

**First United Methodist Church - Round Rock**  
**1004 N. Mays Street, PO Box 1448, Round Rock, TX 78680**  
**Phone: 512-255-3336 † Fax: 512-341-8117 † Web: [www.fumc-rr.org](http://www.fumc-rr.org)**

## **Facilities Use Policy**

The First United Methodist Church of Round Rock is proud of our facilities and would like for them to be fully utilized. These facilities were consecrated for *nurture in the Holy Scriptures, Christian teaching, fellowship, and service*. We are committed to promoting the threefold spiritual, mental and physical development of persons.

All of our local church programs have priority for scheduling use of these facilities. The facilities may be used by other organizations whose activities and purposes are judged to be compatible with those stated above and meet the guidelines of the current United Methodist Book of Discipline. First Church reserves the right to refuse the use of any or all church property to any individual or organization without explanation.

Regularly scheduled non-church events (i.e. weekly, monthly, etc.) will be subject to review and renewal every three months. Before any multiple use reservations will be accepted, the Church Council may be consulted to avoid any conflict with the long term plans of the church's ministries. Only those events approved by the Church may be scheduled.

To request use of the facilities follow these steps:

1. Complete a facilities reservation form and submit it to the church office. Forms are available in the church office or may be downloaded from the Church website site at [www.fumc-rr.org](http://www.fumc-rr.org).
2. Confirm with the church office that the date & space is available on the church calendar and that the event has been approved.
3. After confirmation, a \$250.00 security deposit and a 10% down payment will be required to guarantee your date/space.

## **General Regulations**

1. The use or consumption of any alcoholic beverage is strictly prohibited on the premises.
2. The use of tobacco inside the buildings is strictly prohibited.
3. Food preparation is limited to warming only.
4. If a caterer is necessary, the caterer must contact the church office one week prior to the event to make the necessary arrangements.
5. No food is to be left or stored in the kitchen or refrigerator for more than 24 hours.
6. Children are not allowed to play unattended.
7. All activities must end by 11:00 pm.
8. Any dishes, appliances or equipment used must be properly cleaned and stored after use. If additional cleanup is required, the user will be charged an additional custodial fee.

9. No nails, tacks, screws, tape, glue or any other fastening devices shall be used on any of the walls, ceilings or furniture.
10. Open flames, including incense or candles, are discouraged.
11. All trash must be carried out and placed in the trash dumpster in the west parking lot, near the kitchen. The trash cans should be returned and fresh liners placed in them.
12. Equipment, supplies, or personal effects may not be stored at these facilities. First Church is not responsible for lost, stolen or damaged items.
13. Organizations using the building on a continuing basis will be asked to provide proof of insurance.
14. Any activity may be subject to review due to:
  - Disregarding regulations.
  - Poor conduct of participants.
  - Lack of care and respect for the property.

If the review reveals unsatisfactory conditions, the Church representative will contact those involved for corrective action. If satisfactory action is not taken, the Church may terminate the use of the facilities.

### **Musical Instruments**

Any use of the church's musical instruments, including the organ or grand piano, must be approved by the church staff. Instruments are not to be moved except by the custodian and with the approval of the Church.

### **Custodian and Technical Support**

A First Church staff member will be available for unlocking and locking the facilities, assistance with the sound system, AC system, and set up and cleanup.

### **Security and Key Deposit**

A security deposit in the amount of \$250.00 is required. This deposit will be held until after the scheduled event and returned if all General Regulations have been followed. A key deposit if \$25.00 is required if you check out a key and will be returned after the key is returned.

### **Fees**

Please call 512-255-3336 or come by the church office for a current listing of building use fees for the various areas of the church. The church is not considered reserved until the applicable deposits have been paid. Fees may be refunded if notice of cancellation is made at least 60 days prior to the reservation date.