

# CARLISLE UNITED METHODIST CHURCH

## **Building Use Policy**

*Revised December 6, 2016*

We recognize that our church building is a tool for ministry and a way to build bridges in our community by sharing our facility with others. With this in mind, Carlisle United Methodist Church has developed a Building Use Policy that enables us to share our facilities with our community, while at the same time being good stewards of the building, grounds and church resources. This policy therefore outlines who may use the facility, rules for use of the facility, and fees and deposits for building use.

### **Who may use the Church?**

1. Carlisle United Methodist Church will make its facilities available to the following organizations at no charge:

- a. CUMC church groups or church members using the facilities as part of the ministry of the church, including, for example, worship services, Youth Fellowship, children's group activities, Sunday school classes, Bible studies, church dinners and events.
- b. CUMC child day care and preschool operations (They will be expected to contribute towards cleaning costs and building improvements necessary or requested for their operations).
- c. Groups that come as invited guests of the congregation of CUMC.
- d. Scouting organizations.
- d. Nonprofit charitable organizations affiliated with the church such as Samaritan Fellowship and CARES.
- e. Charitable nonprofit organizations such as AA, NA and Alanon, although donations towards costs will be accepted.

2. Carlisle United Methodist Church will make its facilities available to the following organizations at the published rates or as negotiated:

- a. Individuals (Members of CUMC and non-members)
- b. Nonprofit organizations
- c. Government entities
- d. Commercial organizations

The individuals and groups in 1.a. above (e.g. Sunday morning worship services, Sunday School classes, Youth Fellowship, children's group activities, Bible study classes, day care and pre-school activities) shall have precedence in the use of the church facilities.

### **How do I schedule the use of space in the Church?**

Use of the church facility shall always be scheduled with the Church Secretary through the submission of an "**Application For Building Use**", which can be done electronically

through the church website.

All applications shall be reviewed by the Church Secretary and Lead Pastor. Any proposed use of the building and grounds for purposes that are contrary to the word of God as found in the Bible shall be prohibited. All programs and activities carried out on Church premises must be consistent with the Christian faith, the Social Principles of the United Methodist Church and/or the mission of the Church, as determined by the Church in its sole discretion. All commercial rentals are subject to prior review to ensure that events, activities, and products and services sold are in line with the mission of Carlisle United Methodist Church and the Social Principles of the United Methodist Church. The Lead Pastor reserves the right to consult with the Church Leadership Council as to whether or not a group should be given permission to use the building or grounds. Use of church facilities by outside groups on a regular basis must receive the approval from the Leadership Council member who has responsibility for the Facilities Area. These groups must sign a Building Use Agreement and provide proof of insurance.

Applications should be submitted at least two weeks in advance. All church or church-sponsored functions shall be given top priority with regard to scheduling. **The room will NOT be reserved until the application has been approved and the reservation deposit has been received in the Church office.** Failure to do so may result in another group being scheduled for the time and date requested. Non-members and other organizations must pre-pay for building use according to the fee schedule attached.

### **May I schedule use of the Sanctuary or Chapel?**

The Sanctuary and other worship areas of Carlisle United Methodist Church are for the worship of our Lord and Savior Jesus Christ. They will be made available for any service conducted by the home congregation and its overall program. The Sanctuary will also be made available to the larger church bodies of the Carlisle Ministerium, the Harrisburg District and its events, and the Susquehanna Conference without special authorization or fee.

### **If approved, what rooms are available for my use?**

There are rooms available for both small and large group usage. Approved groups and organizations shall be restricted in use of only the room(s) approved and connecting hallways, nearest rest rooms, elevator and parking lot.

### **May I cancel my reservation for use of the Church prior to the event and will my payment be refunded?**

You may cancel your reservation up to 48 hours prior to the event and **receive a full refund minus the reservation deposit.** The Church reserves the right, in its sole discretion, to cancel or suspend any use of the facility with such notice as it is reasonably able to give. In the event of cancellation by the Church, you will receive a full refund; however, the Church shall have no liability for damages or losses incurred due to such cancellation or suspension.

## **What are the terms for the use of the church?**

1. You and your group bear full financial responsibility for any expenses incurred.
2. The Church reserves the right to immediately terminate the use of the facility or to make adjustments in the scope thereof, with or without prior notice, if, in the sole determination of the Church, any provision of these guidelines has been violated.
3. The church facilities (including the parking lot and playground) are not available for general public use. The facilities can only be used by a person or organization (not associated with the regular church activities) after the person or organization has received written approval from the Church.
4. Any use of our facilities involving minor children must be in accordance with the Church's "Safe Sanctuary" Policy.
5. Verification of adequate liability insurance is required prior to use of the facility by any organization. "Adequate" liability insurance shall include public liability and property damage insurance to protect the Church and the organization from claims for damages for personal injury and property damage, including loss of use resulting from any property damage, which may arise from use of the facility by the organization or by anyone invited by the organization. The limits of such insurance shall be in an amount not less than \$1,000,000 each occurrence, personal injury and property damage combined. Such policies shall be per occurrence rather than claims-made policies, and shall name the Church as an additional insured. The insurance shall not contain any endorsements or any other form designed to limit and restrict any action by the Church, as an additional insured, against the insurance coverage in regard to the use of the facility.

Prior to use of the facility, an organization shall provide the Church with a current certificate(s) of insurance. The certificate(s) shall contain a provision that the coverage afforded under the policy will not be cancelled or changed until at least thirty (30) days' written notice has been given to the Church.

Those charitable nonprofit organizations, which are not corporations, but which are groups of individuals whose use of the facility is officially recognized by the Church as contributing to its mission and ministry in the Carlisle community, shall not be required to provide proof of group insurance. In each instance, the request for waiver from the group insurance requirement should be submitted to LC along with a description of the ministry offered by the group.

6. The Church shall not be held responsible for any injuries or accidents occurring in the facility or elsewhere on the premises, absent a binding determination of gross negligence or recklessness.
7. The person or organization reserving the facility shall be responsible to pay for any damages which occur during the use, for the replacement of any missing items, and for any licenses, permits or taxes required by any governmental body.
8. The Church shall not be responsible for any lost, damaged or stolen personal property of any person.

9. Please contain your activity to the room(s) you have reserved. Other groups or individuals will likely be in other areas of our building. Please respect our building use.
10. Nothing may be attached to the floors, walls, ceilings, furniture, windows, doors or other surfaces by means of screws, nails, tacks, etc. (use of masking tape, but not transparent, duct or other types of tape is permitted).
11. Furnishings or other items shall not be moved into or out of the area for which approval has been granted for the persons or organization to use.
12. Audio-visual equipment, musical instruments or other special equipment on the Church premises may not be used or adjusted except by properly trained persons **IF AVAILABLE** as assigned by the Church at the User's expense in accordance with the General Fee Schedule.
13. Any use of the Gathering Pantry, MPR Kitchen or kitchen appliances and/or equipment must be in accordance with the Church's "MPR Kitchen & Gathering Pantry Use Policy" available in our church office. When food and/or beverages are served, regardless of whether Church kitchen appliances and/or equipment are used, the user shall be fully responsible for compliance with all food health and safety requirements and procedures. The Church shall not be held responsible for any sickness which occurs as a result of food served in the facility or elsewhere on the premises.
14. Safety and fire codes must be obeyed at all times. Doorways, hallways and access ways must not be blocked. Any fines or penalties levied for any violation will be the responsibility of the users.
15. Harassment, including sexual harassment, is prohibited by state and federal law. This policy prohibits harassment of any kind.
16. Users must abide by any additional rules, guidelines or notices as may be posted on the Church premises.

### **What about use of the church for a wedding and/or wedding reception?**

There is a separate use policy for weddings available in our church office. It supersedes this document in the case of weddings.

### **What other criteria do we need to know for the use of the church?**

In an effort to be good stewards of energy and our property, we enlist the support of each individual, group, or organization that uses our building to follow these additional rules for use:

1. Use only the lights that you need.

2. Plan your meetings to be completed no later than 9:30 PM.
3. In the heating season, do not hold outside doors open. The church reserves the right to curtail heat in parts of the building during the week. Consultation with the church office ahead of time can aid in the planning of your activity or event for a warm room! Any changes in your meeting time or place need first to be cleared with the church office.
4. **Leave the room(s) you use in the same or better condition than when you arrived. Group or organization Responsible Person should inspect the facilities (INCLUDING THE RESTROOMS) before leaving.**
5. If you are the last person/group leaving the building, be sure you lock the doors.
6. You are responsible to report any damage to the church office. Unreported damage to the building or the furnishings may be assessed at cost of repair or replacement to the last group using the facility. A full explanation of how damage occurred is expected to be reported to the Building Manager or Lead Pastor.
7. Professional carpet cleaners shall be hired at your group's expense to care for any spills or stains on carpeting not satisfactorily cared for.
8. Tobacco and alcoholic beverages are strictly prohibited on church properties; neither are any gaming or gambling activities. Profanity or disorderly, immoral or illegal conduct is not permitted. No firearms or flammable explosives are allowed on our properties.
9. Users shall be responsible for providing their own consumable supplies (i.e. paper plates, cups, etc.).
10. Parents or legal guardians shall be responsible to supervise minors at all times while on church property.
11. Thermostats may be adjusted by authorized persons in your group following instruction to be provided by the Church.

We do not want these rules for use to curtail your activity or event. We only seek your cooperation in our stewardship of energy and property for the usefulness of all who share this facility.

### **What fees are associated with the use of available rooms within the church?**

The following general building/room use fees are designed to cover the cost of the operation of the building and its facilities. Except as noted below, the Room Use Fees do not include custodial or other special services, the additional costs of which will be assessed in accordance with the "Schedule of Additional Fees". Time needed for setup/teardown/decorating/cleanup of the assigned room before and after your event will be charged at the published hourly rates. A pastor may, in his/her sole discretion, reduce the amount to be paid for the pre-event room preparation time period (assuming the room is available).

**A non-refundable reservation deposit of \$50.00** is required within five (days) after the date of approval of the application form. Your deposit will be applied towards the applicable room usage fee. The balance of all required fees shall be paid by non-members, other ministries or commercial interests not less than ten (10) days in advance of the day of the scheduled use, and by members within five (5) days after the event. It is important to understand that **the room for your event will NOT be reserved for you until the application is approved and the reservation deposit is received in our church office.** Failure to do so may result in another group being scheduled.

Checks should be made payable to “Carlisle United Methodist Church”.

**There is no charge for all activities/events/meetings that are part of the greater ministry of Carlisle United Methodist Church.**

**Room Use Fees are as follows and are subject to change:**

	<u>Member</u>	<u>Ministry/Non-Profit</u>	<u>Non-Member</u>	<u>Commercial</u>
Multipurpose Room (MPR)	\$0/\$0	\$150/\$50	\$200/\$75	\$250/\$125
MPR Kitchen	\$0	\$50	\$50	\$50
Gathering incl. Pantry	\$0/\$0	\$75/\$35	\$100/\$50	\$175/\$75
Social Room	\$0/\$0	\$50/\$25	\$60/\$30	\$100/\$50
Room 3	\$0/\$0	\$50/\$25	\$60/\$30	\$100/\$50
Room 4	\$0/\$0	\$50/\$25	\$60/\$30	\$100/\$50
Library	\$0/\$0	\$50/\$25	\$60/\$30	\$100/\$50
Room 109	\$0/\$0	\$50/\$25	\$60/\$30	\$100/\$50
Room 111	\$0/\$0	\$40/\$20	\$50/\$25	\$75/\$35

**1.** For members and persons who are actively involved in the life of Carlisle United Methodist Church that desire the use of the building or its facilities for personal or family occasions (i.e. baby/bridal showers, birthday/anniversary celebrations, family reunions, etc.) there is no charge for use of a room and no application fee; however, the custodial fee must be paid when applicable along with any other applicable additional fees.

**2.** For non-profit organizations or ministries (e.g. other churches, parachurch ministries, etc.) the Room Use Fee is identified above for two (2) hours (minimum charge) / for each additional hour (or fraction thereof) plus the custodial fee and any other applicable additional fees listed below.

**3.** For non-members, the charge for use of a room for personal or family occasions, the Room Use Fee is identified above for two (2) hours (minimum charge) / for each additional hour (or fraction thereof) plus the custodial fee and any other applicable additional fees listed below.

**4.** For members, non-members or organizations whose proposed commercial (for profit) use of our facilities is approved, the Room Use Fee is identified above for two (2) hours (minimum charge) / for each additional hour (or fraction thereof) plus the custodial fee and any other applicable additional fees listed below. For regularly-occurring commercial ventures over a period of time, the fee will be negotiated that will include profit-sharing.

## Schedule of Additional Fees

<u>CUSTODIAL FEES</u> (Includes set-up, tear down & clean up)	
1-50 people expected	\$50.00
51-100 people expected	\$75.00
101+ people expected	\$100.00
<u>SOUND/LIGHT SYSTEM OPERATOR</u> <b>[ONLY IF AVAILABLE]</b>	\$25.00 per hour
<u>MPR KITCHEN FEE</u>	\$25.00 for training
<u>MPR KITCHEN STAFF</u> <b>[ONLY IF AVAILABLE]</b>	\$20.00 per hour
<u>RECEPTION PLANNING SERVICES</u>	\$250.00 up to 14 hours;
<u>OF WEDDING COORIDINATOR</u>	\$20.00 per hour thereafter