

Facilities Management Guidelines for
Meetinghouses
and Other Church Property

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

Facilities Management Guidelines for
Meetinghouses
and Other Church Property

Published by
The Church of Jesus Christ of Latter-day Saints
Salt Lake City, Utah

© 2000, 2011 by Intellectual Reserve, Inc.
All rights reserved
Printed in the United States of America
English approval: 11/09
08636

Contents

Introduction	1	Shared Property Use	4
Overview	1	Snowblowers	4
Guiding Principles	1	Sports	4
Organization	1	Vacant Church Property	4
Area Administration Offices	1	Caring for Meetinghouses	4
Planning New Facilities	1	Member Participation	4
Constructing Facilities	1	Facilities Management Group	5
Operating and Maintaining Existing Facilities	1	Meetinghouse Inspections	5
Stake and Ward Responsibilities	1	Member Closet	5
Using Meetinghouses	2	Routine Maintenance and Repairs	5
Aerobics and Other Physical Fitness Programs	2	Annual Facilities Plan	5
Artwork	2	Older Meetinghouses	5
Avoiding Conflicts of Interest	2	Protecting Meetinghouses	5
Chapel	2	Emergency Procedures	5
Cleaning Solutions	2	Fire Prevention	6
Computers	2	Meetinghouse Keys	6
Copy Machines	2	Money	6
Dances	2	Reporting Damage and Injuries	6
Decorations	3	Security and Lockup Procedures	6
Displaying Sunday Meeting Schedules	3	Building Meetinghouses	6
Emergency Communication Equipment	3	Evaluating the Need for a New Meetinghouse	6
Energy and Resource Conservation	3	Options for Obtaining Additional Space	6
Fees	3	Maximum Building Use through Sharing	7
Flower Beds on Meetinghouse Grounds	3	Master Plan for Future Meetinghouse Facilities	7
Font	3	Acquiring Real Property for Meetinghouse Sites	7
Home School	3	Purchase of Real Property	7
Monuments	3	Donation of Real Property	7
Overnight Lodging or Camping	3	Meetinghouse Construction	7
Parking Lots	3	Approved Standard Plans	7
Pianos and Organs	3	Project Development	7
Receptions and Social Gatherings	3	Project Construction	7
Satellite and Video Equipment	4	Meetinghouse Delivery	7
Serving Area (Kitchen)	4	Dedication	7

Leasing or Renting Facilities	8	Sale or Lease of Existing Recreational Camps	9
Leasing Meetinghouse Space	8	Administration	9
Renting Temporary Space	8	Tax-Exempt Status	9
Recreational Property Administration	8	Finances	9
Recreational Camps	8	Drinking Water Supply	9
New Recreational Camps	8	Equipment and Vehicles	9
Stakes with No Recreational Camp	8	Caretakers	9
Funding Needs at Existing Recreational Camps . .	9	Hold Harmless Agreement Form	10
Operations and Maintenance	9		

Introduction

The terms *stake* and *ward* also refer to districts and branches. The term *facility* (or *facilities*) refers to the meetinghouse, parking lot, and grounds.

Overview

“God has blessed us with wonderful facilities in which to teach the living truth. We now have meetinghouses scattered across the continents. Let us use them to nurture our people with ‘the good word of God’ [Jacob 6:7]” (Gordon B. Hinckley, in Conference Report, Apr. 1997, 91; or *Ensign*, May 1997, 67).

The information in this booklet is supplemental to information already provided in *Handbook 1: Stake Presidents and Bishops* and *Handbook 2: Administering the Church*. Please also refer to these handbooks for information on the care and use of Church facilities.

Guiding Principles

Although these guidelines contain specific instructions, most questions about meetinghouses can be answered by applying three basic principles. Local Church leaders are responsible for meetinghouse:

1. *Use.* Church members use meetinghouses to worship; learn gospel truths; perform sacred ordinances; socialize; perform and enjoy music, dance, drama, and sports activities; and improve themselves.
2. *Care.* Church members, leaders, and facilities management staff share the responsibility to clean, maintain, and repair meetinghouses.
3. *Protection.* Those who use Church meetinghouses should safeguard the meetinghouses and care for the safety of others.

Organization

Area Administration Offices

Area administration offices plan, construct, operate, and maintain meetinghouses and are the main contact

for issues related to Church facilities. The Meetinghouse Facilities Department at Church headquarters develops processes and tools to support the area administration offices in their work.

Planning New Facilities

Area administration office staff maintain plans for meetinghouse needs in all stakes. The stake president is asked to update the information for his stake in those plans regularly. For matters pertaining to new meetinghouse space, the stake presidency consults with the administration office.

Constructing Facilities

The area administration office assigns a project manager to oversee construction projects from development through completion. During project development, the stake presidency is encouraged to consult with the facilities manager on issues concerning the new building. The facilities manager also routinely provides local priesthood leaders with progress updates. (See “Building Meetinghouses” on page 6.)

Operating and Maintaining Existing Facilities

The stake president and those called to assist him are responsible for the use and care of existing meetinghouses.

A local facilities management group helps each stake operate and maintain existing meetinghouses. The stake presidency looks to the facilities management group to perform major repairs and routine building maintenance. The facilities management group also ensures that equipment and supplies are available for members to use as they perform routine cleaning tasks.

Stake and Ward Responsibilities

See “Physical Facilities,” chapter 8 of *Handbook 1: Stake Presidents and Bishops* (2010) for the stake and ward physical facilities responsibilities.

Using Meetinghouses

Meetinghouses are dedicated for worship, religious instruction, and other Church-related activities. Other meetinghouse uses are discouraged; however, during emergencies and disasters, other uses may be allowed. (See *Handbook 1: Stake Presidents and Bishops* [2010], 8.4.4.)

On rare occasions the stake president may authorize credible, non-Church, nonprofit groups to use a meetinghouse or its grounds temporarily. The use should be in harmony with the building's sacred purposes and, where applicable, its tax-exempt status. It should not conflict with scheduled Church activities nor should Church leaders relinquish control of the building. Church standards should always be upheld on meetinghouse properties.

Nonprofit groups permitted to use Church facilities are required to sign a Hold Harmless Agreement before the event. A sample agreement form is found on page 10 of this booklet. The area administration office may copy and adapt the agreement for local use as needed. A certificate of insurance may also be required. The stake presidency can contact the area administration office with questions about insurance.

Aerobics and Other Physical Fitness Programs

See *Handbook 2: Administering the Church* (2010), 13.6.25, 21.1.12.

Artwork

See *Handbook 1: Stake Presidents and Bishops* (2010), 8.4.1; *Handbook 2: Administering the Church* (2010), 21.2.1.

Avoiding Conflicts of Interest

Members of stake presidencies and bishoprics and stake physical facilities representatives should not become involved in any business transaction where they provide goods, services, real estate, construction, or maintenance work for any meetinghouse property within the boundaries of or under the direction of their ecclesiastical assignments. They must not use their Church positions to influence Church business transactions. Any exceptions to this policy must be approved in writing by the area administration office or the Meetinghouse Facilities Department at Church headquarters.

Chapel

In larger meetinghouses the chapel is a separate room designated for worship services. While members should

show respect in all areas of the building, they should be especially reverent in the chapel. In smaller meetinghouses where a room used for multiple purposes is also used as the chapel, local Church leaders should emphasize and teach reverence during worship services.

Recreational activities are not appropriate in the chapel unless it is a multipurpose area. When a multipurpose room is being used for recreational activities, it is not necessary to designate or isolate one part of the room as being more sacred than another part.

Cleaning Solutions

The facilities management group furnishes all cleaning solutions, materials, and equipment necessary for members to complete their cleaning assignments. The supplies are stored in an accessible member closet in each meetinghouse. Where possible, facilities managers provide instructions to stake physical facilities representatives and ward building representatives on the proper use of cleaning solutions, materials, and equipment. (See "Member Participation" on page 4.)

Computers

See *Handbook 2: Administering the Church* (2010), 21.1.11.

Copy Machines

The facilities management group is responsible for purchasing copy machines for stake offices and meetinghouse materials centers. In international areas, copier purchases are determined by administration office guidelines, which are based on local unit needs.

Where possible, it is recommended that copiers are purchased with service contracts. When service or repair is necessary outside a service contract, the facilities management group schedules and pays for the work. Supplies such as paper and toner are purchased directly by local units, using their local unit budget allowance.

Dances

Dances may be held in the cultural hall or multipurpose room. After a dance, leaders of the Church sponsoring organization (such as Young Men or Young Women) ensure that the building is properly cleaned and secured. Meetinghouses or other Church facilities should not be used for dances sponsored by third parties, including commercial operators.

Decorations

See *Handbook 1: Stake Presidents and Bishops* (2010), 8.4.2.

Displaying Sunday Meeting Schedules

Priesthood leaders may display Sunday meeting schedules inside the main entrances of each meetinghouse where they can be easily seen. The schedule's appearance and presentation should be consistent with the dignified image of a Church building.

Emergency Communication Equipment

Wards and stakes should not purchase or accept donated satellite telephone or amateur radio equipment for use in an emergency or for installation in a meetinghouse. Leaders are encouraged to identify individuals who may already have their own equipment to assist with specific ward and stake communication needs.

Energy and Resource Conservation

See *Handbook 1: Stake Presidents and Bishops* (2010), 8.3.4.

Fees

Members should not be charged fees or deposits to use meetinghouses for wedding receptions, funerals, family gatherings, missionary reunions, approved recitals, or similar events.

Flower Beds on Meetinghouse Grounds

Local units may choose to plant and maintain flower beds on meetinghouse grounds. All costs are covered by the local unit budget allowance. Activities related to flower beds should be coordinated with the facilities manager to ensure appropriate location, configuration, appearance, and maintenance.

Font

When the baptismal font is not in use, all access doors to the font must remain closed and locked. The font should be drained and cleaned immediately after each baptismal service. A responsible adult should be present while the font is filling and remain until it is empty and secured.

Home School

While the Church strongly encourages education, meetinghouses should not be used as home school or

day care facilities or for hosting home school activities. Adherence to this policy will promote safety and avoid tax liabilities for the Church.

Monuments

Statues, monuments, memorials, and other works of art should not be placed on meetinghouse grounds. This policy may not apply to similar pieces that have been on display for many years on existing meetinghouse grounds (also see *Handbook 1: Stake Presidents and Bishops* [2010], 8.4.1, 8.4.9).

Overnight Lodging or Camping

See *Handbook 1: Stake Presidents and Bishops* (2010), 8.4.13.

Parking Lots

Meetinghouse parking lots are available for the convenience of all Church members and guests. A number of reserved parking spaces for persons with disabilities, as required by local jurisdiction, are marked.

Large trucks, motor homes, travel trailers, or similar vehicles are not permitted to park overnight. Parking lots may not be used for extended parking, storing private or commercial vehicles, or displaying vehicles for sale.

See *Handbook 1: Stake Presidents and Bishops* (2010), 8.4.

Pianos and Organs

Musical instruments are purposely placed in specific locations to encourage maximum use. The facilities management group schedules the tuning and maintenance of pianos and organs. Small portable electronic keyboards should be secured when not in use. (See *Handbook 2: Administering the Church* [2010], 14.7.)

Receptions and Social Gatherings

Receptions and small social gatherings for Church members or their families may be held in Church meetinghouses if they do not interrupt regularly scheduled Church activities. They should not be held on Sundays or on Monday evenings. Receptions and small social gatherings may be held in the cultural hall or in other rooms, but they may not be held in the chapel unless the chapel is a multipurpose area. Those in charge of the reception are responsible for cleanup.

When meetinghouses are used for receptions and other small social gatherings for Church members or their families, users do not need to sign a Hold Harmless Agreement.

Satellite and Video Equipment

Church satellite and video equipment are used only for noncommercial, Church-related purposes as authorized by the stake presidency or bishopric.

All equipment is to be locked securely when not in use. It may not be removed from the building for home or personal use.

Serving Area (Kitchen)

See *Handbook 1: Stake Presidents and Bishops* (2010), 8.4.18.

Shared Property Use

Local leaders may not grant permission for non-Church use of Church facilities or property. Requests for such uses are submitted through the facilities manager to the area administration office. If approval is granted, terms and conditions will be documented in a written agreement.

Examples of shared property uses that require approval include parking lots, access, gates, easements, boundary issues, and right-of-way agreements.

Snowblowers

Church-owned motorized snow removal equipment is provided at each meetinghouse where needed. Church members may use this equipment to clear meetinghouse sidewalks. Leaders should restrict these assignments to mature, responsible members and instruct them to use proper safety precautions.

Sports

Any sport normally played outdoors is not an appropriate or approved Church activity inside a meetinghouse.

Vacant Church Property

Vacant Church property may not be used or occupied without permission from a member of the Presidency of the Seventy or the Area President. In some circumstances, local members may use vacant Church property temporarily for gardens.

Caring for Meetinghouses

Church meetinghouses should be cared for in a way that demonstrates their sacred nature and purpose. Local priesthood leaders, members, and the facilities management group share the responsibility to keep the meetinghouse and grounds clean and orderly. Instructions for member participation tasks are available from the facilities manager.

Member Participation

Members are asked to assume a greater responsibility for Church meetinghouse cleaning and care. The primary purpose of member participation is to benefit and bless all members, including the youth and the less active, by providing opportunities to serve. It also reinforces and deepens respect for the Lord's houses of worship.

Member participation is organized and carried out under the direction of the stake presidency. Stake physical facilities representatives and ward building representatives are called to help teach and coordinate these responsibilities. (See *Handbook 1: Stake Presidents and Bishops* [2010], 8.2.)

The need for extensive cleaning and other work is minimized when those who use the facility exercise wisdom, caution, care, consideration, and respect at all times and when they clean up after themselves.

A ward building representative is called from each ward to assist the bishopric with building-related needs. The ward building representative organizes and, where possible, supervises weekly cleaning opportunities. All members should be given an opportunity to participate. This is done most effectively by making assignments rather than relying on volunteers. Young men and young women are invited to participate with their families, quorums, or classes.

Some tasks, such as snow removal, may need to be done on the Sabbath.

Young people should not be responsible for locking up the building at night or operating power equipment such as snowblowers or lawn mowers.

The facilities manager meets as needed with the stake presidency and stake physical facilities representative to correlate cleaning schedules and provide any needed support.

Facilities Management Group

The facilities manager is the primary contact for all building issues and work. Priesthood leaders work closely with the facilities manager to ensure Church buildings are properly cared for and issues are resolved.

The following are some of the responsibilities of the facilities manager:

- Develop and manage the annual facilities plan.
- Perform scheduled work, such as maintenance and deep cleaning.
- Perform unscheduled work, such as repairs.
- Support stake and ward leaders as they implement and maintain the member participation program.

Meetinghouse Inspections

Local leaders and facilities managers each have a responsibility to make sure meetinghouses are clean, neat, and well maintained.

The facilities manager performs a regular building inspection of each meetinghouse and reports the results using tools provided by Church headquarters.

The stake physical facilities representative or his designee also regularly administers a simple meetinghouse building inspection and reports the results to local priesthood leaders and the facilities manager. This inspection is focused on cleanliness and is designed to aid priesthood leaders in the administration of the member participation program.

Member Closet

A member closet is provided in each meetinghouse where cleaning equipment and supplies are accessible for member use. The facilities management group equips, stocks, and maintains this closet. (See “Cleaning Solutions” on page 2.)

Routine Maintenance and Repairs

Meetinghouse systems and equipment require routine maintenance to obtain the maximum useful life from each component and to prevent breakdown or premature failure. The facilities manager schedules these tasks and sees that broken or worn-out parts are repaired or replaced promptly. Local leaders advise the facilities manager when they see the need for a repair.

The stake physical facilities representative provides instruction to the ward building representatives on how to respond to problems during a meeting or when the facilities management group is normally unavailable.

Annual Facilities Plan

Facilities managers propose and plan replacements and improvements at least one year in advance as part of the annual facilities plan. They also analyze operating costs and determine the operating budget.

When developing the annual facilities plan, the facilities manager meets with the stake president or his designee to review and verify building issues and needed improvements.

Improvements or alterations occur only when it is necessary to change or upgrade the function of an existing building. Meetinghouse components and furnishings are replaced only when they meet the replacement standards.

Older Meetinghouses

When properly maintained, most older meetinghouses continue to be attractive and comfortable and portray the desired image of dignity and reverence without extensive remodeling. Reasonable wear is acceptable when buildings show evidence of appropriate maintenance, cleanliness, and care.

Older buildings are architectural examples of their time and do not need to be remodeled to look like modern meetinghouses. However, if exceptional circumstances dictate modification, the results should be in harmony with the character of the original building.

Protecting Meetinghouses

Every attempt should be made to ensure that each meetinghouse is safe and protected. Those who use Church meetinghouses should be taught proper safety procedures, including how to keep the meetinghouse secure.

Emergency Procedures

Local priesthood leaders should develop plans to respond to various emergencies that might occur at the meetinghouse. They should use these plans to train

others in emergency procedures and for reference during times of emergency.

Leaders should know how to shut off the water, electrical power, and gas or fuel oil. The facilities manager provides training in these procedures.

The facilities manager should prepare a diagram of each building, showing the location of telephones, the main electrical supply panel, shutoff valves for gas (or fuel oil) and water, fire extinguishers, and first aid kit.

Fire Prevention

The risk of a fire is reduced when all who use the meetinghouse take reasonable precautions. The following list includes some suggested fire prevention measures:

- Keep all flammable materials—including wood, paper products, chemicals, and other debris—out of boiler rooms, furnace rooms, mechanical spaces, and utility tunnels.
- Keep all closets, cabinets, and other storage areas free from flammable clutter.
- Avoid using space heaters.
- Do not leave stoves that are being used to warm food or boil water in the kitchen unattended.

In addition, local fire codes and ordinances need to be followed when using decorations. The facilities manager can provide this information.

Meetinghouse Keys

The facilities management group provides meetinghouse keys to stake leaders. Bishopricks distribute keys to ward leaders as directed by the stake. Each bishopricks keeps a record of who has keys and gives a copy of that record to the stake physical facilities representative. When members are released from responsibilities that require them to have building keys, they are to return all keys.

Money

Money should not be left in the meetinghouse overnight or unattended at any time.

Reporting Damage and Injuries

Stake and ward leaders should promptly report all meetinghouse damage or personal injuries that occur on Church property to the facilities manager.

If a serious personal injury occurs on Church property, follow the instructions for accident reporting in *Handbook 2: Administering the Church* (2010), 13.6.20.

Security and Lockup Procedures

Church leaders should consider using a stake-established schedule for meetinghouse closing times and lockup procedures. These procedures should be followed each night shortly after the established closing time.

Priesthood leaders may assign individuals to lock up the building in pairs to minimize personal danger. The lockup procedure includes seeing that no unauthorized persons remain in the building, turning all the lights off, and locking the doors and windows.

Church members who have off-hour access to the meetinghouse are required to close and lock the exterior doors and all windows when they enter or leave.

Classrooms or other rooms that do not contain valuable items should not be locked.

Priesthood leaders should see that computers, copy machines, and audiovisual equipment are stored in locked rooms or storage areas. In addition, computers and electronic equipment should be marked as Church property, and a list of the model and serial numbers should be kept.

Building Meetinghouses

Evaluating the Need for a New Meetinghouse

Factors that affect planning future meetinghouse needs include (1) the characteristics of typical Church units in the area, (2) past growth rate and patterns, (3) projected growth, (4) planned unit divisions, and (5) the size, location, and extent of existing building use.

Options for Obtaining Additional Space

The area administration office considers several options to determine the most appropriate way to meet the need for more meetinghouse space. Those options include (1) modifying local unit programs, (2) sharing space with other Church units, (3) reconfiguring existing meetinghouse space, (4) constructing an addition to an existing meetinghouse, (5) leasing space,

(6) purchasing an existing building, or (7) constructing a new meetinghouse.

Local Church leaders are not authorized to negotiate the purchase or lease of property or to make any commitments that obligate spending general Church funds.

Maximum Building Use through Sharing

All meetinghouses within a reasonable distance of a ward must be occupied to their designed capacity before additional facilities will be considered. When necessary, stake presidencies, in consultation with a member of the Presidency of the Seventy or the Area Presidency, may assign wards to use meetinghouses in an adjacent stake. More than one stake may use a stake center if necessary.

Master Plan for Future Meetinghouse Facilities

The area administration office keeps and regularly updates a master plan for future meetinghouse needs and required site purchases.

Each stake presidency is asked to provide regularly updated information for the master plan. On these occasions, the stake presidency recommends future site purchases and new meetinghouse construction.

Acquiring Real Property for Meetinghouse Sites

Purchase of Real Property

Church headquarters or area administration office personnel, as applicable, handle all purchase negotiations when the approved plan indicates a need for a new meetinghouse site.

Donation of Real Property

The Church is selective in accepting donations of real property. If someone wants to donate real property to the Church for use as a meetinghouse site, local priesthood leaders should contact the area administration office. Local leaders do not accept or issue receipts for donated property. Real property donations or bequests should be offered without stipulated conditions as to their use or disposition.

Meetinghouse Construction

Approved Standard Plans

The Church Budget and Appropriations Committee approves the standard meetinghouse design plans. A meetinghouse should present a dignified and reverent image while providing Church members with adequate facilities to participate in approved Church programs.

Plans, specifications, and operating procedures necessary to support standard plans are produced under the direction and approval of the Presiding Bishopric and the Meetinghouse Facilities Department. Standard plan buildings are to be constructed without unnecessary alteration. (See *Handbook 1: Stake Presidents and Bishops* [2010], 8.4.11.)

Project Development

When all criteria for building a new meetinghouse are met and a proposed construction project is validated, placed on the annual plan, funded, and scheduled, the meetinghouse project moves into project development.

At the appropriate time during project development, the project manager, in consultation with the facilities manager, meets with the stake presidency to review and select from available style options in the standard plans. The option of holding a groundbreaking service may also be discussed. The facilities manager provides the stake presidency with periodic updates throughout the development process.

Project Construction

When the project development phase is complete, the area administration office awards the construction contract. With the assistance of the facilities manager, the project manager conducts a preconstruction meeting with stake leaders and the contractor. Those at the meeting review their respective roles, make the final color and furnishing selections, and review the project schedule.

Meetinghouse Delivery

When the project is completed, the project manager formally delivers the building or the addition to the facilities manager. The facilities manager plans and manages the deep cleaning and maintenance procedures and performs all other tasks necessary to prepare the building for use.

The facilities manager conducts an orientation meeting and walk-through for local leaders. He gives initial instructions on the various building systems to the stake physical facilities representative and ward building representatives. He reviews cleaning schedules and member participation (see "Member Participation" on page 4) and turns the keys over to local leaders.

Dedication

The project manager sends an Application for Meetinghouse Dedication form (32020) to the stake presidency before the construction project is completed. (See *Handbook 1: Stake Presidents and Bishops* [2010], 8.4.3.)

Leasing or Renting Facilities

Leasing Meetinghouse Space

For new meetinghouse leases, local leaders should consult the area planning manager to determine qualifications. Lease costs are paid from the facilities management group's operational budget.

For meetinghouse lease renewals, local leaders consult with the facilities manager, who will facilitate the request. For leases that will last one year or longer, the Request for Leased Facility form is used. The Request for Temporary Leased Facility form is used for leases that will last less than one year. A temporary facility may be leased in cases where existing meetinghouses will not accommodate wards during a meetinghouse renovation.

The area administration office negotiates the terms for all lease agreements.

Renting Temporary Space

Temporary facilities may be rented at Church expense when available meetinghouse space will not adequately accommodate a stake activity, such as stake and regional conferences, firesides, indoor sports, or multicultural activities. Alternative solutions, including holding multiple sessions or using technology (such as closed circuit, webcast, or satellite broadcasts) should be considered before renting temporary facilities.

If a temporary facility becomes necessary, local leaders consult with the facilities manager to arrange for the necessary contract or agreement. The facilities manager then submits the agreement and a Request for Temporary Leased Facility form to the area administration office. Requests should be submitted well before the need. When these procedures are followed, rental costs are paid from general Church funds. Facilities rented for outdoor sports activities are paid at local expense.

Recreational Property Administration

Church recreational properties provide a dedicated outdoor setting for Church activities. The primary purpose of recreational properties is to help Church members and guests feel the Spirit while enjoying safe, wholesome recreation.

The Church owns three types of recreational properties:

1. Pavilion areas (U.S. and Canada only)
2. Multiuse sports fields (U.S. and Canada only)
3. Recreational camps

Stakes may request the acquisition and development of a new recreational property when there is a qualified need. Stake presidents work with area facilities planning personnel to submit requests to the Area Presidency or the member of the Presidency of the Seventy assigned to the area.

Recreational property is developed according to the standard features and plans established by the Church.

Use of Church facilities by community organizations, commercial ventures, and others is restricted. (See *Handbook 2: Administering the Church* [2010], 21.2.)

Before submitting a request for a new pavilion area, multiuse sports field, or recreational camp, local units are

encouraged to use available public and privately owned facilities. Where existing Church-owned facilities are within a reasonable proximity, these facilities should be fully utilized before additional facilities are requested.

Stakes should not collect user fees from Church members for using pavilion areas or sports fields. However, user fees can be collected for use of a recreational camp to cover the cost of maintenance, repairs, or improvements.

Recreational Camps

New Recreational Camps

Requests for Church funds to acquire or develop a recreational camp are submitted through the director for temporal affairs. General Church funds are requested only when qualification and development standards are met.

Stakes with No Recreational Camp

The Area Presidency or a member of the Presidency of the Seventy may assign stakes with no recreational camp property to a Church-owned camp, based on stake needs and the proximity and use of such properties. Using public or privately owned camps should also be considered.

Stakes that do not have a recreational camp assignment may arrange with other stakes to use their camp at a reasonable fee (see “Finances” on page 9).

Funding Needs at Existing Recreational Camps

A facilities manager is assigned to each camp and has direct responsibility for all camp facilities. The funding process is part of the annual plan process and includes funding for replacements and improvements and for operations and maintenance.

Operations and Maintenance

Camp properties undergo inspections at least semi-annually to determine ongoing maintenance needs and identify safety concerns. Camps and forested areas should also be inspected following each significant weather event, such as high winds, heavy rain, or snow.

In the U.S. and Canada, inspection and maintenance resources are available by making requests to the Natural Resources Services section at Church headquarters.

Recreational camps on leased property are developed and maintained at a minimal level unless a long-term lease agreement has been made that could justify capital expenditures.

Sale or Lease of Existing Recreational Camps

Stake presidencies wishing to sell or lease an existing recreational camp property should contact the area administration office. Recreational camp properties must not be purchased, sold, or leased without Church approval.

Administration

The Area Presidency or a member of the Presidency of the Seventy appoints an agent stake president to oversee the administration of the camp property. The agent stake president should reside in the same ecclesiastical area where the property is located.

Tax-Exempt Status

The tax-exempt status of recreational camp properties should be preserved. The property should not be used for commercial or political purposes or for producing income beyond what is needed for operation, maintenance, or repairs. If the local government where the recreational camp property is located does not grant the property a tax-exempt status, taxes will be paid by Church headquarters.

Finances

In the U.S. and Canada, the agent stake administers camp finances using a separate Church-unit checking account and a related local deposit account set up through

Treasury Services at Church headquarters. Agent stakes do not set up checking or deposit accounts directly with banks. The checking account is used to pay camp program needs. The deposit account is used for collected user fees and assessments. In areas outside the U.S. and Canada, the agent stake president contacts the area finance personnel for instruction for setting up accounts.

The agent stake auditor audits the camp operations using the current Recreation Camp Audit form (PD10037244).

The agent stake president carefully reviews and approves all income and expenditures. If a recreational camp property generates revenue from natural resources, the agent stake coordinates this activity through the Natural Resources Services section of the Real Estate Services Division at Church headquarters (in the U.S. and Canada) or area office (outside the U.S. and Canada). All such revenue is deposited in the general funds of the Church.

Church members may help defray the cost of maintenance, repairs, or improvements to recreational camp properties by donating labor, materials, or the use of equipment. Church leaders should not use special fundraising events to pay expenses related to recreational camp improvements.

Drinking Water Supply

Drinking water systems on all Church properties that derive their supply from private wells or springs (other than a municipal or community water system) are constructed, operated, and maintained according to legal regulations and established Church standards. The water should be sampled and tested for water quality standards in compliance with regulatory requirements and best management practices. If the quality of the drinking water does not meet these standards, contact the Church’s Natural Resources Services section for further instructions.

Equipment and Vehicles

Church headquarters does not typically provide or maintain equipment or vehicles. When special equipment is needed, it is rented at stake expense, provided by stake members, or purchased using local unit budget allowance and user fees.

Caretakers

In the past, some stakes have employed camp caretakers. This practice has been discontinued. If there is a need for a full-time caretaker, stake presidents may call Church-service missionaries to fill that position. These Church-service missionaries are set apart by their bishop. For further information on calling Church-service missionaries, see *Handbook 1: Stake Presidents and Bishops* (2010), 4.12.3.

Hold Harmless Agreement

Property User:

Property location or description:

Property to be used solely for:

Date(s) property to be used:

Time(s) property to be used:

Liability insurance company:

Policy number:

Combined single limit coverage amount:

In consideration for the permission granted by Corporation of the Presiding Bishop of The Church of Jesus Christ of Latter-day Saints or other affiliated property owner (the "Property Owner") to use the above-described property, the Property User assumes and accepts, to the fullest extent permitted by law, all risks of injury to itself and its guests, invitees, and licensees, whether to person or property, including but not limited to any injuries caused by the condition of the property, the use of the property by the Property User, or the ordinary negligence of the Property Owner.

The Property User shall use the property for the above-described uses and for no other purposes, unless the Property Owner gives its prior written consent to another use. The Property User shall promptly repair any damage to the property or the

Property Owner's improvements located thereon that are caused by the use of or entry onto the property by the Property User or its guests, invitees, or licensees.

The Property User further agrees, to the fullest extent permitted by law, to indemnify, hold harmless, and defend the Property Owner, its affiliates, members, agents, servants, employees, officers, and representatives (the "Indemnitees") from any and all claims for injury or damage, whether to person or property, including damage or injury caused by the ordinary negligence of the Indemnitees, arising or alleged to have arisen out of the condition of the property or the use of the property by the Property User, its guests, invitees, or licensees.

The Property Owner makes no representations as to the fitness of the

property for any particular purpose. The Property User accepts the property as is.

The undersigned represents and warrants that the Property User has currently in effect and will maintain the liability insurance described above, with the Property Owner named as an additional insured, and that the undersigned is duly authorized to execute and deliver this agreement and thereby bind the Property User.

This agreement shall be governed by the laws of the State of Utah, without reference to conflict-of-laws principles. Should any provision of this agreement be deemed unenforceable, the remaining provisions shall continue in force. In any action to enforce this agreement, the prevailing party shall be entitled to its reasonable costs, including attorney's fees.

Date:

Property User:

By:

Title: