

ST. PETER'S UNITED METHODIST CHURCH FACILITIES USAGE GUIDE

St. Peter's United Methodist Church (SPUMC) is dedicated to the promotion of God's ministry and the fulfillment of our VISION: **"We envision our church welcoming all people, encouraging a journey of faith and serving the world in the name of Christ."**

Although it is the people of the congregation who make up the "church" or the "Body of Christ", the church's physical plant plays a key role in our ministry. Proper care of our facilities is an essential element of our stewardship.

This document is meant to be a guide to be used by the Administrative Assistant, Trustee Board and those other staff and laity who routinely are responsible for the scheduling and use of the facility.

The Board of Trustees is tasked by The Book of Discipline of the United Methodist Church to oversee and maintain the properties of St. Peter's United Methodist Church. Any changes, additions, change of use or modification to Church property must have the approval of the Board of Trustees. Gifts of property require trustee approval and become the property of St. Peter's UMC.

The goals of the trustees are to maintain the Church properties in first class condition and at all times present an attractive, clean environment throughout the Church campus. In this way we will promote the Church's mission to be a growing community of disciples of Jesus Christ where everyone is cared for and everyone cares for another.

St. Peter's UMC is available to the community and membership for activities adhering to the following guidelines:

Building use activities fall under the jurisdiction of the Board of Trustees. Building use is managed by the Administrative Assistant. No commitment for building use is finalized until the Facility Usage Agreement has been completed and executed by the Administrative Assistant.

Local organizations and individuals for one-time or short-term usage may use SPUMC. When possible, we attempt to make our facility available for such groups. Our first priority is to SPUMC programs and membership needs. Priority is then given to nonprofit groups that are supported or sponsored by SPUMC and then finally to other nonprofit organizations. Individuals, nonaffiliated users, etc. are considered depending on circumstances.

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

FACILITY REQUEST PROCEDURES

The process for scheduling a room involves filling out a Facility Usage Request Form (attached to the end of this document) and submitting it to the Church Administrative Assistant. She will then check for availability. Ministries requesting rooms for ongoing studies/activities will be given approval as generously as possible. Please note, however, that the Church has the right to preempt, ask a group to move locations, and/or cancel for special circumstances. Prior notification of at least two weeks will be given for preempting unless there is an emergency. Every effort will be made to accommodate all needs.

STEPS TO FACILITY USAGE SCHEDULING

- Fill out a Facility Usage Request. One is included in this guide or you may obtain one from the church office.
- Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
- Return the Room Usage Request to the Administrative Assistant who will evaluate your request and notify you if it is approved or not approved
- All fees must be paid in full no later than one week before the event. Any deposits must be paid when the Facility Request Form is submitted. Deposits will be returned if a request is not approved. Once approved, outside groups will be required to sign the Use of Church Facilities Agreement and the Release of Liability form before space is confirmed.

FEES

A SPUMC all-church function, SPUMC church group or groups that are sponsored by the SPUMC will use the facilities at no charge.

Non-church groups given permission to serve dinners, receptions, etc. that are not part of their usual scheduled meeting will incur a deposit fee of **\$200** to be paid to the church office at least 2 weeks prior to said event. A written request will need to be submitted and the normal procedures for approval would apply. Additional fees may be charged depending on the desired needs of the group.

No non-church groups may reserve the facility more than 6 months out.

GENERAL GUIDELINES AND POLICIES

The following guidelines are intended to be broad enough to cover many situations but may not address all issues. In situations where specific direction is not available, enough flexibility is allowed for the Trustees and/or Administrative Assistant to make decisions. Although these guidelines may in some instances seem restrictive, the intent is to protect the facilities while accommodating our members and invited guests in a neat, safe and clean facility.

The spiritual ministry and mission will always be the first and foremost consideration when requests are made to use the Church buildings and grounds

A. **ALCOHOL AND DRUGS.** No alcoholic consumption or controlled substances will be permitted anywhere on SPUMC properties.

B. **CELL PHONES.** Cell phones will be turned "off" or set to "vibrate" when inside Church buildings. This is especially important during worship services.

C. **CHURCH COMPUTERS.** No unauthorized person is allowed to use church computers. No one under the age of 18 is allowed on any church computers at any time unless they are volunteering and under close supervision by an adult.

D. **DOORS AND LIGHTS.**

- If you or anyone in your group goes in or out any door (backdoor, door beside kitchen, side door, etc.), please see that the doors are locked and closed securely.
- Make sure all lights are turned off when you leave.

E. **FOOD.**

- Food and/or drinks, including bottled water, will not be permitted in the Sanctuary or Parlor unless being used by speakers or singers.
- If refreshments are served or glue is used, please see that the tables are cleaned of any spills or crumbs.
- If food is spilled on the floor, please see that it is cleaned up before you leave.

F. **FURNISHINGS.** Chairs, tables, etc. should not be moved from one location to another without notification and the specific approval of the church staff and/or trustees. Leave the room better than you found it with furnishings where you found them.

G. **HEALTH, FIRE AND SAFETY.** All health, fire, and safety rules and codes are to be strictly enforced and obeyed. Members and guests are expected to adhere to these rules.

H. **KITCHEN.** Kitchen rules are posted on the kitchen wall.

I. **LANGUAGE.** Use of profane, vulgar or indecent language, music, or inappropriate themes or symbols is prohibited.

J. **NARTHEX.** The Narthex shall be available for fund raising projects of Sunday School groups and other church groups such as, but not limited to UMW, UMM, Music & Arts Ministry, Boy Scouts, and so forth, on the following basis:

- Access to use shall be determined on advance scheduled basis through the Administrative Assistant of the church on a first come reserved basis.
- Access by each group for fundraising activity shall be limited to two consecutive Sundays.
- No more than one group at any one time, except as further noted, shall be approved to use the narthex.

Fundraising projects will be defined as those such projects previously approved by the Finance Committee that gather cash in exchange for merchandise, tickets, or services where the funds are taken back into the general fund accounts of the group for disbursements to mission projects or other group projects.

Further, the Narthex area of the sanctuary shall also be available for direct ministry projects on the following basis:

- Access to use shall be determined on an advanced scheduled basis through the Administrative Assistant of the church on a first come reserved basis.
- Access by each group to the narthex for direct ministry shall consist of the adequate time necessary to achieve the mission of the direct ministry.
- Direct ministry projects and fundraising projects (one) may occupy the greater area of the Narthex at same time, with preferential position given to the direct ministry program and lesser position (such as in front of the church office) to the fundraising project.

Direct ministry programs shall be defined as those that ask for a specific donation of a directed gift, etc. that is immediately delivered to the benefiting party, without deposit and disbursement from the general operating fund of the party in ministry.

K. **PETS.** No pets are allowed in the Church buildings at any time. **Exception:** certified dogs assisting handicapped persons or dogs involved in ministry.

L. **POSTING OF ANNOUNCEMENTS.** Using tape or other means of attachment on walls, doors, windows or elevators is not permitted. Numerous bulletin boards are available throughout the buildings for posting announcements. No commercial or personal needs postings are permitted.

M. **RESTROOMS.** When you leave, check the restrooms to make sure toilets are flushed, water is not running and the lights have been turned off.

N. **RUNNING, SKATEBOARDS, ETC.** Skate boards, bicycles and running are not allowed in the facility.

O. **SCHEDULING.** All rooms in all buildings must be scheduled in advance through the Administrative Assistant. Just because a room is empty does not mean it is available.

P. **SCOUTS, BALL TEAMS, ETC.** All outside organizations that involve children must have a certificate of insurance provided to the church office before being allowed to use the facility.

Q. **SET-UP.** If a group needs a specific set-up, it will be the group's responsibility to arrange the set-up and ensure that the room is returned to its original arrangement unless Custodian Fees are paid. This is at the discretion of the Trustees and/or Administrative Assistant.

R. **SMOKE-FREE.** All buildings on SPUMC properties are smoke-free and tobacco-free.

S. **STORAGE.**

- Nothing shall be stored or placed under stairwells or in hallways, by order of the Hanover County Fire Marshal.
- Please be thoughtful when storing items in the facility. Is the item necessary and useful? If not, please dispose of it.

T. **SUPERVISION OF CHILDREN AND YOUTH.** SPUMC has adopted the policy of Safe Sanctuaries for children and youth. Children under the age of ten (10) shall not be left unsupervised at any time. Adult supervision of children is required at all times. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults must be present at all times during any program or event involving children.
- These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- At least one of the adults present must be currently certified in First Aid and CPR. Any childcare necessary must be arranged through Nursery Director. Due to church liability, all children must remain with parents unless Paid Nursery is available. No children are to be left unattended anywhere in the building without adult supervision.
- **PLAYGROUND.** The playground should be used under adult supervision only.
- The Preschool outdoor equipment is not to be used.

U. **TRASH.** After having refreshments or making craft items, please see that the trash is taken to the dumpster.

V. **USAGE.**

- Church facilities and property shall be limited to non-commercial, not-for-profit making, non-political organizations whose purposes are deemed to be consistent with the mission of the Church.
- Church buildings and grounds shall not be used for any political fundraisers, speeches, or rallies. Nor shall buildings be used for parties by members to make monies for personal gain.
- Space will be assigned in a way that best serves the goal of meeting the needs of our members. No group "owns" space. Groups may be asked to relocate if necessary to meet these goals. All space is multi-purpose.
- All use of the buildings and facilities shall be consistent with the United Methodist Church Social Principles, the United Methodist Book of Discipline, and these guidelines.

W. **Church Facilities** are permitted for use by a staff person of the Church in a manner that has been approved by the Staff Parrish Committee as a part of such person's compensation package.

Facility Usage Request St. Peter's UMC

Event: _____

Date Request Submitted: _____

Desired Date(s): From: _____ To: _____

Alternate Date(s): From: _____ To: _____

Reserve/Setup Time: _____

Setup Time	Event Start Time	Event End Time	Cleanup Time
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Room(s) Requested: _____ Number Expected: _____

Setup needed: Yes No

Sound Equipment needed: Yes No

Television/DVD Player needed: Yes No

Explain Setup in detail (if needed):

Contact Name: _____

Email Address: _____

Day Phone: _____

Group Name: _____

Leader's Name: _____

You need to reserve the facility space at least 3 weeks out to allow time for processing. Once the form is submitted, you will be contacted via email for confirmation of what space you have been assigned.

Non-church groups given permission to serve dinners, receptions, etc. that are not part of their usual scheduled meeting will incur a refundable security deposit fee of **\$200** to be paid to the church office at time of request. The deposit will be returned following satisfactory inspection of the facilities.

No rooms will be reserved without a completed form.

Place in Administrative Assistant's Mailbox or return by email to
stpetersumc@gmail.com

Revised 01/11/2015

Use of Church Facilities Agreement
St. Peter's United Methodist Church
Montpelier VA

SPUMC and its facilities are available to serve its congregation and the greater community. The individuals and organizations using the facilities are responsible to leave the facility as found as we all can continue to enjoy them for years to come. This agreement is entered into by and between _____ (Promisor) and SPUMC on this _____ day of _____, 20____, in Montpelier, Virginia.

The Promisor will abide by the procedures, rules and information pertaining to the use of this facility as set forth in the Facilities Usage Guide. This agreement is to cover the usage of (room) _____ on (date) _____, from (beginning and ending time) _____ until _____.

Regulations pertaining to use of this facility:

- At least 30 days notice is necessary to schedule use of this facility.
- Entire facility on SPUMC campus is smoke-free and tobacco-free.
- No alcoholic consumption or controlled substances will be permitted anywhere on SPUMC campus.
- Church facilities are not available for money-making events other than those sponsored by Church or charitable organizations.
- Kitchen equipment, tables, chairs or other church property are not to be removed from the church premises.
- Facilities usage fees are as follows: (refundable deposit) _____; usage fee _____; custodian fee _____.
- Cancellation or change of date will result in forfeiture of deposit.
- Nothing may be attached to walls and fixtures.
- The person signing below is responsible for breakage, loss or misuse of equipment or facilities; is responsible for payment of all fees and will see that the facilities are returned to the condition in which they were found.
- Nursery facilities may be contracted subject to availability. Rate and arrangements to be made with Nursery Director.
- **Damage Agreement:** It is understood that financial responsibility for any damage to building or facilities resulting from the use rests with Promisor and Promisor's invitees. Promisor shall use diligent care to prevent such damage.
- The Promisor is required to sign the attached Release of Liability form prior to use of the facilities.

RELEASE OF LIABILITY

In consideration of the risk of injury while participating in _____ and as consideration for the right to participate in the Activity, I hereby, for myself, my heirs, executors, administrators, assigns, or personal representatives, knowingly and voluntarily enter in this waiver and release of liability and hereby waive any and all rights, claims or causes of action of any kind whatsoever arising out of my participation in the Activity, and do hereby release and forever discharge St. Peter's United Methodist Church, located at 15599 Mountain Road, Montpelier, Virginia 23192, their affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors and assigns, for any physical or psychological injury, including but not limited to illness, paralysis, death, damages, economical or emotional loss, that I may suffer as a direct result of my participation in the aforementioned Activity, including traveling to and from an event related to this Activity.

I am voluntarily participating in the aforementioned Activity and I am aware of the risks associated with traveling to and from as well as participating in this Activity, which may include, but are not limited to, physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic, or emotional loss, and death. I understand that these injuries or outcomes may arise from my own or others' negligence, conditions related to travel, or the condition of the Activity locations(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in the Activity, including travel to, from and during this Activity.

I agree to indemnify and hold harmless St. Peter's United Methodist Church against any and all claims, suits, or actions of any kind whatsoever for liability, damages, compensation or otherwise brought by me or anyone on my behalf, including attorney's fees and any related costs, if litigation arises pursuant to any claims made by me or by anyone else acting on my behalf. If St. Peter's United Methodist Church incurs any of these types of expenses, I agree to reimburse St. Peter's United Methodist Church.

I acknowledge that St. Peter's United Methodist Church and their directors, officers, volunteers, representatives and agents are not responsible for errors, omissions, acts or failures to act of any party or entity conducting a specific event or activity on behalf of St. Peter's United Methodist Church.

I acknowledge that this Activity may involve a test of a person's physical and mental limits and may carry with it the potential for death, serious injury, and property loss. The risks may include, but are not limited to, those caused by terrain, facilities, temperature, weather, lack of hydration, condition of participants, equipment, vehicular traffic and actions of others, including but not limited to, participants, volunteers, spectators, coaches, event officials and event monitors, and or/producers, or in the event and lack of hydration.

In the event that I should require medical care or treatment, I agree to be financially responsible for all costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

In the event that any damage to equipment or facilitates occurs as a result of me or my family's willful actions, neglect or recklessness, I acknowledge and agree to be held liable for any and all costs associated with any actions of neglect or recklessness.

This agreement was entered into at arm's length, without duress or coercion, and is to be interpreted as an agreement between two parties of equal bargaining strength. Both the Participant,

_____ and
St. Peter's United Methodist Church agree that this Agreement is clear and unambiguous as to its terms,
and that no other evidence will be used or admitted to alter or explain the terms of this Agreement, but
that it will be interpreted based on the language in accordance with the purposes for which it is entered
into.

In the event that any provision contained within this Release of Liability shall be deemed to be
severable or invalid, or if any term, condition, phrase or portion of this agreement shall be determined
to be unlawful or otherwise unenforceable, the remainder of this agreement shall remain in full force
and effect, so long as the clause severed does not affect the intent of the parties. If a court should find
that any provision of this agreement to be invalid or unenforceable, but that by limiting said provision
it would become valid and enforceable, then said provision shall be deemed to be written, construed
and enforced as it was intended.

In the event of an emergency, please contact the following person(s) in the order presented:

EMERGENCY CONTACT

Contact Relationship

Contact Telephone

I, the undersigned participant, affirm that I am of the age of 18 years or older, and that I am freely
signing this agreement. I certify that I have read this agreement, and that I fully understand its content.
I am aware that this is a release of liability and a contract and that I am signing it of my own free will.

Participant's Name: _____

Participant's Address: _____

PARENT / GUARDIAN WAIVER FOR MINORS

In the event that the participant is under the age of consent (18 years of age), then this release must be
signed by a parent or guardian, as follows:

I hereby certify that I am the parent or guardian of _____,
the name above, and do hereby give my consent without reservation to the foregoing on behalf of this
individual.

Parent / Guardian Name: _____

Relationship to Minor: _____

Signature: _____ Date: _____

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