



2007 Acklen Avenue ▪ Nashville, TN 37212 ▪ Telephone: 383-0832 ▪ Fax: 386-3298
www.belmontumc.org

FACILITY AND PROPERTIES USE POLICY

GENERAL STATEMENT OF PURPOSE FOR USE OF CHURCH PROPERTY AND FACILITIES

We believe that our facilities are placed in our trust and are designed, built, and used for service and mission, and stand for the glory of God. The buildings and grounds are to provide a place for Christian worship, education, the fellowship of all believers, and as a means to serve all of God's people. They exist to prepare persons to be in ministry in the wider community and world. Whenever possible, the facilities will be available as a meeting place for members, for use by the denomination, and as appropriate, a meeting place for groups, organizations, and ministries of the community.

QUALIFICATION FOR USE OF THE FACILITIES

Priority for the use of the facilities shall be given to members and organized groups that are a part of the ministry, organization, or sponsored activities of Belmont United Methodist Church (BUMC).

The facilities and equipment of BUMC will be made available only to non-church groups that meet the following qualifications:

- User groups must be not for profit or have a relationship with BUMC (i.e. member of the Hillsboro Village Association)
- User groups whose general objectives are in harmony with the principles and objectives of BUMC.
- User groups that are willing and able to take responsibility for their activities and for the facilities and equipment which they wish to use and are willing to abide by the rules of conduct, stated herein.

BUMC reserves the right to cancel any use agreement at any time.

BUILDING HOURS

Facilities will only be available Monday through Friday, from 8:30am until 9:00pm. Some exceptions for weekend use are made on a case-by-case basis, however, additional fees may be required.

The church and its offices are closed on the following holidays: New Year's Day, Martin Luther King Day, Half day on Good Friday, the Monday after Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, and Christmas Day. A posted sign will provide notification if the church is closed on other days.

BUMC has an inclement weather policy that states: All activities at Belmont UMC are canceled whenever Metro Schools are closed or dismissed early due to snow, ice, or other weather related matters.

SCHEDULING OF MEETINGS OR EVENTS

Meeting or event scheduling will be handled through the church office by the Program Ministries Team Assistant. Note that use of church facilities for weddings is guided by a separate policy maintained by the Worship Committee.

Any user group wishing to schedule a facility will be required to review the following information and sign a form indicating that they understand and will abide by the guidelines set within each:

- Facilities Use Request Form (appendix 1)
- Safe Sanctuaries Form (appendix 2) (if applicable)
- Training requirements and guidelines (if applicable)

All non-church user groups must provide a copy of a Certificate of Insurance.

Scheduling for Belmont user group meetings and events can be made up to one year in advance.

Scheduling for non-church user group meetings and events can be made up to 3 months in advance.

When a reservation request is made, a signed copy of the *Facility Use Request form*, applicable fees or deposits, Certificate of Insurance, and any other applicable forms shall be given to BUMC by the requesting user group. Once the request has been approved, the Program Ministries Team Assistant will put the meeting/event on the church calendar.

Standing/Recurring Uses - It is anticipated that some user groups will wish to use the facility for standing/recurring activities. Belmont-affiliated user groups can be scheduled for 12 months, with a renewal annually upon mutual agreement between the church and the user group. For non-Belmont user groups, the first period of recurring use will be on a trial three month basis, with a renewal option at the end of three months and annual renewals thereafter.

Events/requests for use will not be put on the church calendar until all guidelines and information are reviewed and signed indicating understanding of said guidelines and information; required training is completed and/or proof of credentials is received, and suggestion donation is received.

FACILITY FEES/SUGGESTED DONATIONS

There will be no charge for use of church facilities for Belmont UMC sponsored events.

For other uses, a fully refundable deposit up to \$500 is required for use of the facilities and suggested donations to offset operating costs are recommended for each area. Events requiring special setups for large user groups will require a \$20.00 per hour custodial setup fee. Events held after regular business hours, such as weekends, will incur additional fees.

| Area | Suggested donation | |
|----------------------------------|--------------------|---------------------|
| | Member | Non-Member |
| Sanctuary | No Charge | \$500 |
| Chapel | No Charge | \$100 |
| Parker Hall | \$200 | \$400 |
| Community Center Gym (Sports) | No Charge | \$50/Hr |
| CC Gym/Kitchen (Receptions/Mtgs) | \$500 | \$850 (Plus set-up) |
| Classrooms/meeting rooms | No Charge | \$15/Hr./Room |
| Courtyard | No Charge | \$100 |

GENERAL GUIDELINES

User groups are restricted to only those areas of the building that have been reserved.

Children must be under adult supervision at all times in accordance with BUMC's Safe Sanctuaries policy.

Certain facilities uses will require training and/or proof of certification for use before they can be used by a user group. These include: kitchen facilities in the Community Center, sound equipment, AV/projector equipment, and sports equipment (goals, volleyball nets, window shades). This training requirement applies to any and all uses of the facilities.

Alcoholic beverages and smoking on BUMC property are prohibited.

Church equipment (tables, and chairs, televisions, VCR/DVD players, etc.) is available only on request. The kitchens will remain locked unless use is specifically requested. Use of the kitchen facilities and audiovisual equipment will require proof that the user is qualified to use such equipment.

User groups using the facility must return the room and all fixtures to their original position after use.

BUMC will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner.

All user groups/organizations agree to pay for any and all damages to premises.

KITCHEN USE GUIDELINES

1. All items in refrigerators and pantries are property of BUMC.
2. User groups must provide their own paper and plastic ware products.
3. Leftovers are to be disposed of in proper waste receptacles – do not leave food in refrigerators or freezers.
4. Dishes, pots, pans, and utensils must be washed and returned to their storage area.
5. Any equipment or appliances must be returned to their proper place.
6. Stoves, ovens and other appliances must be turned off.
7. Sinks, counters, range tops, etc. must be wiped down.
8. Recycling is encouraged.

GYM USE GUIDELINES

1. Dunking the basketball is prohibited on all rims. Hanging on rims, nets or basket supports is prohibited.
2. Sports equipment (balls, nets, etc.) are available only on request.