

Waukee United Methodist Church Ministry Center Use and Reservation Policy

**Version 1.0 Adopted 4.21.2023
Includes updates as of October 12, 2023**

Waukee United Methodist Church (WUMC) allows individuals and groups from inside and outside the congregation to use our facility. While the WUMC facilities exist first for WUMC's worship and ministry, we want to extend hospitality to our community. Opening our doors to a variety of individuals, organizations, and groups is a way of showing WUMC's Christian love to the community.

Making Reservations

Scheduling of all facility usage, congregational or otherwise, must be done either through the Church website waukeechurch.life, by contacting the Church Office at 515-987-4531, or at office@waukeechurch.org. Reservations must be made 10 days in advance of the event. If there is availability, the 10 day advanced reservation will be waived.

One person from the renting group requesting to use the facility shall be designated the liaison. The liaison will be responsible for conforming to WUMC's policies and will be notified if the facilities are used improperly or are not properly restored to their original condition.

After your event has been approved, you will work with the Church Office to finalize details and complete a walk through of the facility before your event.

WUMC reserves the right to not accept a reservation if the group/event is not compatible with or is contradictory to WUMC's mission or vision or the guidelines of the United Methodist Church.

Availability

The facility is generally available during the following days and times:

Monday: 6:00 am to 10:00 pm

Tuesday: 6:00 am to 10:00 pm

Wednesday: 6:00 am to 4:00 pm

Thursday: 6:00 am to 10:00 pm

Friday: 6:00 am to 10:00 pm

Saturday: 6:00 am to 6:00 pm

Sunday: 2:00 pm to 10:00 pm

Special accommodation can be made for hours outside the listed availability by contacting the Church Office at office@waukeechurch.org or 515-987-4531

Available Areas

Multi-Ministry Center (MMC):

- Reception Space (standing) for 354 people
- Chair seating for 250 people
- Seating at tables for 200 people (client will need to rent tables and chairs)
- 75 x 46 Basketball Court with adjustable basket heights (8ft-10ft)
- Multiple sizes of indoor basketballs
- Pickleball Court with net
- Pickleballs and Paddles
- Volleyball Court with net
- Volleyballs for different skill levels
- Stage available for additional cost
- A/V available for additional cost

Fellowship Hall

- Reception Area for up to 50 without chairs
- Seating for 30 with tables and chairs
- Serving counter
- Coffee Service

Single Meeting Room 1

- Seating for 20 at tables, 36 without tables
- TV screen that can be connected to computers via HDMI cable for presentations is available

Single Meeting Room 2

- Seating for 20 at tables, 36 without tables
- TV screen that can be connected to computers via HDMI cable for presentations is available

Single Meeting Room 3

- Seating for 20 at tables, 36 without tables
- TV screen that can be connected to computers via HDMI cable for presentations is available

The meeting rooms can be rented individually, or in a 2-3 room combination

Kitchen

Access is also available to a state-of-the-art kitchen, complete with freezer, refrigerator, cooktop, 2 ovens, and microwave. After use, the kitchen must be cleaned to the same standard as it was found upon arrival.

Audio Visual Equipment and Use

WUMC has a professional grade sound and video projection system in the Multipurpose room. Church policy requires that a WUMC trained technician must be on site to set up and operate audio and video equipment. If you plan on using this equipment, detail your request on the Request for Facility Use Form and a technician will be assigned to you (\$50 /hour, payable directly to technician). Advance planning discussion is required with the AV technician in order to coordinate and ensure compatible formatting with WUMC's system. Setup and sound checks with the technician must take place during the rental time frame. Content must be in alignment with WUMC's mission and vision (church setting) and should be submitted to the church office one week in advance of the event via flash drive.

Rental Cost

Multipurpose Room: \$60.00 per hour

Multipurpose Room and Stage: \$75.00 per hour

Multipurpose Room, Stage, and AV: \$125.00 per hour + \$50/hr for each AV and sound tech

Single Meeting Room: \$30.00 per hour

2 Connected Meeting Rooms: \$60.00 per hour

3 Connected Meeting Rooms: \$90.00 per hour

Fellowship Hall: \$60.00 per hour

Kitchen: \$60.00 per hour

Rental of Entire Facility: \$200.00 per hour

A professional cleaning fee of \$300 can be added to the event cost. The fee must be paid 10 days prior to the event.

There is no cost for members of WUMC for weddings, funerals, and family open-house events. While there is no fee, a freewill donation is always happily accepted.

Non-Profit groups may use the facility for up to 3 hours per month at no charge. Proof of 501(c)(3) status is required.

Security and Damage

WUMC adheres to a safe sanctuary policy that requires that 2 non-related adults are present and supervising when there are any youth under the age of 18 participating in the event.

It is the responsibility of the liaison and renters to monitor and control the actions of their guests and vendors. Damage to any part of the property will be the sole responsibility of the renter. If any damage occurs, the renter agrees to pay in full the fair market cost to repair or replace the damage. In the event of theft, the renter agrees to pay in full the cost to replace all stolen items. The renter agrees to be responsible for any and all damages done to the property by the liaison, renter, their guests/invitees, independent contractors, or any other person under the renter's control.

WUMC shall not be held liable for any theft, damage, or loss of belongings of the renter, or guests. The renter and guests must comply with all applicable City, County, State, and Federal

laws and shall conduct no illegal acts on the WUMC property. The liaison assumes the responsibility to ensure that minors (under 18) are supervised at all times by their parents or guardian.

The renter hereby waives all claims, damages, and demands against WUMC for any loss, damage, theft, illness or injury of the renter, including, but not limited to, all acts and/or omissions of negligence by WUMC. The renter hereby agrees to indemnify and hold WUMC free and harmless of all liability for any loss, damage, theft, illness, or injury to other persons, and from all cost and expenses arising therefrom, including but not limited to attorney fees, arising from any incident of omission, directly or indirectly, due to renter's event or any other subject of this agreement.

The renter acknowledges WUMC's use of recorded video surveillance on premise.

Access Control & Security Monitoring

Depending on the hours of your rental, you may be granted temporary access to the building via keycard or mobile phone. As stated above - the main liaison will be responsible for the entire group entering and exiting the facility. You should only be using the areas of the building you have rented. The main door will automatically be unlocked at the start of your rental and locked at the end of your rental. We have security cameras placed around the facility.

Set-up and Cleaning

Chairs and tables are provided. The liaison is responsible for assuring that the facility (including furnishings and equipment utilized) is left in its original condition at the conclusion of the event. This includes, but is not limited to, returning all furnishings to their original positions, wiping up spills and removing trash from the floor, emptying all trash (bags to be tied off and taken to the trash bins in the enclosed outdoor area), removing all event materials from the space, and turning off lights. Any damage to the facility or grounds caused by any of the reserving group's participants, vendors, or attendees are the responsibility of the reserving group and can be billed to the group's liaison for payment. In addition, any excessive clean-up charges will be billed to the group's liaison for payment.

The renter has the option to pre-hire a professional cleaning service at the end of the event for \$300. This fee must be paid 10 days prior to the event.

Decorations/Candles

Decorations or hanging items may not be affixed to any stationary wall, floor, sprinkler or ceiling with nails, staples, tape, command strips or any other substance in order to prevent damage to the property. Items are not permitted to hang from light fixtures. All decorations, personal belongings, gifts, and any other items must be removed from the venue by the designated vacate times.

WUMC does not allow anywhere within the property the following items: birdseed, rice, seeds, glitter, spray string, confetti, pyrotechnics, fog machines, candles, flames (open or enclosed),

bonfires, or sparklers. Flameless candles are allowed. Candles with flames will be allowed only with approval of the Pastor. Bubbles are not allowed in the building. Hay bales are not allowed within the building. Other items may be prohibited at the sole and complete discretion of the WUMC. The Group Liaison is encouraged to discuss decorations with WUMC in advance of the event.

Outside Catering

WUMC offers a full kitchen for rental for third-party catering, however, the use of this room is only allowed if those contracted vendors respect the space they are provided. If used, this room or space must be cleaned and left the way it was originally found. This is the responsibility of both the liaison and the vendor. Pig roasts, grills, and ovens are not allowed to be set up on the grounds without the prior consent of WUMC. All food must be prepared by a licensed caterer or food service provider. Caterers must provide proof of insurance 30 days prior to the event. WUMC will not be held liable for food poisoning or illness related to food or drink.

Cancellations and Rescheduling

Events must be canceled in writing by the renter or liaison and should be submitted to the Church Office as soon as possible. If an event requires rescheduling, the Church Office will assist in finding an open date and time in the church's schedule. Facility rental refunds may be issued for a reservation only when cancellation is made 10 business days prior to the date of reservation. Cancellations later than 10 business days prior to the date of the reservation will result in forfeiture of the rental payment.

Renter Responsibilities

- Nothing can be taped, pinned, or nailed to the walls in any room. Any exceptions must be approved by the Church Leadership.
- Smoking, vaping, and any other use of tobacco products is prohibited both indoors and outdoors on the Ministry Campus.
- Consumption of alcohol is prohibited both indoors or outdoors on the Ministry Campus.
- Illegal drugs are prohibited both indoors or outdoors on the Ministry Campus.
- No deliveries will be accepted by WUMC staff for an event. The reserving group must bring all items during the time of setup.
- Activities must remain in the areas of the facility requested. Other parts of the facility should be considered off-limits.
- The facility's fire exits cannot be blocked at any time in any way.
- WUMC is not responsible for any loss or damage to the private property of individuals or organizations using the facility.
- Reserving group must agree to report to the Church Office any and all accidents which result in a personal injury or property damage.
- Music and dancing are permitted to appropriate music for a church setting, not promoting alcohol/drug use, violence, or sexual behavior. If there are questions as to the content, contact the Church Office. DJ's must maintain music or sound at or lower than 90 decibels.

- WUMC reserves the right to disallow access to the building to any rental party or vendor who has violated these guidelines.
- WUMC reserves the right to cancel any event due to unforeseen circumstances.

Statement of Agreement

The reservation is confirmed when payment is received in accordance with the rate schedule. The renter assumes full responsibility for the damage caused to any facilities during the rental.

IN CONSIDERATION FOR USE OF THE FACILITY, THE RENTER AGREES THAT THEY WILL USE THE FACILITY AND EQUIPMENT AT THE RENTER'S SOLE RISK. RENTER FURTHER AGREES THAT WUMC WILL NOT BE RESPONSIBLE FOR ANY OR ALL INJURY, ILLNESS, LOSS, THEFT, OR DAMAGE TO RENTER, RENTER'S PROPERTY, OR RENTER'S GUESTS BEFORE, DURING, OR AFTER THE EVENT WHILE ON THE FACILITY PREMISES. RENTER AGREES TO INDEMNIFY AND HOLD HARMLESS WUMC FOR ANY AND ALL LOSS, DAMAGE, INJURY, OR COSTS RENTER OR RENTER'S GUESTS MAY SUSTAIN DURING OR AFTER THEIR PRESENCE AT THE FACILITY AND/OR PARTICIPATION IN THE EVENT. RENTER AGREES TO INDEMNIFY AND HOLDS HARMLESS WUMC FROM AND AGAINST ANY LOSS, DAMAGE, INJURY, OR COSTS CAUSED BY RENTER'S ACTS OR OMISSIONS , NEGLIGENCE, OR OTHERWISE, INCLUDING ANY COSTS AND ATTORNEY FEES INCURRED THEREBY ARISING OUT OF RENTER PRESENCE AT THE FACILITY OR PARTICIPATION IN THE EVENT. RENTER AGREES THAT THE FOREGOING RELEASE, WAIVER,, AND INDEMNITY AGREEMENT IS INTENDED TO BE AS BROAD AND INCLUSIVE AS IS PERMITTED BY THE LAW OF IOWA AND THAT IF ANY PORTION THEREOF IS HELD INVALID, IT IS AGREED THAT THE BALANCE SHALL NOTWITHSTANDING, CONTINUE IN FULL LEGAL FORCE AND EFFECT.

This page needs to be signed by the liaison and returned to WUMC 10 days before the event.

Signature

Date
