

CHURCH FACILITIES USE POLICY

The following is the Policy for use of the Church Facilities adopted by the Board of Trustees of the United Methodist Church. Along with the Policy, the Trustees adopted the Application Form and the Use Agreement which are attached to this Policy. The "Church Facilities" include: the main Sanctuary, the Babcock Chapel, the Great Hall, the Allen Room, the Memorial Room, and the Sunday School rooms. Use of the Sanctuary does not include use of the organ or grand piano without written permission by the Church Choir Director.

Please Note:

All applications are reviewed by Jim Catterson on behalf of the Board of Trustees.

If you have questions or comments regarding building usage, please contact Jim at 609-646-9677.

1. **FORM** - a "Church Facility Application Form" must be completed and submitted for approval by the Chair of the Board of Trustees or designee, at least 14 days prior to the proposed use. The Church Secretary shall verify availability of the Church Facility requested prior to submitting the Application form for approval. **All use of the Church Facilities must be scheduled with the Church Secretary.** The person who signs the application form for the user assumes the responsibility of ensuring that all actions delineated in this policy and the "Church Facility Use Agreement" have been adhered to.
2. **"Use"** - for the purposes of this Policy, "use" does NOT include worship services or programs of the entire congregation of the United Methodist Church at Absecon. The application form is required for all groups for scheduling purposes. **The Application Form and Use Agreement are required for members and non-members for non-church related use; and for outside organizations.** The Administrative Board shall resolve any question as to what constitutes a church relationship.
3. The **Discipline** - all use of Church Facilities must be in conformity and compliance with The Book of Discipline of the United Methodist Church. The Board of Trustees reserve the right to refuse any request for use that they believe is inappropriate for church use even if there is not a direct violation of the Discipline.
4. **Prohibitions** - no alcoholic beverages or smoking will be allowed in the Church Facilities at any time; Nothing shall be mounted on any wall without prior written permission noted on the application form.
5. **Priority** - Church related activities, both activities of the whole church as well as activities of smaller groups within the church family, shall take priority in any time conflict in Church Facility use unless a Use Agreement has already been fully executed.
6. No **open flames** of any type (candles/sternos) are allowed on Church property without prior written approval of the Trustees. A fire safety plan for the use and disposal of candles/sternos must accompany request.

7. **Who can use the Church Facilities at what fee?**

- a) Church members can use the Church Facilities for church related activities at no charge;
- b) Church members can use the Church Facilities for personal activities provided appropriate insurance coverage e.g., home owners insurance, is shown and by paying the member fee. The Conference insurance policy covers only church activities under the control of the local church. Non-church groups/individuals using church facilities, even though permission has been given, do so with the understanding that the local church does not cover losses or liabilities incurred by non-church groups/individuals.
- c) Non-church members and groups may use the Church Facilities by showing appropriate insurance coverage and by paying the non-member fee.

Fee Schedule:

FEE SCHEDULE	MEMBERS	NON-MEMBERS
SANCTUARY - WEDDINGS	NO FEE	\$450.00
Pastor	\$250.00	\$250.00
Organist	\$150.00	\$150.00
Wedding Coordinator	\$100.00	\$100.00
SUNDAY SCHOOL ROOM	NO FEE	\$35.00/room per day
ALLEN RM, MEMORIAL RM	NO FEE	\$35.00/room per day
BABCOCK CHAPEL	NO FEE	\$100.00
candelabras		\$20.00

FEE SCHEDULE	MEMBERS	NON-MEMBERS/ GROUP (more than 75)	NON-MEMBER/ GROUP (75 or less)
Hall Only	\$50.00	\$200.00	\$125.00
Hall & Kitchen	\$75.00	\$250.00	\$150.00
Hall, Kitchen & Place Settings	\$100.00	\$300.00	\$200.00
Clean Up Fee	\$25.00	\$75.00	\$50.00

8. Church Responsibility: The Church shall be responsible for **Opening** the required doors and windows; **locking** all doors after the event; **setting** the appropriate temperatures for heat/air-conditioning; **adjusting** lighting; **turning** on/off bathroom exhaust fan; **setting** up the stage; **configuring** any required audio or visual equipment; **providing** the required microphone and placing them; **setting** up the required tables and other furniture in the requested configuration; and **removing** all the foregoing after the event.

9. Clean-up Fee: The Church Facility is to be left in the exact condition found. Failure to do so will result in forfeiture of the Clean-up Fee. **Once clean up has been accomplished and verified by the Trustees, the trustees will request the Church Treasurer to refund the clean-up costs.**

10. Kitchen Use:

- a) Dishes and utensils used by you are to be washed, dried and put away after use. Directions for use of dishwasher shall be posted.
- b) Trash and Garbage is to be placed outside in the trash barrels in front of the garage. (Located in rear parking lot.)
- c) Recyclable materials are to be separated and placed in the appropriate receptacles. (Blue barrels.)
- d) All areas of the Kitchen and Great Hall should be left clean and tidy, and the floor swept or mopped as necessary.
- e) No food may be left on counters or in the refrigerator.
- f) Replace any condiments used.
- g) Observe posted guidelines for using all kitchen equipment including coffee makers.

11. Extent of Use - Only the items noted on the Application form will be available for use by the applicant.

To confirm a reservation, You must provide your checks to the church office **7 days** prior to the scheduled event. Two separate checks would be preferred. One check is for use of the facility and the second check for the clean up fee. Two separate checks simplify the return of the clean up fee after the event. Please make all checks payable to: United Methodist Church at Absecon.

In the case of weddings, please submit checks **14 days** prior to the wedding. (See wedding brochure, obtainable through the church office, for details.)

CHURCH FACILITY USE AGREEMENT

The Agreement by and between the United Methodist Church at Absecon, a religious corporation of the State of New Jersey, located at 100 Pitney Road in the City of Absecon (hereinafter referred to as "Church") and the person(s) or group(s) desiring to use the Church Facilities (hereinafter referred to as "User".)

The User having submitted an Application for Use of the Church Facilities and the Church having approved this use:

NOW THEREFORE, the parties, by signing below hereby agree as follows:

1. It is agreed that the User may use the Church Facilities for only those purposes set forth in the completed application, which is attached hereto.
2. The User shall indemnify and hold the Church harmless and release the Church from any and all present and future liability, claims, damages, and losses of any nature whatsoever, including attorney's fees, in any matter related to or arising out of the use of the Church property by User. This indemnification applies to User's members, guests, invitees, employees, agents, or any other persons on the Church premises by virtue of this Agreement, and includes, but is not limited to claims made against the Church and expenses to defend the same, personal injuries claimed by User and group, church members, members of the public, as well as claims made by the Church for damage to church property or property of others, claims of any nature whatsoever arising from the use of the church property, facilities and equipment.
3. User agrees to keep in full force and affect an insurance policy for liability and property damage in the form and in the amount satisfactory to the Church and where possible, the Church will be listed as a named insured. Evidence of this insurance coverage must be attached hereto for full execution of this Agreement.
4. User will pay the fee noted 7 days prior to the event.
5. Either party may terminate this Agreement at any time up to 24 hours prior to the event for good cause. If the User terminates the Agreement, even if timely, any expense incurred by the Church in anticipation of the use, will be paid by User.

In witness whereof, the undersigned AGREE to be bound by the terms herein by set their hands and seals on the date(s) indicated below

FOR USER:

FOR CHURCH

Signature

Date

Signature

Date

Printed

Printed

CHURCH FACILITY APPLICATION FORM

Date of Use:

Application Date:

Name of Organization _____
Contact Person _____
Address _____

Phone _____

Purpose of use:

Time of Use: set-up (Decorate) _____ to _____
Date of set-up if different from event _____

Event Time _____ to _____

Rooms Requested:

Great Hall _____, Kitchen _____, Sanctuary _____, Babcock Chapel
_____, Allen Room _____, Memorial Room _____, Youth Room _____,
Atrium _____, Other Room(s) _____

Items needed and configuration:

of Tables _____

Sound System

of Chairs _____

Kitchen equipment

Lighting

Dishwasher

Stage: ___ Yes ___ No

Other

How will stage be used? _____

Please use reverse to diagram configuration of tables/chairs.

Liability Insurance Carrier - attach Certificate of Insurance

Person responsible for Set-up/Decoration _____

Supervising during Event _____

Clean-up after Event _____

Request for candles/sternos? Yes ___ No ___

If yes, has a fire safety plan been submitted? Yes ___ No ___

For Church Use Only:

Request: _____ Approved _____ Denied _____

Total Fee \$ _____

Availability Confirmed by Church Secretary _____

Church Representative _____

Date

Praise Team Director _____

Date

Church Contact _____ Phone Number _____