



Foundry United Methodist Church
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Building Use Guidelines and Application for Use of Facilities

Introduction

Foundry United Methodist Church (FUMC) envisions the use of its facilities and equipment by community groups as a mission of service to our neighborhood, the extended community of metropolitan Washington, DC, and the wider world.

The United Methodist Church Book of Discipline gives the senior pastor of every congregation authority over the use of church buildings, grounds, and other facilities. The review and approval of requests from community organizations to use FUMC facilities is delegated to the Chief Operations Officer. FUMC and its authorities reserve the right to disapprove any application for use without comment. Decisions shall be guided by the following:

Priority of Use

Priority of use of FUMC facilities shall be given to Foundry church functions and to FUMC ministry teams, working groups, education classes, or other established groups for their programs and activities. Events sponsored by the Baltimore-Washington Conference of the United Methodist Church also have priority should the conference wish to hold an event at Foundry.

Due to the many active church ministries, we are unable to accommodate additional events on Sundays (particularly choirs, or other churches without their own facilities seeking a place to hold services), or non-Church events during the seasons of Lent or Advent. However, every request will be given a full review.

Approval of the use of Foundry's facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by Foundry United Methodist Church. No activities or advocacy may take place in our building that conflict with the policies and practices of Foundry United Methodist Church.

Qualified Organizations

Only non-profit, tax-exempt organizations will be considered to use FUMC facilities.

Admission Fees and Sale of Goods or Services

Approved organizations may not charge an admission fee or sell goods or services while on Foundry property without prior approval. FUMC facilities may not be used by community groups for fund raising.

Groups with a Foundry Mission or Program Relevance

Community groups may have a role or function related to a FUMC mission or program. Such organizations may be sponsored by a Foundry mission or program group. Sponsorship is obtained by way of the responsible staff member. "Sponsorship" is defined as:

1. Attaching the name of the Foundry group to the event if it is determined necessary for internal Foundry purposes.

2. Possible Foundry staff presence at the event, to include offering a welcome and, if appropriate
3. Providing volunteers for support at the event (traffic flow, hospitality, etc.).

Foundry's Chief Operating Officer may modify or waive fees for such groups.

Application Required

Every community organization seeking to use FUMC facilities shall complete an application form providing detailed information about the organization and responding to questions regarding the nature and purpose of the event, including but not limited to certification of tax-exempt non-profit status, program schedule and content, principal organizers, number of participants expected, whether food service is needed, whether an admission fee will be charged or goods or services sold during the event, plans for security if needed, and equipment requirements. The application is on the last page of this document.

Building Use Agreement Required

Every organization approved to use FUMC's facilities is required agrees to the following terms:

Agrees to abide by the terms and conditions of this policy;

1. Promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000.
2. Will provide to FUMC a certificate of insurance at least seven days prior to the date upon which the organization intends to use FUMC's facilities. This certificate of insurance will indicate that the organization has made FUMC an "additional insured" on the organization's insurance policy with respect to the use of FUMC facilities.
3. Will hold harmless, indemnify and defend FUMC, including FUMC's agents, employees and representatives, from any and all liability for injury or damage resulting from the use of FUMC's facilities and/or grounds, regardless of whether such injury or damage results from the negligence of FUMC (including FUMC's agents, employees or representatives) or otherwise.
4. In the case of organizations sponsored by a FUMC ministry team, committee, issues working group, or other established program group of the Foundry congregation, the Chief Operating Officer may waive the insurance warranty and insurance certificate requirements. (See the definition of "sponsorship," in Groups with a Foundry Mission or Program Relevance, above.)

Prohibited Substances and Activities

Bringing, serving, using, or distributing alcoholic beverages, tobacco products or illegal substances on the premises, within the building or on the grounds of FUMC is expressly prohibited. Bringing on the premises, within the buildings or on the grounds anything that may endanger those in attendance or the facilities, equipment, or grounds is expressly prohibited. Disruptive, rowdy or dangerous behavior is prohibited at all times.

Candles/open flames are not permitted at Foundry outside the Sanctuary or Chapel altar areas.

Overnight use of FUMC facilities by community groups is not permitted.

Off-street parking is not available for events or other uses of Foundry facilities. Parking in reserved staff spaces behind the Foundry building is specifically prohibited. Violators may be cited and towed. There is a parking garage located around the corner from the Church, at 1616 P Street.

FUMC Staffing Requirements

The FUMC business office shall be open with an FUMC staff member on duty to monitor facilities. If activities are approved beyond Foundry's normal operating hours or it during regular hours additional services are required, all costs related to staff, and others arising from such an event, will be a direct cost to the organization beyond the normal rates and Foundry will be reimbursed as specified below.

Events Requiring Food Service

Foundry does not have a food services manager and is not able to provide catering services for meetings or events.

Community groups may arrange for food service to be catered by a commercial catering company with District-of-Columbia-certified food handlers on their staffs. In that event, FUMC's main kitchen will be made available for use by the catering company. Use of the kitchen is subject to an additional fee, and the applicant organization is responsible for full clean-up of the facility after the event is over. (A deposit is required for use of the kitchen. If the applicant organization does not properly clean the kitchen, the deposit will be used to defray FUMC's expenses to clean the room.) Cooking can only be done in the kitchen, and not in any other room in the building.

Administrative Fees and Reimbursement of Direct Costs

Every outside organization using FUMC facilities shall be required to reimburse FUMC for the direct costs of building operations while the organization is using the facilities. An itemized list of relevant direct costs shall be provided to each applicant. Additionally, any event held before or after Foundry's regularly scheduled hours, will be responsible for the direct cost of reception, security, or custodians needed during those added hours.

Every applicant is advised of the opportunity to provide a free will donation in support of FUMC's mission and programs over and above direct costs in any amount the applicant thinks appropriate. Such a donation will not be required, only suggested in principle. FUMC personnel will not provide or recommend any specific amount for such donation.

The Administrative Fees listed below are for a standard per/hour fee unless otherwise noted. Specific fees for each meeting will be discussed at the time an "Application for Use of Facilities" form is submitted.

Sound tech fees: All events looking to use Foundry audio/visual equipment must employ a Foundry sound tech unless otherwise negotiated. Use of integrated sound/visual equipment in the Sanctuary or the Fellowship Hall is non-negotiable.

Custodial and reception fees: In the event a meeting begins before or goes beyond Foundry's normal hours of operation, \$50 will be charged for each hour or portion thereof to cover the cost of reception and custodial overtime. Foundry's normal hours of operation: Monday through Thursday, 9:00 am to 9:00 pm; Friday, 9:00 am to 5:00 pm; Saturday, 9:00 am to Noon; Sunday is not open to community group activities.

Rooms	Capacity	Cost/Hour
Sanctuary	700	\$500
Community Commons	180 reception 80 seated	\$350
Welcome Center, adjacent to Community Commons	50	\$125
Fellowship Hall	200 reception 120 seated	\$225
Davenport Center	100	\$125
Rooms: B1, B2, 203, 204, 205, 206, 207, 208	10-20	\$25

Item	Cost
Sound Tech	\$50/Hour
Host	\$30/Hour
Extra Cleaning Fees	\$25/Hour
Opening/Closing Beyond Normal Hours	\$50/Hour
Free Standing Speaker System	\$50
Projector w/Screen	\$40
TV w/DVD Player	\$30
Flip Chart Board w/Paper	\$20 (\$10 for each extra pad of paper)
Podium	\$25

All rooms are set-up to the specifications of the group and based on the limitations of the room. Price includes the use of Foundry's tables and chairs for each set-up. Set-ups must be confirmed with the office no later than 1 week before your event to ensure everything is in order. If caterers are coming, the office must be informed of the company name and when they will be arriving. Their arrival must be during the hours you have reserved the room for.

Groups are expected to leave the room in the state they found it in other than the normal use of the room. The custodian will pull trash, wipe tables, vacuum the room, and break down your set-up.

You are not obligated to use Foundry's equipment and can in fact bring in your own equipment.

Foundry does not provide table cloths, serving utensils, plates, or cutlery. Use of Foundry refrigerators and ovens must be discussed in advance due to limited space. Foundry does have coffee makers in specific locations that can be used with permission but you must provide your own coffee and cups.

Application for Use of Facilities

We look forward to working with you to make your event a success for all involved.

Name of Event: _____

Date of Event: _____

Description of Event: _____

Start Time: _____

End Time: _____

Set-up Time: _____

Tear-down Time: _____

Room/Space Requested: _____

Estimate Attendance: _____

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Name of Organization: \_\_\_\_\_

Federal Tax Exempt Number: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Day of Event Number: \_\_\_\_\_

Email: \_\_\_\_\_

Description of Organization & Mission: \_\_\_\_\_

\_\_\_\_\_

If this application is approved, the conditions and regulations stated in the attached "Building Use Guidelines" will be observed, and the person named as the contact person above will assume all responsibility for honoring the agreement, damages, loss, or other liability arising from the use of Foundry's facilities.

Please sign and return this to Foundry's office.

*Signature on this agreement confirms acceptance of the attached "Building Use Guidelines."*

\_\_\_\_\_  
Signature (Authorized Representative)

\_\_\_\_\_  
Date

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To be completed by FUMC:

Approved by: _____

Date: _____