

## **COMMUNITY UNITED METHODIST CHURCH POLICIES AND REGULATIONS FOR USE OF CHURCH AND FACILITIES**

1. Approved application and entrance on the church activities calendar must be completed prior to use of facilities.
2. Any changes to the application, during the approval period must be submitted to the Trustees for further approval.
3. Any use of the facilities for fundraising must be approved by the Finance Committee. The Church will contact the committee for approval before the event is booked on the calendar.
4. All keys should be checked out 3 days prior to the event. Keys issued shall be returned to the church secretary within two working days of the last approved use of facilities. Reimbursement will be required for lost keys.
5. Child care must be arranged through the nursery coordinator. We have a Child Protection Policy which requires that our trained, paid workers are used for all events. The fees are \$7.50/worker/hour, with a 2-hour minimum. You will be responsible for paying the workers.
6. Users DO NOT have the use of the entire building. No additions or substitutions of space without approval.
7. Applicant is responsible for ensuring that none of the utilities are turned: "ON" or temperature controls changed until approximately one hour prior to the beginning of the event. All utilities, including lights, shall be turned "OFF" upon leaving. The thermostats are automatic and do not need to be turned off. Ensure that all windows and doors are locked upon leaving building.
8. No furniture or other church property shall be removed from assigned space without prior approval.
9. All special equipment belonging to user shall be removed upon completion of each use.
10. Use of church property is not allowed unless prior approval is granted. This includes use of organ, piano, audio visual/sound equipment, kitchen equipment and tables and chairs.
11. No smoking is allowed on church property. No alcoholic beverages are allowed inside the building or on the grounds.
12. Clean up of all food and drinks is the responsibility of the user - including food and drink stains. The area must be cleaned, tables wiped and the trash taken to the outside cans. No food or drink is to be left.
13. The areas used shall be left in the same condition as before use. Any Saturday use requires that the room be prepared and left ready for Sunday school.

14. Parking will be in authorized areas only. Do not block driveway at any time. Handicapped spaces must be observed.
15. Application for regular and recurring use shall be submitted one month prior to use. One time use request shall be submitted no later than two weeks in advance.
16. Renewal applications shall be submitted annually by September of each year.
17. Patrons of organizations using CUMC property shall be informed by the using organization that matters taught, espoused or published by the organization do not necessarily express the views, purposes or ideals of CUMC. No organization using CUMC property shall claim, imply or otherwise hold itself out to be an activity, ancillary organization, or approved program of CUMC or the United Methodist Church. No reference other than as a location shall be made to CUMC in any flyer, form, sign or other manner of advertisement for the using organization.
18. Registration material of educational organizations using CUMC facilities shall specifically state that the organization is not an activity of or affiliated with CUMC or the United Methodist Church and that neither exercises control over the curriculum, teacher, qualifications or routine operation of the organization.
19. All preschool, educational, counseling, exercise, or childcare programs using CUMC facilities on a recurring basis shall maintain liability insurance for their operations. The amount of such insurance coverage shall be reasonable and consistent with normal business practices for the size and scope of the program, the nature of its activities, and the age and number of children enrolled. CUMC shall be named as an additional insured under such liability insurance. Proof of such insurance shall be tendered to the Trustees with the application for use of the facilities. The Trustees shall be given immediate notice of any change in such insurance. Failure to maintain liability insurance will result in withdrawal of approval of facilities use.
20. Any organization or activity granted use of CUMC facilities must agree to reimburse CUMC for any federal, state, or local taxes or fees incurred by CUMC as a direct result of the organization's use of the facilities. Payment shall be due immediately upon notification from the Trustees that such taxes or fees are due.
21. No activity or program shall be conducted in a manner to violate any Virginia Statute or Virginia Beach ordinance, including zoning restrictions and licensing requirements. Each organization is responsible for obtaining permissive use permits, business licenses, and other legal prerequisites required for its operation.
22. Failure to follow these regulations can result in permission to use the facilities being rescinded.
23. All requirements for weddings are governed by separate guidelines.
24. Reservations for CUMC facilities will be honored on a "first come, first serve" basis. This said, when there are competing requirements for the same room or facility within CUMC, every effort will be made to reconcile the competing requirements by offering alternatives to the party making the later request. This policy applies equally to both internal CUMC groups (groups within the formal organizational structure of CUMC) as well as external organizations (those outside the CUMC organization) or any combination of the two.

25. When external organizations wish to use CUMC facilities for more than a one time basis, the sponsorship of a CUMC organization (not an individual CUMC congregational member) is required. The purpose of this requirement is two-fold; it enhances effective and regular communication between the Church and the outside organization while simultaneously promoting accountability for long term facility requirements/use. Historically, external organizations using CUMC facilities and lacking formal sponsorship experience difficulty with consistently operating within the guidelines listed in this document.

revised 10/2/07