



FACILITY USAGE POLICY

PURPOSE OF FACILITY USAGE POLICY:

The primary purpose of the Bethel United Methodist Church facility is to facilitate worship, to offer opportunities for spiritual development, to support the outreach ministries to the community, and to serve as an asset to the community with a positive, Christian witness. The members of Bethel UMC understand that the Church exists as the Body of Christ to reach out to others. One means of that outreach is affording people the opportunity of the use of the church property and facilities, provided the intended use is not for personal and/or private financial gain. Every church that has property and facilities that are made available to others has had to come a long, arduous road of sacrifice and investment. Facilities cost real money and the stewardship and upkeep costs also. Since one of the tenets of our faith is Stewardship, the Body of Believers expects that those who utilize the church facilities will practice that same tenet.

The intent of this facility usage policy is to insure that the sanctity of God's house is not violated and to avoid any misunderstanding about what is and is not permitted in the use of the Bethel UMC's sanctuary, fellowship hall, Christian Living Center, and rest of the church facilities.

The guidelines, fees, and policies in this document have been prayerfully composed by Bethel UMC, to assist this congregation to continue as good stewards of the gifts God has entrusted to their care. This facility usage policy was adopted on December 7, 2015 by the Church Council.

SECURITY:

For one time events of outside organizations, a member of the Board of Trustees will be appointed to unlock the facility prior to the event and remain at the church during the event. After the event, they will check premises for damage and then lock the facility.

For reoccurring events, other arrangements may be made at the discretion of the Board of Trustees.

CANCELLATION POLICY:

In the event of a cancellation, the deposit will be forfeit. All other paid fees will be refunded within two weeks of receiving the cancellation.

RESERVATIONS AND FEES:

As scheduling permits, the facilities may be reserved for activities such as weddings, reunions, civic association meetings, clubs, etc. The facility use schedule is kept by the church secretary and pastor. Anyone wishing to reserve the facilities must contact the church secretary or pastor to determine availability. Bethel UMC's Facilities Usage Calendar is available for viewing online. A link to it can be found on our church's website at <http://www.bethelhiramumc.org/>.

You must reserve the facility for the entire time you plan on using the building. This includes set-up, event time, and clean-up. These times must be indicated on the application.

Bethel UMC's Facilities Usage Calendar is available for viewing online. A link to it can be found on our church's website at <http://www.bethelhiramumc.org/>.

The following fees cover utilities, wear-and-tear, and maintenance:

	Non-Members or Outside Organizations	Member Sponsored Events
Main Church Facility		
Fellowship Hall/Kitchen	\$100	No charge ⁴
Sanctuary	\$100	No charge ⁴
Christian Living Center (CLC)		
Gym ¹	\$100	No charge ⁴
Kitchen ¹	\$100	No charge ⁴
Other Fees		
Deposit ²	\$100	\$100
Sanctuary A/V System ³	\$50	\$50

¹ Access to the CLC's kitchen is permitted for keep food cold (refrigerator), warm (warmers), or for clean-up if the gym is reserved, but other use of the equipment is not included.

² If no damage has occurred and no extra cleaning is required, the deposit will be refunded within two weeks and mailed to the contact person and address on the reservation booking form. If damages exceed the deposit amount, it is the responsibility of the user to pay costs for repair or replacement.

³ A certified, adult worship technician must be present to operate the equipment.

⁴ Donations will be accepted to help cover the cost of utilities.

For purposes of this policy and to qualify as a member, the individual renting the facility must be an active member (attending, serving and giving) at Bethel United Methodist Church for a minimum of one year prior to the reservation of the facilities.

RULES OF USE:

GENERAL

- Anyone, other than church ministry sponsored programs, wishing to use any of our church's facilities or grounds must fill out an application. In the event that the request is for a reoccurring event, the application must be filled out annually in order to keep the contact information up to date.
- No alcoholic beverages or drugs are permitted on the premises.
- No smoking inside the church facilities or within 50 feet of an open door or window.
- All children and youth (ages 18 and under) at ALL times should be properly supervised when they are on the church's premises (inside the buildings and on the grounds). This means there must be adequate adult supervision and the children must remain with the group at all times.
- The last adult leaving the facilities must make a final check of the facility before departing. They must:
 - Be sure all lights, heat, air, stoves, etc. are off.
 - Be sure the area is cleaned up and left as it was found.
 - Be sure any garbage the group produced is emptied into the outside garbage containers.
 - Be sure all restrooms are clean and all toilets are flushed.
 - Be sure floor is left clean (swept and mopped, if necessary.)
- Keys to facilities will be limited to specified leaders, must not be duplicated, or transferred to another person without permission and will incur a replacement fee for any loss of their assigned key.
- When the contact person/leader leaves, the group must also leave.
- It is the responsibility of the leader of group/organization to make sure that all members of their group, and those that their event attracts, abide by these "Rules of Use." In the event that these guidelines are violated, the usage of the church facility by the group/organization will be subject to re-evaluation.

INSIDE THE BUILDINGS

- Do not use nails or tape on any of the walls for displays.
- Set-up and take-down is the responsibility of the group/organization renting the facility and it should only be done within the time the facility has been reserved. Rooms should be left as they were found.

- The sanctuary and the contents within it is a sacred space. Unless you have a ceremony that you need the Sanctuary for, please consider it to be "OFF LIMITS." With all the grounds and rooms available, there is no need for running or playing in the Sanctuary. It should be reserved for worship services, weddings, funeral or meetings.
 - If sanctuary is used, do not move any of the furnishings without expressed written permission.
 - There is to be no food or drink in the sanctuary of the church, except for communion elements which will be overseen by the pastor appointed to Bethel UMC.
 - The altar/chancel area may be used for presentations or as a speaker's platform, but must be treated with respect and reverence at all times.
 - No one is to play or climb on the altar or chancel area or touch the musical instruments or other equipment.
 - All audio-visual equipment is to only be used by someone who has gone through the church's training.
- Food and paper products must be furnished by the group/organization.
- Food and drinks should be limited to the two kitchens, the Fellowship Hall, and the gym area in the Christian Living Center.
- No food is to be left in the refrigerator or on the premises.
- The storage areas off the kitchens and the closets throughout the facilities are off limits to all non-church affiliated uses.
- The use of any of the church's electronic equipment must be prearranged and only operated by someone who has gone through the church's training.
- If the facility is reserved for a funeral or wedding ceremony, additional restrictions or considerations may apply. *Note: There is an additional policy in place for weddings.*

ON THE CHURCH GROUNDS

- Only children eight (8) years old and under should use any of the equipment located in the fenced in playground area.
- Do not carry cups, plates, glasses, etc. from the building out on the grounds.
- Under no circumstances should anyone play in either of the cemeteries.
- Bethel's pastor lives on the church grounds with his/her family. Please be considerate of our parsonage family's space. Refrain from going in the areas directly surrounding the parsonage. These spaces include the fenced in area behind the

house, either side of the house, or in the front yard. The field that is adjacent to the fenced in area behind the house may be used.

LIABILITIES/INSURANCE

LIABILITIES:

Persons or organizations using Bethel UMC's facilities shall assume full responsibility for any damage, destruction or loss of property, and shall release Bethel UMC, and/or any of Bethel UMC's representatives from any and all liability, claims or damage.

Bethel UMC assumes no responsibility for individual personal possessions.

Bethel UMC does not assume liability or responsibility for any participant, nor does Bethel UMC make any express or implied warranty of the suitability for any purpose of the premises, the equipment, machinery, fixtures or furniture.

INSURANCE:

Bethel UMC keeps adequate insurance coverage on facilities and ministry. Outside groups who use Bethel UMC's facilities on a regular and ongoing basis are required to retain their own insurance.

Proof of insurance may be required as requested by Bethel UMC's Board of Trustees.

DISCLAIMER:

Each event/reservation is subject to the Board of Trustees. Bethel United Methodist Church reserves the right to refuse the use of the facilities to anyone it sees as unsatisfactory.



RESERVATION BOOKING FORM

Church Office Phone: 770-943-2532

Please see other side of form for Instructions and Room selections.

GROUP INFORMATION: Today's Date: _____

Event Name _____

Group Name _____

Group Street Address _____

City _____ State _____ Zip _____

Contact Name _____

Daytime Phone Number _____ Evening Phone Number _____ Mobile Phone Number _____

Email Address _____

EVENT INFORMATION:

Is this request for a One-Time Event, or Reoccurring Event? ☐ One-Time ☐ Reoccurring Event

If this is for a Reoccurring Event with regularly scheduled meetings, what is the:

Starting Date: ____/____/____ Ending Date: ____/____/____ ☐ No End Date

Approximate Number of Attendees: _____

MEETING SCHEDULE: (FOR REOCCURRING EVENT ONLY.)

Meeting Day of Week: _____

Frequency (examples: every, 1st, 2nd, 3rd, 4th, 5th) _____

Dates to be skipped: _____

START AND END TIMES OF THE EVENT

	TIME	DATE (IF ONE TIME EVENT)	DAY OF WEEK (IF REOCCURRING)
Set-up Start (if any):	AM PM	/ /	S M T W T F S
Event Start:	AM PM	/ /	S M T W T F S
Event End:	AM PM	/ /	S M T W T F S
Clean-up End (if any):	AM PM	/ /	S M T W T F S

WHAT IS BEING REQUESTED

Please put a checkmark next to the parts of the facilities that would like to be used for the event.

✓ Part of Facilities/Equipment Needed

- Sanctuary
- Fellowship Hall
- Main Kitchen
- Christian Living Center's Kitchen
- Classroom(s) - specify which one(s)

Electronic Equipment Usage Request:

INSTRUCTIONS:

Please complete this form and return to the secretary or pastor of Bethel United Methodist Church or one of the members of the Board of Trustees. Someone will notify the group contact person of the availability of facility space as requested. If space is available, someone will provide a confirmation of the reservation indicating the assigned areas. There should be no change in the assigned meeting space unless confirmed in writing by the Pastor or the Board of Trustees prior to the scheduled meeting.

If this booking is for a reoccurring event, it is important that we be informed of any dates within the reservation period that the space will not be required. These dates should be included as the "dates to be skipped." Also, if a scheduled meeting is canceled, please notify the church secretary or pastor as soon as possible. This will allow us to accommodate other groups who have a need for meeting space.

I/We have read, understand and agree to abide by the Facilities Usage Policy of Bethel United Methodist Church

Signature: _____ Date: _____