**Church Facility Use Policy**

Please Note:

All applications are reviewed by \_\_\_\_\_\_ on behalf of the Board of Trustees.

If you have questions or comments regarding building usage, please contact \_\_\_\_ at \_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The following is the Policy for use of the Church Facilities adopted by the Board of Trustees of the \_\_\_\_\_\_ United Methodist Church. Along with the Policy, the Trustees adopted the Application Form and the Use Agreement which are attached to this Policy. The “Church Facilities” include: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Use of the Sanctuary does not include use of the organ or grand piano without written permission by the Church Director of Music.

1. **FORM** - a "Church Facility Application Form" must be completed and submitted for approval by the Chair of the Board of Trustees or designee, at least 21 days prior to the proposed use. The Church Secretary shall verify availability of the Church Facility requested prior to submitting the Application form for approval. **All use of the Church Facilities must be scheduled with the Church Secretary**. The person who signs the application form for the user assumes the responsibility of ensuring that all actions delineated in this policy and the “Church Facility Use Agreement” have been adhered to. For funerals and extenuating circumstances and other church related events, advance notice is flexible

2. **"Use"** - for the purposes of this Policy, "use" does NOT include worship services or programs of the entire congregation of the \_\_\_\_\_\_\_\_United Methodist Church. The application form is required for all groups for scheduling purposes. **The Application Form and Use Agreement are required for members and non-members for non-church related use; and for outside organizations.** The Church Council shall resolve any question as to what constitutes a church relationship.

3. The **Discipline** - all use of Church Facilities must be in conformity and compliance with The Book of Discipline of the United Methodist Church. The Board of Trustees reserve the right to refuse any request for use that they believe is inappropriate for church use even if there is not a direct violation of the Discipline.

4. **Prohibitions** - no alcoholic beverages or smoking will be allowed in the Church Facilities at any time; nothing shall be mounted on any wall without prior written permission noted on the application form.

5. **Priority** - Church related activities, both activities of the whole church as well as activities of smaller groups within the church family, shall take priority in any time conflict in Church Facility use unless a Use Agreement has already been fully executed.

6. No **open flames** of any kind, including but not limited to, candles in jars and tea candles, are permitted. Sternos are permitted to keep food warm, but someone from the user must be specifically named and responsible for their use and disposal even if they are being used by an outside caterer.

7. **Who can use the Church Facilities at what fee**?

1. Church members can use the Church Facilities for church related activities at no charge;
2. Church members can use the Church Facilities for personal activities provided appropriate insurance coverage e.g., home owners insurance, is shown and by paying the member fee. The Conference insurance policy covers only church activities under the control of the local church. Non-church groups/individuals using church facilities, even though permission has been given, do so with the understanding that the local church does not cover losses or liabilities incurred by non-church groups/individuals.
3. Non-church members and groups may use the Church Facilities by showing appropriate insurance coverage and by paying the non-member fee.

**Fee Schedule**:

**MAIN BUILIDING**

|  |  |  |
| --- | --- | --- |
| FEE SCHEDULE | MEMBERS | NON-MEMBERS |
| SANCTUARY – WEDDINGS | NO FEE | $450.00 |
|  Pastor | DONATION | $300.00  |
|  Organist | $200.00 | $250.00 |
|  Wedding Coordinator | $75.00 | $75.00 |
| SUNDAY SCHOOL ROOM | NO FEE | $35.00/room per day |
| ALLEN RM, MEMORIAL RM | NO FEE | $35.00/room per day |
| BABCOCK CHAPEL | NO FEE | $100.00 |
|  |  |  |

**GREAT HALL**

|  |  |  |  |
| --- | --- | --- | --- |
| **FEE SCHEDULE** | MEMBERS | NON-MEMBERS/ GROUP >75 | NON-MEMBER/ GROUP <75 |
| Great Hall Only | $75.00 | $250.00 | $175.00 |
| Hall & Kitchen | $80.00 | $300.00 | $250.00 |
| Hall, Kitchen & Place Settings | $100.00 | $350.00 | $300.00 |
| Clean Up Fee | $50.00 | $100.00 | $75.00 |

8. Church Responsibility: The Church shall be responsible for **Opening** the required doors and windows; **locking** all doors after the event; **setting** the appropriate temperatures for heat/air-conditioning; **adjusting** lighting; **turning** on/off bathroom exhaust fan; **setting** up the stage; **configuring** any required audio or visual equipment; **providing** the required microphone and placing them; **setting** up the required tables and other furniture in the requested configuration; and **removing** all the foregoing after the event.

9. Clean-Up Fee: The Church Facility is to be left in the exact condition found. Failure to do so will result in forfeiture of the Clean-up Fee. **Once clean-up has been accomplished and verified by the Trustees, the trustees will request the Church Treasurer to refund the clean-up costs**. Additionally, the Clean-Up fee may also be forfeited if items such as, but not limited to, utensils, napkins and paper plates, plastic containers, take out containers and chafing dishes are removed from the kitchen.

10. Kitchen Use: EVERYTHING REQUIRED

1. Dishes and utensils used by you are to be washed, dried and put away after use. Directions for use of dishwasher shall be posted and there is a $25.00 extra charge for its use.
2. All Trash and Garbage is to be placed outside in the trash barrels in front of the garage. (Located in rear parking lot.)
3. Recyclable materials are to be separated and placed in the appropriate receptacles. (Blue barrels.)
4. All areas of the Kitchen and Great Hall should be left clean and tidy, and the floor swept or mopped, as necessary.
5. No food may be left on counters or in the refrigerator.
6. Replace any condiments used.
7. Observe posted guidelines for using all kitchen equipment including coffee makers.
8. Any fungible items used (including but not limited to Styrofoam cups, carry out food containers, and plastic utensils) will be charged against the clean-up fee.
9. Carefully check that all washable silverware is not inadvertently thrown out with the garbage.

11. Extent of Use – Only the items noted on the Application form will be available for use by the applicant. Any disposable items (such as but not limited to, napkins, paper plates, plastic containers, take out containers, and chafing dishes) should not be used by the applicant. Failure to comply may result in forfeiture of the clean-up fee.

 **To confirm a reservation**, you must provide your checks to the church office **14 days** prior to the scheduled event. Seven (7) days for Church Members. Two separate checks would be preferred. One check is for use of the facility and the second check for the clean-up fee. Two separate checks simplify the return of the clean-up fee after the event. Please make all checks payable to: \_\_\_\_\_\_\_\_\_\_United Methodist Church.

 **Church Facility Use Agreement**

The Agreement by and between the\_\_\_\_\_\_\_\_\_\_\_ United Methodist Church, a non-profit religious corporation of the State of New Jersey, located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the City \_\_\_\_\_\_\_\_ (hereinafter referred to as "Church") and the person(s) or group(s) desiring to use the Church Facilities (hereinafter referred to as "User".)

The User, having submitted an Application for Use of the Church Facilities, and the Church having approved this use:

NOW THEREFORE, the parties, by signing below hereby agree as follows:

1. It is agreed that the User may use the Church Facilities for only those purposes set forth in the completed application, which is attached hereto.

2. The User shall indemnify and hold the Church harmless and release the Church from any and all present and future liability, claims, damages, and losses of any nature whatsoever, including attorney's fees, in any matter related to or arising out of the use of the Church property by User. This indemnification applies to User's members, guests, invitees, employees, agents, or any other persons on the Church premises by virtue of this Agreement, and includes, but is not limited to claims made against the Church and expenses to defend the same, personal injuries claimed by User and group, church members, members of the public, as well as claims made by the Church for damage to church property or property of others, claims of any nature whatsoever arising from the use of the church property, facilities and equipment.

3. User agrees to keep in full force and affect an insurance policy for liability and property damage in the form and in the amount satisfactory to the Church and where possible, the Church will be listed as a named insured. Evidence of this insurance coverage must be attached hereto for full execution of this Agreement.

4. User will pay the fee noted 14 days prior to the event; church members 7 days.

5. Either party may terminate this Agreement at any time up to 48 hours prior to the event for good cause. Less time will be accepted in an emergency situation. If the User terminates the Agreement, even if timely, any expense incurred by the Church in anticipation of the use, will be paid by User.

In witness whereof, the undersigned AGREE to be bound by the terms herein by set their hands and seals on the date(s) indicated below

FOR USER: FOR CHURCH

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Date Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Printed

**Church Facility Application Form**

Date of Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Use: set-up (Decorate) \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_

#  Date of set-up if different from event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Time: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_

Rooms Requested:

Great Hall \_\_\_\_, Kitchen \_\_\_\_, Sanctuary \_\_\_\_, Babcock Chapel \_\_\_\_, Allen Room \_\_\_\_, Memorial Room \_\_\_\_, Youth Room \_\_\_\_, Atrium \_\_\_\_,

Other Room(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Items needed and configuration:

 # of Tables \_\_\_\_\_ Sound System \_\_\_\_\_

 # of Chairs \_\_\_\_\_ Kitchen equipment\* \_\_\_\_\_

 Lighting \_\_\_\_\_ Dishwasher \_\_\_\_\_

 Stage : \_\_\_ Yes \_\_\_ No Other \* \_\_\_\_\_

 How will stage be used? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* **Please Note**: Items found in the kitchen such as napkins, paper plates, plastic containers, take out containers, and chafing dishes are not included in this agreement. Please do not remove these items.

***Please use reverse to diagram configuration of set-up, including tables/chairs you require***

Liability Insurance Carrier - attach Certificate of Insurance

Person responsible for Set-up/Decoration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervising during Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clean-up after Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Church Use Only:**

Request: \_\_\_\_\_ Approved / \_\_\_\_\_ Denied / Total Fee $ \_\_\_\_\_\_\_\_\_\_

Availability Confirmed by Church Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

Praise Team Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

Church Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_