

## Sample Local Church Policy

**PRIVATE SPACE**  
**Access limited to religious purposes of**  
**X United Methodist Church**

Adopted by the Leadership Board of X United Methodist Church--March 18, 2025

For agents of US Immigration and Customs Enforcement, and any other agents seeking to question or detain persons concerning their immigration status, X United Methodist Church designates certain parts of our building as “private” rather than “public.” To enter any part of our building designated as “private,” law enforcement agents are required to present an official judicial warrant signed by a judge (not merely an administrative warrant).

Parts of the building hereby designated “private” include:

- All Mechanical Rooms and all staff or administrative offices (including but not limited to Rooms 3, 11, 13, 18, 19, the Main Office, and the Pastor’s Study)
- All rooms regularly used for preschool and/or children’s programming (including but not limited to Rooms 12, 14 A & B, 15, 17 A & B)
- Any other room or space when children’s programming is taking place therein
- Any parts of the building in use by partner organizations by agreement with the church. Partner organizations include but are not limited to Al-Anon, Alcoholics Anonymous, The X Community Preschool, the X Music and Art Academy, Festa, the Immigrants Integration Station, the Mid-City Food Collective, and the California Hispanic Coalition. (Such rooms include but are not limited to Rooms 1, 4, 5, 6, 7, 9/10, and 16.) An exception would be when one of these designated rooms is used for an advertised event welcoming the general public.
- Any other room or part of the building hosting a gathering or meeting not advertised or generally open to the public.

Rooms and spaces designated as “private” will be marked with the following notice. But even in the absence of such marking, all rooms and spaces listed

above remain “private” for the purposes of enforcing immigration laws and regulations.

**Other Important Information:**

1. Specific plans for time of gathering, i.e. watchperson at gate, watchperson at entry, which entry to use and which doors should be locked, etc.
2. Have an actual plan that is consistent with the facility layout, with specifics steps and safety measures for impacted individuals.
3. Select appropriate spoke person to communicate with ICE.
4. Be sure that staff and key leaderships are trained to execute the plan, if needed.
5. Place appropriate signs in designated spaces.
6. Have the contact information for an attorney or appropriate legal representative as part of the plan.