

<b>First United Methodist Church</b>		
<b>Pembroke, VA</b>		
<b>Revision # 1</b>	<b>FACILITIES USE POLICY</b>	<b>Revision Date: 11/06/08</b>

The guidelines set forth in this document are for the use and care of the building and grounds, property and equipment of First United Methodist Church and have been established in the best interest of all groups who use the church facilities by the church Trustees.

**1) GENERAL**

- a) All applications by church members for use of any of the facilities are to be submitted to the church office and the event will be put on the church calendar on a first come-first served basis. This applies to church members either giving or receiving a luncheon, shower, etc. Regular church functions will have first priority in cases of conflict. The application will be signed by a member assuming responsibility for proper care, damage, charges and cleanup of the area being used. Since there are no fees for use of the area by a church member, a utilities fee of \$25.00 will be charged to defray the cost.
- b) Church meetings and activities do not require a facilities application; however, the event must be scheduled on the church calendar.
- c) Community groups and nonmembers requesting to use the facilities must submit an application at least 32 days prior to the event for approval by the Church Council. A use fee listed later in this publication is to be paid prior to the event unless the Church Council approves a fee waiver request. The application is to be signed by a person assuming responsibility for the care, damage charges and cleanup of the area being used.
- d) All children and/or youth, must be supervised by a responsible adult or adults present during the entire time they are in the church building from arrival to departure. Children are not to enter any areas unsupervised. The child protection policy must be followed in all activities conducted in our facilities.
- e) The group(s) using the facilities shall be responsible for the following:
  - i) All rooms, fellowship hall, kitchen and especially restrooms that are used by the group must be left clean and neat. The group leader should check this before leaving. It may be possible to arrange for the services of the church custodian. Such arrangements must be made via the application and all groups using these special custodial services will be expected to pay for them.
  - ii) All garbage must be placed in suitable containers and removed from the premises.
  - iii) Sunday school teachers' materials or other church property are not to be disturbed.
- f) No alcoholic beverages are allowed on the church premises.
- g) No smoking or tobacco products to be used in the building.
- h) The church is not responsible for injury or loss by theft while using the facilities.
- i) The church may request proof of insurance for groups or individuals using the facilities.
- j) One time use request may be determined by the pastor, lay leader and trustees chair.
- k) Any group using the facility shall be responsible for damage and will assume

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liability.

- l) All doors must be closed and locked upon departure of the facilities.

## 2) SANCTUARY

The following rules apply to all who use the Sanctuary for small weddings, funerals or for any other reason.

- a) Food and drinks should not be brought into the sanctuary.
- b) During the services, the outside doors are to be unlocked to provide emergency exits. After the service they should be locked again.
- c) Thumb tacks; staples or nails are not to be used on furniture, pews or woodwork. Only scotch tape or masking tape is allowed and it is to be removed after use.
- d) The sound system is not to be modified or altered in any way. The setting must be returned to the original settings. Use of other than church microphones will require their own amplification and speaker systems.
- e) No other equipment is to be brought in that will block or obstruct any of the aisles or doorways. This is an insurance and fire law safety requirement.
- f) The sanctuary is to be cleaned and returned to its original order immediately after use unless other arrangements have been made with the church office.

## 3) FELLOWSHIP HALL AND BASEMENT

- a) Groups using movable furniture (tables, chairs, etc.) shall replace such items on the proper storage racks after use.
- b) Tables and chairs shall not be pushed across the floor but shall be picked UP and carried to the storage area..
- c) No one shall sit on the tables or stand on the chairs at any time.  
Gym equipment is available upon request. Use of the area for athletics will require gym shoes.
- d) Balls for gym are not to be bounced off of walls intentionally.
- e) To change the heating and cooling temperature during an event, contact the following: Giles Lester - 626-7129, trustees chair, or the pastor – 626-3838
- f) Floor is to be dust mopped and swept when the event is finished.
- g) Garbage generated is to be removed from the premises.
- h) Turn out the bathroom lights.
- i) All inside doors must be closed and all outside doors locked.
- j) Church keys must be returned to the church office with in 48 hours.
- k) The tables and floors should be protected from any damage through the use of crafts. The church has a *limited* number of coverings that can be used.

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**4) STORAGE CLOSET OFF THE FELLOWSHIP HALL**

- a) Access to the closet needs to be limited to getting tables & chairs in and out
- b) If storage is needed for short-term stays please utilize the room on either side of the stage for storage.
- c) The storage closet shall not be used for any activities. This is not a play area for children. Under adult supervision, the room may be used as a classroom.

**5) STAGE**

- a) The stage is to be used for performances only.
- b) The curtains are to be used properly, children are not be hang on them.
- c) No food or beverages allowed on the stage except for performances only.

**6) KITCHEN**

If church supplies are used please replace in a timely manner. If the following rules are not followed it may jeopardize our health permit to prepare and serve food.

- a) The group using the kitchen shall clean and store all items used (i.e. utensils, dishes and silverware) in the proper place. Nonmembers or outside groups are asked to bring own cleaning supplies, dishcloths and towels.
- b) All kitchen items shall remain in the kitchen at all times unless permission has been obtained from the church office for use in church activities elsewhere. Items are then to be returned within twenty-four hours.
- c) All perishable foods are to be removed from the church after each function.
- d) All appliances, refrigerator, and counters shall be cleaned after use.
- e) If Church's supplies are used please replace in a timely manner.
- f) Food items are not to be left in the church refrigerator.
- g) All trash shall be removed by the group using facility.
- h) The kitchen floor shall be swept and mopped. These items are kept in the janitor's closet in hallway by bathroom.
- i) The main gas valve to the stove must be turned off
- j) All inside doors must be closed and all outside doors locked.
- k) Church keys must be returned to the church office with in 48 hours.

**7) NURSERY**

- a) The nursery is available only by special permission. It will be the responsibility of the user to furnish necessary personnel to staff the nursery. The child protection policy must be followed in all activities conducted in our facilities.
- b) Church members utilizing the nursery for outside events and church activities shall follow the child protection policy.

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- c) All toys are to be picked up at the end of the time the nursery is used.
- d) All trash is to be thrown away and no food is to be left in the nursery.

**8) EQUIPMENT**

- a) The use of A/V equipment and supplies will be limited to the Pembroke charge use only and will not be loaned to other organizations without church council approval. Only authorized persons will be allowed to use them.
- b) Fellowship hall tables and chairs are not to be removed from the facilities. The basement folding tables and chairs may be used for outside events.

**9) CHARGES**

The following fees to cover heating, cooling, water, etc. will be charged to non-church members. Fee waiver requests may be made to the Church Council. There will be a \$50.00 refundable security deposit required for use of the facilities.

Sanctuary (excluding Worship services.	\$ 50.00
Fellowship Hall	\$ 250.00
Basement	\$ 150.00
Kitchen (use of stove, dishes, etc.)	\$ 50.00
Kitchen (only used as a serving area)	\$ 0.00
Minimum Fee For Facility Use	\$ 25.00

The custodian will determine the custodial fee. He should be contacted as soon as possible to assure that they will be available and to determine an agreeable fee.

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APPLICATION FOR USE OF THE FACILITIES

DATE \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

RELATION TO FUMC \_\_\_\_\_ PHONE \_\_\_\_\_

DATE OF PROPOSED MEETING \_\_\_\_\_

BEGINNING TIME \_\_\_\_\_ ENDING TIME \_\_\_\_\_

PURPOSE OF MEETING \_\_\_\_\_

NUMBER EXPECTED \_\_\_\_\_ ADULT IN CHARGE \_\_\_\_\_

FACILITIES DESIRED AND PLANS FOR USING EACH

SANCTUARY \_\_\_\_\_

FELLOWSHIP HALL \_\_\_\_\_

BASEMENT \_\_\_\_\_

KITCHEN \_\_\_\_\_

USE: STOVE \_\_\_\_\_ DISHES \_\_\_\_\_ UTENSILS \_\_\_\_\_

NURSERY \_\_\_\_\_

OTHER \_\_\_\_\_

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WILL A MEAL OR REFRESHMENTS BE SERVED? \_\_\_\_\_

WHO WILL BE IN CHARGE OF CATERING \_\_\_\_\_

PHONE \_\_\_\_\_

WHO WILL BE IN CHARGE OF CLEAN UP \_\_\_\_\_

PHONE \_\_\_\_\_

WILL YOU NEED SERVICES OF THE CUSTODIAN? \_\_\_\_\_

\*\*\*\*\*  
 AGREEMENT OF APPLICANT

I agree to be responsible for use of the church as outlined above and the "Facilities Policy" and payment of all fees and charges. The area will be left clean as found and key returned within 24 hours after use.

\_\_\_\_\_  
 Signature of Applicant

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Approved \_\_\_\_\_

Charge for use of facilities. \_\_\_\_\_

Deposit Paid \_\_\_\_\_

Key issued \_\_\_\_\_ Key returned \_\_\_\_\_