

GUIDE TO BUILDING USE  
LINCOLN STREET UNITED METHODIST CHURCH (LSUMC)

**Welcome to Lincoln Street United Methodist Church: a place of rest, laughter, growth and joy. We believe that God is most clearly known when diverse people seek new insights, question hurtful assumptions, employ a multiplicity of images for the divine and create a warm playful community. Into this family we welcome people of all ecclesiastical traditions and sexual orientations.**

As a church, Lincoln Street is a non-profit organization which cannot seek profit through the use of our facilities. Reasonable fees may be charged for use, utilities, and cleaning. In general, the church buildings are for use of members and those persons who seek the church as a location of ministry and mission. We are not a convention center, commercial wedding chapel, or event company which promotes or advertises its facilities for personal gain.

Building use activities at Lincoln Street fall under the jurisdiction of the Board of Trustees. Building use is managed by the Building Use Coordinator(s). No commitment for building use is finalized until the Building Use Agreement is completed and executed by the Building Use Coordinator(s).

In establishing a building use policy for Lincoln Street, the Trustees are striving to be good stewards of our properties in ways that:

- Utilize those properties in ministry and mission for the congregation, the neighborhood, the extended community, and the world.
- Preserve those properties
- Protect the congregation from unexpected and undue expense

Approval of the use of the grounds and facilities of LSUMC does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities at LSUMC must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within LSUMC, its buildings or grounds that conflicts with the practices and social principles of this congregation and the United Methodist Church.

## RULES AND REGULATIONS OF THE LINCOLN STREET UMC BOARD OF TRUSTEES

1. **BREAKAGE.** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the Building Use Agreement shall be responsible for paying costs incurred in cleaning, repairing, etc. any part of the building or its furnishings and equipment or the outside areas which in the judgment of the Building Use Coordinator(s) has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.
2. **ROOM SET-UPS.** The Building Use Coordinator(s) will provide each group with a diagram of the standard set-up for the areas they are interested in using. Any set-up changes requested by the group are subject to approval by the Building Use Coordinator(s). Groups are responsible for changes in set-up and for returning the furnishings to pre-use configuration.
3. **ORGAN AND PIANO USE.** Permission to use the organ will be granted dependent on the knowledge and skills of the musician who will be using the instrument. The pianos and organ should not be used by children unless their playing is a part of a specific program or lesson, supervised by a leader or musician. If the user wishes to have the instruments tuned, it will be tuned at the user's expense by an approved craftsman. Pianos cannot be moved except by permission of the Building Use Coordinator(s). Professional piano movers may be required if the sanctuary piano is moved down from the platform area. If professional movers are required, the requesting group must pay for the moving and tuning of the piano after moving.
4. **KITCHEN.** The kitchen is not a health department approved area for food preparation. There is no dishwasher nor commercial kitchen equipment. User is advised to keep in-church food preparation to a minimum. Building Use Coordinator(s) can inform user of specifics.
5. **OTHER EQUIPMENT.** Tables and chairs, if rearranged or moved, need to be returned to original configuration. There is no sound system or audiovisual equipment available. If user brings in electrical equipment, all items must be UL approved. Extension cords must be in excellent condition. Office equipment is not available for use. The kitchen phone is available for local calls.
6. **HEATING & COOLING.** Instructions for use of the heating thermostat are posted by the thermostat which is located on the wall in front of the sanctuary. There is no air conditioning or fans. Windows should not be adjusted. Building Use Coordinator(s) will inform user of specifics.
7. **ACCESSIBILITY.** The ground floor elevator (SW corner of building on Lincoln Street) provides the only accessible entrance. The elevator gives access to the lower and upper levels and to the accessible restroom on the lower level.
8. **ELEVATOR.** A representative of the user group must be trained in operation of the elevator, regardless of the group's intention of elevator use. If a member of the user group pushes emergency button resulting in police response and subsequent emergency response fee, the user will be charged the \$125 emergency response fee.

9. **NO SMOKING.** All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including hallways and restrooms. Smoking outside of building should be away from entrances and with appropriate and safe disposal of smoking materials.
10. **NO ALCOHOL.** The serving, consumption, or use of marijuana, alcoholic beverages, or other narcotics shall not be permitted at any time on church property, including the adjacent churchyard and the 51<sup>st</sup> Avenue lot.
11. **NO GAMES OF CHANCE.** United Methodist church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.
12. **SUPERVISION OF CHILDREN AND YOUTH.** LSUMC requires that no fewer than two adults be present at all times during any program or event involving children.
13. **FOOD AND DRINK.** There is no food or drink allowed in the Sanctuary except water in closed containers. Communion service must be approved by LSUMC pastor. All other food and drink in all areas requires notification in advance as noted on the Building Use Agreement.
14. **DECORATIONS.** Decorations may be attached to the walls, doors, windows, and light fixtures with blue masking tape only. All such decorations must be removed immediately and completely following the event.
15. **ANIMALS.** No animals are allowed in the building except service animals. If animals are associated with events in Churchyard or the 51<sup>st</sup> Avenue lot, user must clean-up after animals.
16. **CHURCH YARD AND 51<sup>st</sup> AVENUE LOT.** Yard and lot usage will be “as is”. User cleans before event, if needed; user must provide/pay for pre-event yard maintenance if desired. User must clean-up any trash or animal refuse after event.
17. **STORAGE.** There is no excess storage available for organizations other than our own. All other persons or groups will be responsible for storing materials elsewhere. Permission may be granted on a case by case basis by the Building Use Coordinator(s) for overnight storage for props, wedding accessories, etc. and may involve additional fees.
18. **BICYCLES AND SKATEBOARDS.** No bicycles or skateboards are allowed inside the church facility. There are no bike racks on the property. LSUMC is not responsible for theft or damage of these items if parked on church property.
19. **PARKING.** Parking is limited to neighboring streets. Users are asked to be sensitive to local residents. Any damage to vehicles is at the owner’s expense. LSUMC is not responsible for theft or damage to vehicles or contents.

20. SECURITY. LSUMC works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. LSUMC is not responsible for theft or damage to personal property. If user needs a key to the church, user must sign the key check-out agreement and pay a key deposit.
21. STARTING AND ENDING TIMES. The general hours for building use are 8:00 a.m. to 10:00 p.m. on Monday through Friday. Hours of use on Saturdays and Sundays are granted on a case by case basis with consideration given to LSUMC activities and cleaning arrangements. Hours for use of Churchyard and the 51<sup>st</sup> Avenue Lot are 8:00 a.m. to dusk. Since LSUMC is located in a residential area, users are expected to practice “good neighbor manners” at all times.
22. EMERGENCY SCHEDULING CONFLICT. LSUMC reserves the right to pre-empt any facility use for its own in cases of emergencies such as funerals. Notice will be provided as early as possible.
23. FINAL DECISIONS. In the case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Building Use Coordinator(s) shall decide the matter. All individuals and groups shall abide by the Building Use Coordinator(s)’ directions or forfeit immediately the use of any part of the facility.

**PLEASE READ THE FEE SCHEDULE, THE RULES AND REGULATIONS FOR RESERVING LINCOLN STREET FACILITIES, AND THE FOLLOWING INFORMATION PRIOR TO SIGNING THIS BUILDING USE AGREEMENT.**

As an individual user or a representative of organization or group using Lincoln Street United Methodist Church:

I agree to protect, indemnify, and defend Lincoln Street United Methodist Church, and its authorized agents, including all employees and volunteers against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by LSUMC defending such claim. I further understand the church, its officials, employees, and volunteers will not be held responsible for any lost, damaged, or stolen articles as a result of persons attending any function in the building or on the grounds or parking on the street.

I represent that this organization or group carries standard general liability insurance coverage with a minimum of \$500.00 per occurrence. Upon request, organization or group will provide LSUMC with proof of liability insurance, and if requested, will add LSUMC as an additional insured under Organization's general liability policy.

I have read the Building Use Agreement, the Fee Schedule, and the Rules and Regulations. I further agree to abide by the use agreement's policies, fees, and deposits; and I accept responsibility for any violations as they may pertain to the application.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_  
Deposit & fees paid at time of application \$ \_\_\_\_\_ Date \_\_\_\_\_

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**BUILDING USE COORDINATOR'S FOLLOW-UP REPORT**

Building Areas Used as Agreed? Yes No \_\_\_\_\_

Equipment Used as Agreed? Yes No \_\_\_\_\_

Cleaning/Security/Damage Deposit returned in full? Yes No If no, how was the unreturned portion applied? \_\_\_\_\_

Was it necessary to charge more than the deposit? Yes No  
If yes, explain \_\_\_\_\_

Key Deposit returned in full Yes No If not, why? \_\_\_\_\_

Were there any other charges incurred? Yes No If so, explain \_\_\_\_\_  
\_\_\_\_\_ Was that amount paid? Yes No

Additional fees received \_\_\_\_\_ Date \_\_\_\_\_

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

Date of Copies to: Bldg Use File \_\_\_\_\_ Contact Person \_\_\_\_\_ Finance \_\_\_\_\_

Date Reported to: Trustees \_\_\_\_\_ Pastors \_\_\_\_\_ Ad Board \_\_\_\_\_

Date Posted to Church Calendar \_\_\_\_\_

BUILDING USE AGREEMENT FOR LINCOLN STREET UNITED METHODIST CHURCH  
5145 SE Lincoln Street Portland, OR 97215  
503-231-1930

Date of Application \_\_\_\_\_ Event Date/Dates \_\_\_\_\_ Church Program? Yes No

ORGANIZATION NAME \_\_\_\_\_

Type of Organization \_\_\_\_\_ If Non-Profit, Fed I.D. # \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone: Day \_\_\_\_\_ Eve \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Alternate Contact Person \_\_\_\_\_ Phone(s) \_\_\_\_\_

Event name and description \_\_\_\_\_

Donation Requested? \$ \_\_\_\_\_ Who will benefit? \_\_\_\_\_

Expected Number of Attendees: Adults \_\_\_\_\_ Children \_\_\_\_\_

**DATES AND TIMES OF THE EVENT (Include set-up and break-down time needed)**

Weekly on \_\_\_\_\_ at \_\_\_\_\_ to \_\_\_\_\_  
day time time mo/yr-mo/yr

Monthly on \_\_\_\_\_ at \_\_\_\_\_ to \_\_\_\_\_  
day/date time time mo/yr-mo/yr

One time \_\_\_\_\_ at \_\_\_\_\_ to \_\_\_\_\_  
day and date time time

Will food / drink be served? Yes No

If yes, describe food prep needs: \_\_\_\_\_

BUILDING AREAS (Check areas needed, upper level use includes bathrooms on lower level.)

\_\_\_ Upper level \_\_\_ Lower Level \_\_\_ Kitchen \_\_\_ Church yard \_\_\_ 51<sup>st</sup> Ave Lot

If using outdoor areas only, do you request bathroom access? \_\_\_ Yes \_\_\_ No

**ANTICIPATED FEE SCHEDULE FOR THIS EVENT**

Cleaning/Security/Damage Deposit \_\_\_\_\_

Fee for Total Hours of Use \_\_\_\_\_

Key Deposit \_\_\_\_\_

Total Fees \_\_\_\_\_

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Auth. By \_\_\_\_\_, LSUMC Date \_\_\_\_\_

Your total fee is \$ \_\_\_\_\_ and is payable two weeks prior to your event unless other arrangements have been agreed upon. Make checks payable to Lincoln Street United Methodist Church. Send Attention: Building Use to church address listed above.

### STEPS TO BUILDING USE SCHEDULING

- 1 Read the Fee Schedule and the Rules & Regulations to aid you in determining if LSUMC facilities fit your needs.
- 2 Complete and return the Building Use Agreement Form, and any required fees, as instructed on the application form.
- 3 You will be contacted by the Building Use Coordinator as soon as possible with acceptance or denial and further instructions.

### FEE SCHEDULE

The Use Fee for using any area of the church building and/or the outside properties is \$50.00 per hour or partial hour, with a minimum charge of \$100.00.

There is a \$100.00 refundable Cleaning/Security/Damage Deposit per application. If there are major cleaning needs or damages that exceed the deposit, additional cost may be incurred.

If the user cancels after the application and deposit are accepted, the deposit (and any other fees paid) will be refunded, less a \$20.00 Cancellation Fee.

If it is necessary to issue keys to the user, there is an additional Key Deposit of \$15.00 per key to cover simple replacement of keys.

If keys are lost or are not returned, and the Board of Trustees determines that re-keying of the building is necessary, the user will be charged a Re-Keying Fee to cover that cost (estimated at \$600.00).

If the police are summoned as a result of the elevator alarm being activated, the Emergency Response Fee of \$125.00 will be charged to the user to cover the cost incurred.