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## **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 8:00pm. 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, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Friday after Thanksgiving, and Christmas Day. If the building is closed on other days, user groups will be notified via email, website, and social media.

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 Facility Use Coordinator. Note that use of church facilities for weddings and funerals is guided by a separate policy maintained by the Worship Committee.

Any group wishing to schedule use of the 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)
- Hold Harmless Agreement (appendix 3)
- Training requirements and guidelines (if applicable)

All non-church user groups must provide a copy of a Certificate of Liability Insurance which names Belmont United Methodist Church as additionally insured.

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, Hold Harmless-Indemnity Agreement, and any other applicable forms shall be given to the Facility Use Coordinator by the requesting user group **at least one week (7 days) before the date of the requested use**. Once received and approved, it will be put 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.

Space for events/requests use will not be reserved until all applicable forms, insurance, deposit, and training credentials (when applicable) are signed and received by the Program Ministries Team Assistant. If two groups request space, it will be reserved for the first group to submit all of the above-mentioned items.

## FACILITY FEES/SUGGESTED DONATIONS

There will be no charge for use of church facilities for Belmont UMC sponsored events, however, overtime fees will apply for events that occur before or after regular business hours.

For other uses, a fully refundable deposit up to \$500, held without interest, is required for use of the facilities and suggested donations to offset operating costs are recommended for each area per each use. Events requiring special setups for large user groups will require a \$25.00 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 (Receptions/Mtgs)*	\$500	\$850 (Plus set-up)
Classrooms/meeting rooms	No Charge	\$15/Hr./Room
Courtyard	No Charge	\$100

*\*Meals for events in the CC must be contracted through the BUMC on-site caterer, unless the on-site caterer is not available.*

## 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: 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.

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Church equipment (tables and chairs, televisions, DVD players, LCD projector, etc.) is available only on request. The Parker Hall kitchen 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.

## **WI-FI ACCESS**

Belmont UMC will provide access to its wifi system upon request. Access points or enabled locations may not be available in all areas of the church, and may not always be operational. Belmont UMC will provide the user with wireless access information (username and password) upon acceptance and signing of the attached Belmont UMC Wifi Terms and Conditions of Use Agreement.

## **OVERNIGHT USE GUIDELINES**

Facilities will be available for overnight use on a limited basis for groups that have some prior connection or relationship with a Belmont staff person, member, or ministry group and who are engaged in a ministry activity. A Belmont staff member will serve as the primary sponsor of the visiting group, and that staff person or a designated Belmont ministry volunteer(s) will act as host(s) for the group staying overnight. The host will meet the group upon their arrival, give a brief overview of the building and overnight use policy, provide the group staying overnight with host contact information in case of emergency, and meet with the group prior to their departure to verify that all spaces used by the group have been properly cleaned and left without damage.

Rooms to be used for overnight stays will be determined based on the needs of the group and other planned church activities during the planned stay. The sanctuary, chapel, offices, and Weekday School will not be available for overnight use. Groups will need to have the designated spaces vacated in the morning prior to the first scheduled activity. Unless specific arrangements are required, the custodial staff will lock all doors to both the main church building and the community center at the normal times. Groups will be advised at that point they need to be cognizant of the fact the doors will lock behind them.

Any reservation for overnight use of the facility must be made according to existing church scheduling policies and should include the name of the Belmont staff person who has agreed to serve as host for the group. Groups that include children or youth must also document understanding of Belmont's Safe Sanctuaries policy. In order to reserve the facility, a fully refundable security deposit of \$500 and a certificate of insurance are required. In order to cover additional staff and facility costs associated with the stay, groups are asked to consider a donation of \$50 per night.

## **PARKER HALL 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 refrigerator or freezer.
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.