



FACILITY USE POLICY

(Approved by Leadership Board October 18, 2026)

White Rock United Methodist Church ("WRUMC") makes its facilities available to WRUMC members and WRUMC-sponsored groups and organizations, as well as persons and groups not affiliated with WRUMC, to help fulfill the mission and goals of WRUMC and serve the needs of the local community. In so doing, we are called by God to be good stewards of the property and resources with which we have been entrusted. In an effort to use WRUMC facilities most effectively to carry out the mission and ministry of WRUMC, the WRUMC Leadership Board maintains this Facility Use Policy.

SCOPE

The policy applies to all WRUMC members, WRUMC-sponsored groups and community partners, and any person or group not affiliated with WRUMC who are seeking to use WRUMC facilities. Weddings and funerals are subject to separate policies.

REQUIREMENTS WHILE USING THE BUILDING:

Organizations and groups using WRUMC facilities must adhere to these requirements:

- Security cameras are operational.
- Use of Church property must have prior approval by a designated WRUMC staff person.
- Groups are responsible for setting up for their own activities, including use of WRUMC's tables and chairs, and returning a room to its original setup.
- Reserved rooms must be cleaned after their use, including wiping tables, sweeping floors, and removing trash to the dumpster (by San Saba Dr.). If spills on carpet or damage occurs, notify the Church Office at office@wrumc.org. Leave the space cleaner than you found it.
- All lights should be turned off and doors secured before leaving.
- Keep external doors closed at all times. Station a group member at the entrance to admit your attendees only. Do not provide building access to others.
- When children/youth are in attendance they must be under the oversight of their parents or adults in charge and are not permitted to roam the building freely.
- WRUMC assumes no liability for any personal property brought into the church.
- No smoking is permitted inside the building.
- Requests to consume alcoholic beverages in the building must be pre-approved by the WRUMC Leadership Board.

BUILDING USE FEES

Fees are inclusive of set-up/clean-up time with a two-hour minimum:

- The Mix: \$100/per hour
- The Parlor: \$75/per hour
- The Sanctuary: \$150/per hour (requires approval of Senior Pastor) (450 total capacity)
- Gym: \$100/hour (requires insurance). Submitted through CatchCorner.
- Classroom: depends on which classroom is being used.



- Parking Lots: \$150/hour (approximately 200 spots)
- The Mix Kitchen is managed by Andrea Dickson, 214-571-7966.

PROCEDURES

Organizations, groups, or persons will follow these steps to make a WRUMC facility reservation:

1. **Review the policy.** Before submitting a reservation request, review the Facility Use Policy to understand facility requirements.
2. **Submit your request:**
 - a. *For gym rentals:* Book using CatchCorner (<https://wrumc.org/court-rentals>), which will guide you through insurance documentation and payment processing.
 - b. *For all other facilities:* Submit a request using the online facility reservation form: <https://wkf.ms/48GIKsS>.

Note: Requests must be submitted at least one week in advance of your desired date.

3. **Await approval review.** WRUMC staff will review your request and notify you by email within three business days where your reservation is approved or denied.
4. **Sign the agreement.** Upon approval, you will receive the Facility Use Policy and indemnity agreement by email. Review and submit the form promptly.

Insurance: Gym rental insurance documentation must be submitted through CatchCorner during the booking process.

5. **Submit payment.** Once we receive your signed agreement, the WRUMC Finance Administrator will send you an invoice. Please submit payment within seven days of receiving the invoice.
6. **Confirm your booking.** Your facility reservation is confirmed once payment has been received. You will receive a confirmation email with details about access, parking, and any other logistics.

Questions? WRUMC Operations Manager, at office@wrumc.org.