

DALLAS FIRST UNITED METHODIST CHURCH FACILITIES GUIDELINES FOR USE OF FACILITIES AND EQUIPMENT

1. Dallas First United Methodist Church reserves the right to begin, end, and modify all facility use agreements at any time for any reason. All use of church property is at the sole discretion of the Leadership Board of DFUMC.
2. The church facilities are available primarily for use by members and their guests with priority given to members. Non-members, private groups, or organizations may rent the facilities by going through the proper channels.
3. The four categories defined on the **FACILITIES FEE SCHEDULE** determine the fee required for a group to rent a facility on campus. All fees must be received in the church office no later than two weeks prior to the event. Checks should be made payable to Dallas First United Methodist Church.
4. In order to reserve a date on the church calendar, you must submit a completed **FACILITIES RESERVATION FORM** to the church office at least 6 weeks prior to the event.
5. The person in charge of each event is responsible at all times for the behavior of those attending the event. No arrogant behavior, fighting, profane language, inappropriate public display of affection is tolerated. The designated person in charge is authorized to ask persons presenting problems to leave.
6. There is a separate fee schedule for weddings and funerals. Refer to the **WEDDING POLICY OR FUNERAL POLICY** for that information.
7. Due to parking restraints, church activities take priority over any rentals on campus.
8. The security deposit is refundable after an event if there is no damage caused by misuse of property.
9. A key must be picked up at the church office no sooner than three days prior to facility use and must be returned to the church office within two business days of the last date that the facilities were used.
10. Smoking or the use of alcohol is NOT permitted anywhere on the church campus.
11. No decorations, posters, signs, balloons, etc., may be used that would demean the sanctity of the church. Decorations used will not be taped, stapled, nailed, or attached to doors, walls, floors, or ceilings unless by use of glue dots or tack putty.
12. Groups using the facility should stay within the allotted time.

13. No pets, with the exception of service animals, are allowed inside the facilities.
14. No athletic activity is allowed while a meal is being served in the gym. On the occasions when food and drink are served in the gym, it will be restricted to an assigned area by the person in charge. All food and drink in the Family Life Center are restricted to the gym area. No glass containers are allowed on campus.
15. All facilities on campus remain locked at all times when not in use.
16. Only the authorized person in charge adjusts thermostats or operates air conditioning, fans, or heating units. The thermostats will be explained when the key is picked up.
17. Equipment or furniture on campus may be borrowed by members or by members of other churches by contacting the church office to determine if the desired items are available. If any damage or loss occurs, the person borrowing the items is responsible for the replacement cost of the items.
18. Recreational equipment such as basketballs and volleyballs must be furnished by users.
19. In an effort to prevent damage, launching or kicking balls is prohibited inside any of the facilities.
20. After an event is completed, the person in charge is responsible for making sure the area is clean and returned to its original configuration, removing all trash to the dumpster on the church property, turning off all lights(excluding security lights in restrooms and hallways, and in the stairways where the lights cannot be turned off) and locking all exterior doors. The security of the facility is the responsibility of the person in charge. This person is required to go through the **FACILITIES CHECKLIST**.
21. Abuse of the facilities and the furnishings is not tolerated. Any accidental damage or damage with intent is the responsibility of the persons involved. The person in charge of the group is responsible for reporting damage and persons involved to the church office.
22. During all activities on the campus of DFUMC including the playground, children must always be accompanied by adults.