

Saint Matthias United Methodist Church
FACILITIES USE POLICY AND PERMIT

Dear Friends,

St Matthias United Methodist Church is devoted to serving the community. We are glad to provide a clean and safe facility for your group meetings. We provide this service for a number of community groups, as well as our own church groups. To maintain these facilities for everyone's use we ask you to abide by the rules.

The church does employ a sexton to provide weekly cleaning of all the rooms in the church, as well as the outside grounds. These are large tasks that cannot be performed on a daily basis after each group's meeting. As the leader of the group, we ask and expect you to abide by the policies and they are understood and upheld by your group.

Thank you for your understanding and diligence in maintaining a safe and clean environment for all at St Matthias. If there are questions or concerns, please contact our Church Administrative Assistant at 1-540-373-8759

In His Service,

Pastor Pat Tony

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Fees

Sanctuary	\$200.00 (\$50.00 Deposit - \$150.00 Fee)
Social Hall	\$150.00 (\$50.00 Deposit - \$100.00 Fee)
Kitchen	\$150.00 (\$50.00 Deposit - \$100.00 Fee)
Combined Social Hall and Kitchen	\$250.00 (\$50.00 Deposit - \$200.00 Fee)
Classroom	\$50.00 (\$15.00 Deposit - \$35.00 Fee)
Custodial Fee	\$35.00

1. Non-Member/Non-Ministry/Non-Church Supported One-Time Use

- a. A Building Facilities Use Permit must be completed and approved.
- b. Building use fees include all scheduled events; i.e., meetings, receptions, weddings, etc.
- c. Fees are to be paid no later than one week prior to the event.
- d. All events planned at the church will be scheduled on the official church calendar and will be on a first-come-first-served basis.
- e. No function will be placed on the official church calendar until the deposit is received in the church office.
- f. All deposits are non-refundable.
- g. User will be required to execute a Waiver of Insurance Agreement OR required to obtain a \$1,000,000 insurance policy naming St. Matthias United Methodist Church as additional insured covering personal injury, building, furniture, fixtures and equipment damage.
- h. Approval is at the sole discretion of St. Matthias United Methodist Church.
- i. Agree to abide by items listed in Section 5.

2. Member or Member's Immediate Family Use

- a. A Building Facilities Use Permit must be completed and approved.
- b. No fees will be charged for use of the building for weddings, funerals or related events.
- c. No fees will be required for the use of the social hall and kitchen for events such as birthday or anniversary celebrations.
- d. Janitorial fees may apply in accordance with the fee schedule.
- e. Contributions will be accepted and appreciated to help defray utility and related costs.
- f. All events planned at the church will be scheduled on the official church calendar and will be on a first-come-first-served basis.
- g. Agree to abide by items listed in Section 5.
- h. Ensure all outside doors are locked upon exit of building.
- i. If required by St. Matthias UMC execute a Waiver of Insurance Agreement.

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3. Church Ministries Use

- a. All groups that fall under the ministries of Saint Matthias UMC will not be charged any fees unless the group(s) abuses this privilege.
- b. If abuse occurs, janitorial fees may apply in accordance with the fee schedule.
- c. Agree to abide by items listed in Section 5.

4. Long-Term (over 30 days) Use:

a. Long-term building facility usage requires a St Matthias UMC member sponsor. The sponsor shall:

- Submit a completed Building Facility Use Permit to the Trustees for approval.
 - Submit the Trustees-approved Building Facility Use Permit to the Administrative Council for final approval.
 - Collect and submit the deposit, prior to first use, to the church Administrative Assistant.
 - Collect and submit fees, prior to use, to the church Administrative Assistant.
 - Obtain a church key (if required) and **be responsible for the opening and securing of the facility when used.** NOTE: There are groups who will be permitted to have their leader sign for a key and **be responsible for opening and securing the building.**
 - Advise sponsored group of any conflicts that prevent scheduled use of the facilities.
- b. Annual or consecutive use permits will be issued for a 12-month period beginning September 1 and ending August 31.
 - c. Annual or consecutive use must be renewed annually for approval by the Trustees and Administrative Council.
 - d. Application for annual or consecutive use, including renewals, must be submitted no later than the second week of August to ensure proper review at the regularly designated Administrative Council meeting.
 - e. Fees for long-term use will be paid at the beginning of each approved period.
 - f. Agree to abide by items listed in Section 5.

5. Building Facility Use Stipulations and Approval Process

- a. Do not use the church sanctuary or nursery unless prior arrangements through the church have been made. These are for use during church service and church-related functions only.
- b. Leave the facilities in the same state (or better) in which you found them. This includes:
 - Sweeping and cleaning up any spills on the floor.
 - Picking up all trash and placing in trash receptacles.

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- Putting away all tables and chairs except for the ones that are to remain set up in the social hall.
 - Inspecting the bathrooms and cleaning up any messes that may have occurred.
 - Making sure the water has been shut off in all the sinks.
 - If using the kitchen, cleaning countertops and floors and any dishes, cooking utensils, and silverware that may have been used.
 - If using the outside grounds, putting all trash in the trash containers by the rear kitchen door.
- c. Use only the restrooms by the kitchen.
 - d. Do not borrow supplies from any of the church's rooms.
 - e. Use only those rooms that are assigned for your meeting.
 - f. Be respectful in both word and deed of other groups or church members who may be in the building or using other parts of the church during your meeting.
 - g. Remember you and your group are invited guests by those of goodwill here at Saint Matthias and this is God's house.
 - h. At any time, church-sponsored events take precedence. The sponsor or church Administrative Assistant will notify the affected group(s) as soon as a scheduling conflict occurs to give the group time to notify their members.
 - i. All leaders and sponsors of activities that involve children or youth will be required to read the St Matthias Safe Sanctuary Policy and sign a covenant statement indicating they will abide by the policy while using the facilities. Any organization that does not agree to sign a covenant will not be allowed to use the facilities.
 - j. The Pastor may approve a one time or temporary use of the facilities.
 - k. In the Pastor's absence, the Administrative Council Chair, the Trustee Chair, or lay leader (in this order of ranking) may approve a temporary building use request in consultation with the official church calendar.
 - l. The Administrative Council will consider all long-term (over 30 days) building facility usage.
 - m. In the event of abuse and or damage, the person or group will be expected to make full restitution at replacement/repair costs.
 - n. If the gas range or stove is to be used, instructions on the proper operation shall be required prior to the event date.
 - o. If the facility user intends to grill outside they must provide their own equipment.
 - p. Acknowledge receipt of building emergency plan, and employ as warranted.