time frame far beyond the hours of the actual event. Please include an estimate of these time frames into your reservation of the space.

## **Facility Use Expectations:**

Tualatin United Methodist Church is a smoke-free, alcohol-free , drug-free, and weapons-free facility and grounds.

No pets in the buildings. When pets are on church grounds, respectfully clean up after them.

No food or beverages allowed in the sanctuary at any time. Candles may be used for wedding ceremonies, but only up in the chancel area (the raised platform). As an environmental concern, we ask that no birdseed, confetti, rice may be used either inside or outside. Soap bubbles are permitted outside of the building.

All groups using the facility must leave the church in a neat and orderly fashion. All chairs, tables, or other furniture will be returned to their location as noted on room diagrams provided. Groups will be notified when the facility(s) used has not been cleaned up and/or left disorganized. Failure to follow these guidelines will result in future unavailability of facility use. Buildings must be vacated at the scheduled time, if not, a charge will be deducted from the deposit.

Upon leaving the building, please check the following:

- Leave the area clean and in the same condition you found it in.
- Make sure that all appliances, large and small, are turned off or unplugged.
- Make sure thermostats in the lower level of the building are turned down to 59°.
- Make sure all lights are off.

- Lock exterior doors are firmly pulled to be sure they are latched. If we discover that these concerns are not honored, we will need to request funds from your organization to offset the cost of utilities and/or result of neglecting the security of our church.

Any personal or professional supplies/equipment stored at Tualatin United Methodist Church that is property of the contracting individual or organization are not insured by TUMC insurance. Contracting individual or group may provide your own insurance for these supplies/equipment or chose not to store them on site.

**Insurance Liability Certificate:**

The applicant hereby releases Tualatin United Methodist Church and its representatives and agents from all claims and liabilities that may arise through the use of the premises. Applicant shall also indemnify Tualatin United Methodist Church and its agents and representatives from all claims and demands by third parties (including applicant’s members and guests) arising from use of the premises by the applicant or from the act of omission of any person present or acting on behalf of or under the authority of the applicant. To that end, Tualatin United Methodist Church requires the applicant to show proof of insurance through a certificate of liability insurance in which Tualatin United Methodist Church is also covered under the liability clause. This certificate may be obtained from the applicant’s personal insurance policy or from the applicant’s affiliated headquarters.

Non-profits who are unable to provide proof of insurance will be required to sign Insurance Liability Addendum Certificate.

**Key Access to Facility and Available Parking:**

The building access key signed out to groups using facilities after office hours is kept on record. Groups returning a key no longer in use need to sign it back in with the office administrator. *A lost key will be charged to the user for the inconvenience of replacement.*

Parking is available in the upper and lower parking lots, but the driveway needs to remain clear for emergency vehicles.

**First Aid, Emergency, and Contact Information:**

First Aid kits are available in the Narthex coffee area, Kitchen near the phone, and in the large classroom. In case of a fire, please exit the building and then call the fire department or dial 911.

The fire alarm system in the church is NOT linked to the fire department.

You will find emergency and other needs contact information downstairs next to the phone in the kitchen and upstairs in the Narthex next to the phone by the office door.

I have read the Building Use Guidelines and agree to abide by them. I will give 30 days prior notice to the Office Administrator if my building needs or dates change.

Signature\_\_\_\_\_

Date\_\_\_\_\_