

LakeSide Fellowship UMC Facilities Policy

Introduction

Welcome to LakeSide Fellowship United Methodist Church ("LakeSide Fellowship"). We are glad that we can be of service to you with your event, class, meeting, etc. We hope this guidebook will help you in making your event an excellent success. Our facilities are maintained and overseen by the Board of Trustees as stated in The Book of Discipline of the United Methodist Church. *It is imperative that all policies and procedures be adhered to for the protection of everyone attending a LakeSide or any other event and also for the protection of LakeSide Fellowship.* The Facilities Manager oversees all building matters.

LakeSide Fellowship's Vision Statement:

"Gathering, Growing, and Sowing the Love of Jesus Christ"

This statement will evaluate all events. Should an event be questionable about its fit within this purpose it will be discussed with the Facilities Manager and the Board of Trustees to see if our facility can accommodate the need.

It is the goal of the Board of Trustees and the staff of LakeSide Fellowship's to maintain the church campus in a first class condition, and at all times present an attractive and clean environment throughout the church. These facilities are God's property and should be treated with respect and reverence. Your assistance in following these guidelines will help make these goals attainable for everyone.

1 Corinthians 3:2 Moreover, it is essentially required of stewards that a man should be found faithful proving himself worthy of trust.

Hours of Operations

Generally, the church campus will be open as follows:

Building "1" = Multipurpose Space:

Monday- Friday 9:00 a.m. -5:00 p.m./earlier or later as dictated by scheduled events

Saturday as dictated by scheduled events

Sunday 7:30 a.m. -12:00 p.m. Later as dictated by scheduled events

Please Note:

The LakeSide Fellowship's Campus must be vacated by 9:00 p.m. every day. Meetings should be scheduled to end 30 minutes prior to the 9:00 p.m. closing time. Doors will be locked at 9:00 P.M. Please honor all assigned scheduled times. Events should start and end as stated. Events that do not end on schedule cause conflicts in scheduling for other groups. Scheduled events with time and locations are posted throughout the church on a daily basis.

General Information

1. All meetings and gatherings at LakeSide Fellowship's must be requested in advance through the Staff Administrator. Please call 407-330-6560 for scheduling information and room reservations. All scheduled functions are tentative until a confirmation is received from the Staff Administrator. All events will be taken to the church leadership for final approval so plan accordingly to ensure time for proper approvals.
2. All rooms have a standard set-up. All efforts are made to schedule group rooms that fit their needs. If your groups need a set-up different from the standard arrangement, you may re-arrange the room. However, the room must be returned to the original arrangement at the conclusion of your event.
3. If your group is unable to accomplish this and you need staff assistance, please complete the Facility Usage Form to be turned in at least five days prior to the event or sooner. You also may fax the form to 407-330-6560 attention Staff Administrator.
4. All rooms are to be cleaned by those who use them. The room needs to be presentable for the next group.
5. If a room is empty, it does not mean it is available. Group leaders cannot assume that empty rooms can be used. All rooms must be scheduled in advance through the Staff Administrator after the proper approvals are obtained. At the end of your event, the group leader(s) will be responsible for making sure that things are left in good order. LIGHTS SHOULD BE TURNED OFF; ALL WINDOW BLINDS SHOULD BE CLOSED; ALL FURNITURE IS TO BE PLACED BACK THE WAY YOU FOUND THE ROOM, AND FLOORS SWEEPED AND TRASH CANS EMPTIED. Any problems should be reported to the Staff Administrator by calling the church office at 407-330-6560. Please leave a message if you call after hours.
6. No personal furnishings are to be brought into any building without the permission of the Trustees.
7. If for any reason your event is canceled, or if event details change, please notify the Staff Administrator at 407-330-6560, as soon as possible. We will make every effort to accommodate your needs.
8. Church events will take priority for facilities and locations over all other events. We do offer space from time to time to other community not-for-profit organizations. Space is provided based upon individual need and availability. All events at LakeSide Fellowship must be presented in a manner that is compatible with our purpose as a church. Due to the nature of the church and our not-for-profit status, we do not provide meeting space for "for-profit" organizations or individuals.
9. ALL LAKESIDE FELLOWSHIP'S BUILDINGS ARE SMOKE FREE
10. **NO ALCOHOLIC CONSUMPTION OR DRUG USAGE WILL BE PERMITTED ANYWHERE ON THE LAKESIDE FELLOWSHIP'S CAMPUS.**

11. ANY GROUP IN VIOLATION OF NUMBERS 9 OR 10 ABOVE WILL BE ASKED TO LEAVE THE CAMPUS. THERE WILL BE NO EXCEPTIONS.

12. Children SHALL NOT be left unattended in any room of the building including the nursery. **Please see our Child/Youth Protection Policy.**

13. Please do not serve beverages that can stain/damage carpet and flooring (such as colored punch or red juice drinks). If drinks are spilled each Group Leader will be responsible for cleanup. There are cleaning products in the kitchen or the janitor's closet by the men's restroom at your disposal.

14. No one other than authorized personnel will be allowed on the stage area or behind the tech booth at any time. These areas contain equipment and wiring that is expensive to replace and could cause someone to trip and hurt themselves. Each Group Leader will be responsible for enforcing this policy. Please do not allow children to play on or near the stage area.

15. The playground is available for use, however, **NO** child will be left unattended. All outside play equipment such as the basketball net will need to be pulled away from the building so there is no opportunity to cause window or building damage. When play is finished it must be returned to its original spot under the maintenance alcove so it does not obstruct the walkway in anyway. It will also be the responsibility of the Group Leader to make sure it is secured properly and will not cause any hazardous conditions to anyone walking on the sidewalk. It will be the responsibility of the Group Leader in charge to ensure this procedure is adhered to without exception. All other outside play equipment must be returned to its proper storage area after usage.

Security and Emergencies

For security reasons, events such as task force meetings, praise band and choir rehearsals, committees, etc., access to and from the building using the front doors is prohibited. All persons should be admitted in the back door entrance marked "offices". Attendees should park at the Eastern and North Eastern end of the facility.

Church Wide functions that utilize the majority of the facility will be treated differently and front access will be allowed.

At all times all doors leading into the staff offices are to be kept locked except for the door into the office during business hours. If access to the copier is needed the staff member in charge will provide access to the secured area. No Exceptions.

The staff member in charge of the event is responsible for checking all doors to make sure they are securely locked and to make sure all lights have been turned off in all rooms including bathrooms. The staff member will ensure there is no one left in the building and set the building alarm.

The Nursery and the Student Rooms will be locked at all times unless there is a scheduled supervised event.

On Call Security Procedures

Building alarms and fire systems are monitored by C&A Systems 407-830-5123. They monitor only. Wittington Fire Systems services the fire alarm system. Their number is 407-585-3200. There is an on call list determined by the Management Team. This team has keys to every room in the building and the code to turn off the building security alarm. They also have the code needed for the monitoring company.

Fire Alarm Panel Information

There are three types of alarms:

- Supervisory – pertains to the sprinkler system
- Trouble – alarm goes off at monitoring company but fire trucks are not called. Possible causes of trouble alarms are power surges.
- Alarm – These are the most serious. The alarm goes off at the monitoring company and they call the fire trucks.

When called for an alarm there are a few steps to take:

1. Press the button that acknowledges the trouble
2. Press the button that silences the bells
3. You will need to leave the trouble message displayed on the led display for the service technician from Florida Fire and Sound

There is a map inside of the panel at the front doors that shows all the different zones and their devices. On the detectors themselves, if everything is O.K. there is a green light, yellow light indicated trouble and red light indicates alarm. We are required by law to have our alarm system inspected every year.

Utilities

The Staff controls all heating and air conditioning units. Thermostats are pre-programmed and cannot be changed. Please turn-off all lights when leaving all rooms.

Walls and Bulletin Boards

Please do not tape or fix notices on walls, doors or glass windows. There are bulletin boards around campus. Only church related notices are to be placed in these areas. All church related notices MUST be approved by the Staff Administrator prior to being posted. You can reach the Staff Administrator at 407-330-6560.

Building Exit Doors

At no time are exit doors anywhere in the building to be blocked with tables, containers, decorations, chairs or any other object that may prevent the quick exit of our church family during an emergency. This is not only a LakeSide policy but a strict code violation in the view of the Seminole County Fire Marshall. Every ministry leader will be responsible for making sure this policy is adhered to and will be responsible for informing their volunteers.

Phone Systems:

There are several public access phones located throughout our campus. Please limit your phone calls to 5 minutes. These phones will not allow long distance or 1-900 calls. Please do not remove phones from their designated area. They will not work in other phone plugs.

Information Technology Systems:

Our staff maintains all computers and computer systems. The Staff Ministry Leader must approve all software and hardware modifications (Approval will be given after concurrence with the Board of Trustees). Users of the system are not to change any systems or defaults. Do not add or delete any programs.

Audio Visual:

TV's, VCR's, overhead projectors, screens, computer projectors, laptops, sound equipment needs and other audio/visual equipment may be available for your use. Complete the Facility Usage Form. The form must be completed ASAP or five days prior to the event or sooner and turned in to the church office, or faxed to (407)330-6510, attention Staff Administrator. You will receive a confirmation of your request from the church office. Please do not relocate any audio/visual equipment within the facilities without prior approval. Availability of equipment is not guaranteed. In some cases there may be a charge linked to the equipment. A sound tech will be needed to operate any sound equipment a fee schedule will be given upon request.

Office Equipment:

Only office staff should use office equipment and copy machines. Please contact the staff person liaison for the event or call the Staff Administrator at 407-330-6560.

Please Note:

No information systems, computers, phones, audio/visual equipment, or office equipment will be loaned out to groups. Equipment will remain on the LakeSide Fellowship campus at all times.

Space Allocation

Space is a valuable resource at LakeSide Fellowship. Space will be assigned in a way that will best serve our goals of meeting the needs of our purpose as a church. No group "owns" space. Groups may be asked to relocate if needed. Groups are expected to be flexible for the good of the whole church.

Space in closets or storage areas is reserved solely for LSF and is not available for groups. Please do not store your class or meeting material on campus. LakeSide Fellowship is not responsible for any missing or damaged material. Please contact the Staff Administrator at 407-330-6560 with any questions.

Children/Youth

All groups must abide by the LakeSide Fellowship Child/Youth Protection Policy attached to this guideline. You are required to sign and return the Participation Covenant Statement (Appendix V of the CYPP).

Kitchen Facilities

Due to the nature of equipment and insurance requirements, groups wishing to use the kitchen may do so only if pre-approved by the LakeSide Fellowship Staff Administrator. The kitchen area must be thoroughly cleaned and no food shall be left after the event (this includes the refrigerator). All Dishes are to be cleaned and put away and the trash cans are to be emptied and taken to the dumpster located at the rear of the building.

Facility Usage Fees

Groups that use our facilities may be charged fees for services including, but not limited to:

- Sound systems
- Facilities Setup
- Kitchen Facilities
- Staff-Custodial Services
- Sound Engineering
- Building Use (large events) Nursery Personnel
- Damage to facilities or equipment
- Overnight stays

Groups that damage the facilities or equipment will be required to reimburse LakeSide Fellowship for replacement or repair costs.

Insurance

LakeSide Fellowship is insured for property and casualty liability. OUTSIDE GROUPS will be required to provide LakeSide Fellowship with proof of liability insurance listing LakeSide Fellowship as an additional insured prior to the event. Other United Methodist Churches in the Florida Conference do not have to submit this document.

LakeSide Fellowship assumes no liability for items lost, misplaced, or stolen on our campus.

LakeSide Fellowship's Guidelines for Overnight Visiting Groups

We appreciate your interest in visiting our church and staying in our facility overnight. We do have a few requests in consideration of the facility and our neighbors:

1. We require a Certificate of Insurance from your insurance company listing LakeSide Fellowship United Methodist Church as an additional insured unless you are a United Methodist Church in the Florida Conference.
2. \$5 per person per night or a minimum of \$100 is charged to stay in our facility.
3. We request that you not be in the parking lot except to unload after 10:00 p.m. as we have homes in the neighborhood and must respect their request for privacy and quiet.
4. In consideration for our neighbors and your safety, please do not walk around the LakeSide Fellowship campus after 10:00 p.m.
5. If your stay includes a Sunday morning, please reset the room as you found it by 7:30 a.m. to allow us to be ready for Sunday.

6. Please refer to the LakeSide Fellowship UMC Child/Youth Protection Policy for requirements regarding children 17 & under.

- a. It is required that all groups have at least two adults in attendance for each gender represented.
- b. A LakeSide Fellowship Representative will be in the building during all events.

Repair/Renovation Policy

In cooperation with the Board of Trustees, the Facilities Manager has administrative oversight of all concerns or matters related to the repair, renovation, cleaning, lighting, landscaping, painting and re-designation of space for all LakeSide Fellowship buildings and property.

All requests concerning matters related to normal repairs and maintenance, interior cleaning, landscaping, etc. are to be communicated directly to the Board of Trustees via e-mail.

1. All renovations must be approved by the Board of Trustees.
2. If the Board of Trustees deems that the renovation is warranted, a Board Member will secure three bids.
3. The proposal and bids are then submitted to the full Board of Trustees for discussion and action.

"Renovations" include painting, building or tearing down walls, installation of equipment or furniture in a given space, or other alternations of existing building or property.

- Repairs and/or maintenance of buildings or property costing less than \$500 can be authorized by the Church Staff and later communicated to the Board of Trustees. "Repairs" include maintenance, repair or replacement of existing equipment in existing buildings and property.
- Repairs and/or maintenance of buildings or property costing more than \$500 require the approval of the Board of Trustee's Repair Representative.
- Repairs and or maintenance of buildings or property costing more than \$5,000 require the approval of the Board of Trustees. A poll of the committee may be taken over the phone or e-mail for emergency repairs.
- After approval of any major repair or renovation project by the Board of Trustees will obtain an executed contract and then oversees the work until completion.

LakeSide Fellowship's financial policies and procedures must be adhered to regarding the purchasing of goods and services and the disbursement of funds.

Reporting of Facility Problems

The LakeSide Fellowship staff will report facilities problems to the Staff Administrator. The Board of Trustees will keep a Preventative Maintenance Program-Equipment Inventory and Information summary to assist in the preventative maintenance of church equipment.

Problems

1. Burned out light bulbs
2. Lack of heat or air conditioning

3. Lack of ventilation
4. Malfunctioning electric circuits
5. Lack of janitorial services
6. Any safety discrepancy
7. Unusual noise, odors

General Facility Environment (Interior) Problems

1. Clogged toilets
2. Missing paper products
3. Malfunctioning locks, doors, windows
4. General cleanliness

General Facility Environment (Exterior) Problems

1. Landscaping appearances
2. Roads and walks -cracks, potholes, etc.

Posting Materials in Facilities

It is the feeling of staff and leadership that a clean, uncluttered image in the facilities will compliment LakeSide Fellowship's philosophy of doing ministry in an excellent manner. Therefore, no materials (i.e. posters, signs, flyers, etc.) are allowed to be placed on facility walls, windows, doors, and hallways. All items to be displayed on LakeSide Fellowship's campus must be approved by the Staff Administrator.

Sanctuary Events

If your event is held in the sanctuary, please be sure to reset the room to its original diagram. (see attached Sanctuary Diagram)