# General Policies

No activity in violation of Federal, State or local law will be permitted. Any groups abusing the building/facilities, or failing to adhere to these policies, may be denied further use of the facilities.

Alcoholic beverages and the use of illegal substances are prohibited on church property. Smoking and other tobacco products may only be used at least 20 feet from any entrance.

Covenant UMC is a no open-carry campus. No guns are to be carried openly on the premises. Signage required by law is to be erected to this effect. This policy in no way prohibits concealed handgun permit holders from carrying weapons in accordance with law.

Adults must supervise youth and children in the facility or on the church grounds at all times. A minimum of two non-related by blood, marriage or household adult chaperones for children or youth activities are required.

Any person or group that uses the facility should be mindful of all ages. Activities should not include any activity that would mar, or break objects, lights or windows. This would apply to the entire facility.

Groups may use only the areas designated on the *Building Use: Calendar/Room Reservation Form*.

If more than one organization is simultaneously utilizing the church buildings or premises then each organization will show courtesy and respect to others while using the church facilities.

There should be no reason to open windows in the facility. If required, ensure they are closed after the event.

All users of the buildings and grounds will be responsible for leaving all areas clean and secured upon leaving the property. All users are expected to leave the facilities in the same or better condition in which they are found. All equipment, tables, chairs, etc are to be left in their original locations before leaving the facility.

# Opening the Facility

The contact person for the group using the facility is responsible for coordinating with the church office staff to obtain the keys or codes required for opening the building.

CUMC Office Business Hours:

Monday-Thursday 9:00 am to 5:00 pm

It is recommended that the user opening the building use the single door in the old Narthex to enter and exit the facility.

# Security and Energy Conservation:

During periods of low occupancy, keep exterior doors for unused areas locked.

Turn off excess Fellowship Hall, Sanctuary, etc. lighting whenever not needed. Sanctuary lighting is adjustable in groups or by individual dimmers - excess lighting can heat up altar/choir area especially. The nighttime setting is set by the bottom left button on the keypad.

When making comfort adjustments to thermostats, do not over-adjust. In most cases +/- 2 degrees will be sufficient when the programming is correct. To check programmable thermostats tap lower left corner. To resume thermostat programmed schedule for energy conservation, tap lower right corner.

Building lockup requires a complete tour of all areas, not just the one most recently used. At night, the tour should be done by a pair of persons whenever possible.

There is an alarm system for each building. The two alarm systems must be set individually. Make sure the church is unoccupied before setting the alarms. If one alarm system is activated while there are still people in the area covered by the other alarm system, make sure they are aware of the status.

# Exiting the Facility/Securing the Building

Securing the building requires the final user in a given day to check every area of the buildings to ensure all appliances and lights are off or set for nighttime, all windows and doors are shut and locked, and alarms are set for both buildings. See below information and procedure for each building. Contact church office staff for instructions regarding alarm instructions prior to the event.

Before leaving the building it is every user’s responsibility to:

1. Remove all trash generated and place in dumpster located at the back of the church parking lot.
2. Turn off all appliances, including dish sanitizer, coffeemaker and fans used.
3. Turn off all lights used. Sanctuary lighting set for nighttime.
4. Shut and lock all windows and doors. Check/test all doors to ensure they are closed and locked.
5. Check all areas (sanctuary/narthex, nursery and education wings) to update any others.
6. If required, set alarms in both Fellowship Hall and Sanctuary/Narthex wings.

# Sanctuary Building:

Thermostats are located in the Narthex, Sanctuary Main, and Altar/Choir Area. Note that overcooling the Narthex affects the Sanctuary Main thermostat, causing the Sanctuary to heat.

The Narthex, Choir Room, bathrooms, and Cry Room lights have standard switches. The Sanctuary lighting uses a more complicated control system. Set Sanctuary Lighting to “Night” (programmed tower and dimmed tunnel lighting only). “Night” is the bottom left button of the control station keypads.

Exterior doors include three glass front doors, two glass rear doors, and doors to the rear of the Sanctuary left side and Communion Prep Room. Release panic bars (inside locks) with dogging key. Dogging key for glass doors is in the wardrobe closet in Narthex at right side of Sanctuary tunnel entrance. Glass doors are only locked if both of two conditions are met: the outside locks requiring a key are locked and inside panic bars must be released. It is preferable to unlock the glass doors with use of the panic bar rather than the outside key locks. Test exterior door handles on all glass doors.

The Choir Room door must be closed before arming the alarm in the Sanctuary Building.

# Fellowship Hall Building and Education Wing:

Thermostats are located in the Fellowship Hall Main area, Fellowship Hall Stage, the Kitchen/Preschool hallway, the Nursery, the hall next to Pastor’s office, inside Room 210 (Admin Office), the Youth Room, and inside Rooms 114 and 131.

In the kitchen, the coffee maker and dish sanitizer must be turned off (all switches) and the coffee urn unplugged.

Check that all lights are off including bathrooms, classrooms, hallways, Fellowship Hall, Kitchen and old Narthex.

Exterior doors include the two sets of double doors to old Narthex, the single door to old Narthex (recommended door for all event initial entry), the single door next to Kitchen, double doors to Carport, double doors at rear of Nursery Hall, and a door from Balcony level. Bolt cams on right doors of double door pairs must be extended. All panic bars must be released with dogging key. Dogging key is on a hook just inside Room 106 door. For the Education Wing, the door at Ramp on second level, as well as, Front and Rear doors on lower level must be bolted and locked! Doors may not completely latch, so test each one individually.

The doors to Rooms 210 and 214 (offices) and to the Preschool storage/copier room must be closed and locked before setting the alarm.

# Church Equipment/Property (See Church Equipment and Donation Policy)

Church equipment, furnishings, audio/visual, or kitchen items may not be removed from the church premises without the permission of the church trustees and are only for church-sponsored or ministry events. After approval, items must be checked out through the Office staff. All loaned items must be returned within three days. Donations of tangible or investment property are subject to approval and are received and administered by the Trustees.

# Sanctuary Use Policies (See also Wedding Policy, if applicable)

No food or drink may be served or consumed in the sanctuary or narthex, especially around electronics.

With the exception of the Worship Team, the pulpit, altar-table, flower stands, choir chairs, choir risers, piano or baptismal font are not to be moved without approval of the Trustees. The piano may not be moved without prior approval by the music director.

Church trained personnel are the only ones allowed to operate the permanent audio/visual equipment.

No decoration or announcements may be attached or placed on the furniture, prayer rail, woodwork or walls. Any and all announcements must be placed on the bulletin boards.

Floral arrangements and candles must be placed on sheets of plastic or in appropriate holders such that no damage is done to the furniture, woodwork, or carpets.

We are happy to make our facilities and services available for weddings and receptions and will assist you in making your wedding a meaningful and memorable experience. Weddings must be scheduled when the Pastor and required staff are available. Covenant UMC’s Wedding Consultant is required to ensure your day is without unnecessary issues.

# Outdoor Grounds

Pets are welcome on the property and must be leashed as required by law and any waste removed by the owner.

# Playground Policies

The playground on site is designed for young children. Because we want all of our children to be safe and well supervised, users must observe the following guidelines for the playground:

Children MUST be of appropriate age and supervised by at least two responsible adults at all times.

No food or drink should be brought to the playground.

Children must not attempt to climb over the boundary fence of the playground.

Children must wear shoes.

Children should not bring any kind of sharp objects or weapons on the playground (no sticks, scissors, pointed toys or objects).

Animals are not allowed on the playground.

Children must be respectful and kind to others and their words must be appropriate. They must obey instructions quickly and without arguing.

If there is a problem or concern regarding the playground or play equipment, please contact a member of the church staff immediately.

# Kitchen Use Policies (See also Kitchen Procedures and Kitchen Fundraising Procedures)

Any group using the kitchen will have a member familiar with these policies and ensure adherence to them. Any group using the kitchen must have an approved Facility Use Application and Facility Policies Agreement on file. Kitchen equipment including chinaware, glassware and flatware may be made available by special request. Authorization from the church staff is required. Use of a caterer must be indicated on the application. Caterers must provide a copy of their liability insurance and return to the church office with a signed copy of the CUMC Facility Policies Agreement prior to working in the kitchen.

All individuals or organizations using the kitchen must provide their own food, beverages and disposable products or be subject to a usage fee.

# Facility Cleaning and Maintenance (See also Kitchen Procedures).

Every organization using the facility is expected to leave the area used tidy after use. All furniture and other items are to be positioned as upon arrival or as directed by staff. The custodian is responsible to clean rooms throughout the facility in accordance with job guidelines.

# Cleaning of Classroom, Fellowship Hall, and Sanctuary Floors

Classroom and sanctuary floors are vacuumed and Fellowship Hall floors swept by the custodian regularly. If needed after an event, a user can find the vacuum cleaner and extension cord, and brooms in the utility closet next to the Men’s restroom in the nursery wing. Please return items used after cleaning.

# Trash & Recycling

Remove all trash before leaving the facility. Trash liners are provided and located in the utility closet next to the Men’s restroom in the nursery wing.

1. Remove trash liner from the trash container.
2. Reline trash container with new trash liner
3. Discard trash bags by placing them into the large dumpster located at the back of the church parking lot. Close the dumpster after disposing of trash.

# Recyclables

Discard recyclables in the large green dumpster located outside the back door of the kitchen. Recyclable include: Plastic, Paper, Aluminum and Tin Cans. Glass items should be placed in the dumpster or taken home to recycle.

# Emergency Procedures

# First Aid

A first aid kit is located in the kitchen cabinet located above the ice machine. An AED is located on the wall in the Fellowship Hall. Follow the directions from the machine. If an injury appears life threatening, dial 911 immediately and wait for emergency personnel to arrive. The address for the church is Covenant United Methodist, 4410 Duval Road, Austin, Texas 78727

# Fire Alarm/Emergency

To prevent fires, remove all combustibles such as towels, food packaging, pressurized containers and oils away from any open flame including the oven or stove.

In the event of a fire or other emergency requiring evacuation (including an unarmed intruder):

1. Only trained personnel should address the emergency source.
2. Evacuate from the building through the nearest and safest exit.
3. Call for Emergency assistance, Dial 911. The address is 4410 Duval Road, Austin, Texas
4. Meet others at the Main Parking lot adjacent to the Carport. If location is unsafe, go to the parking lot adjacent to the Sanctuary building.
5. Do not return to the building for any reason. Wait for clearance authorization by emergency personnel or a church representative before re-entering the building.

In the event of an emergency requiring shelter in place (i.e. armed intruder, severe weather):

1. Only trained and armed personnel should address an intruder.
2. Upon awareness, get to a safe location or position. Evacuate if there is an intruder and it is safe to do so. For a tornado, ensure you are at the lowest level away from windows.
3. Call for Emergency assistance, Dial 911. The address is 4410 Duval Road, Austin, Texas
4. Notify others in the building by any means possible, including pulling fire alarm or phones. If it’s an intruder, shout to others only from a safe distance or when no alternative exists.
5. If not in the line of fire, shelter in place by locking doors, turning lights off and concealing all occupants from windows. Do not lock doors for severe weather.
6. Evacuate from the building through the nearest exit when instructed by emergency personnel.
7. In the absence of emergency personnel direction, meet others at the Main Parking lot behind the storage sheds. If that location is unsafe, go to the parking lot of the apartments across from the Sanctuary building.
8. Do not return to the building for any reason. Wait for clearance or authorization by emergency personnel or a church representative.

# CUMC Facility Fee Schedule: Childcare may be arranged at additional cost. Custodial services for Sanctuary, Fellowship and Kitchen are $150 extra.

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| **Facility Area** | **Wedding**  The service is only available for CUMC members. | **CUMC Members**  Sponsored ministry or organizations are exempt:  Includes recitals, parties or other functions. There is no fee for a CUMC member funeral or memorial. | **Non-Members**  Includes funerals, memorials, recitals, parties or other functions. |
| **Sanctuary** | $600 for the 1st 6 hours  $50 for each additional hour  $300 Deposit  Includes: Wedding Consultant  Sound Engineer  Bride & Groom Dressing Areas  1 hour Rehearsal | $200 for the 1st 2 hours  $50 for each additional hour  $100 Deposit  Includes:  Sound Engineer | $200 for the 1st 2 hours  $50 for each additional hour  $100 Deposit  Includes:  Sound Engineer |
| **Organist** | $200 for CUMC Organist  Non-CUMC organist must be approved by the Music Director | N/A | $200 for CUMC Organist  Non-CUMC organist must be approved by the Music Director |
| **Fellowship Hall** | $160 for the 1st 4 hours  $50 for each additional hour  $80 Deposit  Includes:  Use of Kitchen | $160 for 1st 4 hours  $25 for each additional hour  $80 Deposit  Includes:  Use of Kitchen | $260 for the 1st 4 hours  $50 for each additional hour  $130 Deposit  Includes:  Use of Kitchen |
| **Full Package** | $960 for the 1st 6 hours  $50 for each additional hour  $480 Deposit  Includes:  Sanctuary  Required Wedding Consultant  Sound Engineer  Bride & Groom Dressing Areas  1 hour Rehearsal  CUMC Organist  Fellowship Hall  Use of Kitchen | $300 for the 1st 4 hours  $50 for each additional hour  $ 150 Deposit  Includes:  Sanctuary  Sound Engineer  Fellowship Hall  Use of Kitchen | $660 for the 1st 4 hours  $50 for each additional hour  $330 Deposit  Includes:  Sanctuary  Sound Engineer  CUMC Organist  Fellowship Hall  Use of Kitchen |

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# CUMC Facility Policies Agreement

I/We have read and understand the Covenant United Methodist Church Facility Policy and agree that I/we will abide by the policies and procedures contained herein.

I/We agree to hold harmless and indemnify CUMC with respect to any claim or loss, injury or damage because of negligence of wrongful performance of the user, including damage to the building, furnishings, equipment or property.

I/We assume full responsibility for any damage to the facilities and equipment used.

I/We are responsible for the cost of repair or replacement of equipment.

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| --- | --- |
| *Event:* | *Event Date:* |
| *Organization/Group Name:* |  |

|  |  |
| --- | --- |
| *Coordinator:* | *Coordinator Contact Info:* |
| *Coordinator Signature:* | *Date:* |

|  |  |
| --- | --- |
| *Caterer:* | *Caterer Contact Info:* |
| *Caterer Signature:* | *Date:* |