

**ALDERSGATE UNITED METHODIST CHURCH
1301 COLLINGWOOD ROAD
ALEXANDRIA, VIRGINIA
(703) 765-6555**

**Policy and Guidelines for Use of Church Facilities
Revised by Board of Trustees September 2012**

PURPOSE: Provide a policy for the use of church facilities and guidelines to ensure consistency and fairness in determining who uses the facilities, when, and for what purposes. The primary purpose of the facilities is to provide a place for Christian worship, fellowship, education and nurture which directly serve the interests of our membership, constituents, and groups that are sponsored by the church. Under certain circumstances, our facilities are made available for community service which is an essential element of outreach and provides opportunities for witness.

POLICY: Use of church facilities is authorized when meeting the guidelines herein and scheduled by the Receptionist/Scheduler or Church Business Administrator under the direction of the Senior Pastor. The Trustees will review these procedures annually and submit any recommendations for change to the Church Council. The fee schedule is delineated in paragraph D. For wedding ceremonies in the sanctuary reference "The Wedding Handbook." The general priority for scheduling is:

1. Church activities and meetings.
2. Groups that are sponsored by the church.
3. United Methodist District and Conference groups.
4. Religious groups of other Christian denominations
5. Qualified non-profit groups, for example 501(c)(3) registered charities, Boy Scouts, Girl Scouts, AA, and others as approved by the Senior Pastor or the Church Business Administrator.
6. Aldersgate members and staff for private use.
7. Non-members for private use. These groups must have a member who is willing to sponsor them. The sponsor must be present at all times during the function. If they do not have a sponsor, they may pay the church to provide one.

Exceptions: The Trustees can make exceptions to these policies on a case-by-case basis.

PROCEDURES: The Receptionist/Scheduler will maintain a space allocation calendar recording all scheduled events by date, time, and organization; and will receive and act upon requests for use of facilities by groups sponsored by the church. Any conflicts will be resolved by the Church Business Administrator. Requests from groups not sponsored by the church shall be submitted to the Church Business Administrator who will review them and approve/disapprove them. If the request includes use of the Sanctuary, it will be passed on to the Senior Pastor with a recommendation regarding approval. The Senior Pastor or, in his or her absence, the Associate Pastor will approve/disapprove such requests. Groups must have a single contact person who will work directly with the Church Business Administrator. Details of the event such as need for kitchen facilities, tables, chairs, audiovisual equipment, etc. should be disclosed when requesting space to ensure an understanding of what can be made available. Use of church facilities shall be governed by the rules set forth herein.

A. RULES FOR GROUPS AND INDIVIDUALS NOT CONNECTED TO THE CHURCH

1. All groups wishing to use our facilities are scheduled on a space available basis, and must meet the following conditions:
 - a. Goals of the group are not inconsistent with the Discipline of the United Methodist Church.
 - b. With the exception of non-profit groups, Aldersgate facilities are not available for profit making activities. Exceptions to this must be made by the Trustees.
 - c. The group agrees to pay the fees established by the Board of Trustees (The fee schedule is shown in the table in paragraph D.) These fees include a custodial fee, sponsor fees, kitchen supervisor fees, if needed, and space usage fees to defray the costs of utilities and maintenance of facilities and equipment. Fee payment checks should be made payable to "Aldersgate United Methodist Church" and presented to the Church Business Administrator or the Financial Administrator. **All fees are due at the time the event is placed on the calendar. Date cannot be confirmed without payment.**
 - d. The group will designate a contact person as its representative in dealing with the church. That person will work directly with the Church Business Administrator to make advance arrangements for the event, tender payment of the usage fees, and settle any post-event matters.

- e. The group agrees to assume full financial responsibility to reimburse Aldersgate United Methodist Church for breakage and damage. A refundable security deposit of \$1000 may be required of events held in Wesley Hall, Founders Hall or the Guback Center. Once the Church Business Administrator has inspected the facility for damage and cleanliness, the deposit or a portion thereof may be refunded.
 - f. The group agrees to abide by the rules and regulations set forth in this document and such other rules and conditions as may be imposed by the Church Business Administrator or the Senior Pastor.
 - g. The group agrees to execute the attached Agreement for Facility Use, and Hold Harmless Agreement.
 - h. Events with children and youth where more than 100 people are expected to be in attendance must:
 - Read and agree to adhere to Aldersgate’s Child and Youth Protection Policy
 - Prepare a plan to implement Aldersgate’s policy for their event
 - Have the event leader meet with Aldersgate’s Church Business Administrator to go over the plan at least one week prior to the event as well as at registration.
 - Hire an event liaison (of Aldersgate’s choosing) to ensure the policy and plan are enforced during the event.
2. Overnight accommodations are normally not offered due to the lack of bathing facilities.
 3. Groups may be required to provide a certificate of liability insurance listing “Aldersgate United Methodist Church, 1301 Collingwood Road, Alexandria, VA” as an additional insured. Certificate must be on file one month prior to the beginning of the event.

B. GENERAL RULES FOR USE OF CHURCH FACILITIES

1. Events held in the Sanctuary will not charge an admission fee. A free will offering may be taken.
2. Compliance with the policy and guidelines for use of church facilities is the responsibility of the group leader (contact person, in the case of an outside group.) That person should promote an understanding of the rules by members of the group and is expected to monitor activities of the event to ensure they are safe and appropriate.

3. The person in charge of the group (contact person, in the case of an outside group) will be responsible for the safety of those in attendance at the event. This requires an understanding of what action to take in event of an emergency, and the initiation of the appropriate action to protect individuals and minimize property damage.
 - a. **Fire Safety:** Know the location of fire alarm pulls, exits and evacuation routes; be able to direct an orderly evacuation.
 - b. **Personal Safety:** In event of a health emergency due to accident or serious illness, coordinate first aid and summon the fire and rescue squad.
 - c. **Emergency Numbers:** Know the location of the nearest phone from which to call:

911	Life-Threatening Emergency
(703) 691-2233	Fairfax County Fire and Rescue Squad
(703) 691-2131	Fairfax County Police (Non-Emergency)
4. Smoking is not permitted inside the church building complex. The use of alcohol, illegal drugs, and gambling inside the church building complex or on the grounds are strictly prohibited at all times.
5. Particular care must be taken to comply with the provisions of the Aldersgate Child and Youth Protection Policy. This policy has strict guidelines to ensure adequate adult supervision at all times and to maintain discipline inside and outside the facilities.
6. Persons are to behave in a Christian-like manner and to remind others of this expectation, as may be necessary. No roughhousing or other loud or rude behavior will be allowed.
7. Telephones are primarily for church business. Other use should be of short duration so as not to tie up the lines.
8. No property may be removed from the church facilities without specific approval of the Church Business Administrator. Tables, chairs, audiovisual and kitchen equipment, and other such items are primarily for official church or church sponsored functions. Members may request the use of these items for special occasions. Requests will be acted on by the Church Business Administrator. Items such as pianos, day school tables and chairs, conference tables, bookcases, and the like may not be moved within the building without specific permission of the Church Business Administrator or pastors.
9. The sanctuary organ may only be used by qualified persons who have

specific permission of the Music Director, the Organist, or one of the pastors. The Church Business Administrator should be informed when such permission has been granted.

10. Requests for use of the Wesley Hall stage scenery, equipment, and/or lighting will be acted on and approved by the Church Business Administrator. Routine use of the stage and basic lighting is permitted without special authorization unless stage is preset for another approved event.
11. Security is the responsibility of anyone using the facilities. Activities are to be restricted to the areas assigned and care shall be taken to ensure that those areas and access to the church facilities are properly secured when leaving. Care shall be taken to safeguard keys so that only authorized persons use them and no copies are made.
12. Events should not exceed three hours without prior permission. Major events requiring kitchen facilities should be planned to include three hours for setup and food preparation, four hours maximum for food service and program, and two hours for cleanup, not to exceed 9 hours. Night events shall be terminated in time to secure the building by 10 pm.
13. Church facilities must be left in good condition upon conclusion of use with particular attention to the following:
 - a. Place trash, recycling, and rubbish in appropriate containers.
 - b. Put furnishings including tables, chairs, wall hangings, signs, equipment, books, coat hangers, etc. back in the original arrangement.
 - c. Extinguish all lights including those in the rest rooms unless there are other activities in the area.
 - d. Ensure windows and doors are closed and locked.
 - e. **ANY items left in the church after an event will be disposed of, sold, or used by church as they see fit after 24 hours.**

C. RULES FOR USE OF KITCHEN FACILITIES

1. The Aldersgate Church Kitchen Committee is responsible for procedures related to use of both the Wesley Hall and Founders Hall kitchen facilities. An adult member of the church who has been qualified by the Kitchen Committee must be assigned to supervise and/or assist outside groups using the kitchen facilities. There is an hourly fee, see fee schedule. Church members desiring instruction on use of the kitchen facilities should contact the Kitchen Committee Chairman. Scheduling use of the kitchens and assignment of supervisors are coordinated by the Receptionist/Scheduler for church sponsored groups, and the Church Business Administrator for outside groups.
2. Verify that storage space is available prior to delivery of food items that must be frozen or refrigerated. Freezer space is limited.
3. All food is to be refrigerated, frozen, or kept in sealed containers. Food should not be left uncovered on the counters.
4. Food is to be labeled with the organization/group/individual name and date when placed in the refrigerator. Unlabeled, unclaimed, and spoiled food found in the kitchen will be disposed of by the Kitchen Committee or office staff.
5. Leftover food must be disposed of or removed from the kitchen. Contact the church office for direction if you have food to donate.
6. Use only the food items that you bring. The cookies and coffee supplies are for the Sunday Fellowship following services. Other food items are normally in place for Wednesday night fellowship dinners or other scheduled church events.
7. Supplies in the kitchens such as tablecloths, napkins, punch cups, paper supplies, etc. are for use by specific church groups. These items should not be used without the specific approval of the appropriate committee or the Church Business Administrator.
8. Keep track of any supplies you bring in and ensure that only those items are taken when you leave. Helpers must be supervised to ensure that church property is not taken when you leave.
9. Notify the church office immediately of any breakage. It is your responsibility to replace or repair the item unless excused by the Church Business Administrator.
10. Leave the kitchen as you found it or in better condition. Wipe down all

working surfaces. Clean all cooking and eating items and put them away. Take dirty aprons, dishcloths and towels for cleaning and return them within two days (outside groups must supply their own towels etc).

11. Before leaving the kitchen, secure the dish washing machine, ensure cooking appliances are turned off and refrigerator/freezer doors are closed, turn off lights, and lock outside door.

GUIDELINES FOR SPONSORS:

A sponsor is responsible for ensuring that the policy, guidelines and rules for use of church facilities are followed. The sponsor should ensure that the users are familiar with the policy, procedures, guidelines and rules at the beginning of the event or activity using church facilities. **The Aldersgate sponsor must be on site for event set up, during the event and until area is adequately cleaned up.** Sponsors should observe user activities, provide advice and assistance as necessary, and correct or stop any activity that is contrary to church policy, procedures, guidelines, rules or that the sponsor deems dangerous. If an event gets out of control, the sponsor should call a pastor, the Church Business Administrator or a member of the Board of Trustees and request assistance. Sponsors are paid an hourly fee as outlined on the fee schedule. Payment is made directly to the church at the time of booking by the group using the facility.

D. SPACES, FEES, AND OCCUPANCIES:

The table below provides information on occupancy limits and facility use fees. A refundable security deposit of \$1000 is required for non-church sponsored groups when scheduling Founders Hall, The Guback Center or Wesley Hall.

SPACE	For a 3 Hour Event			MAX. OCC.
	Room	Custodial*	Total	
Small Classroom	\$50	\$25	\$75	15
Large Classroom	\$100	\$50	\$150	50
Guback Center	\$325	\$150	\$475	100 seated
Founders Hall	\$325	\$100	\$425	140 seated
Wesley Hall	\$475	\$200	\$675	275 seated
Sound /Light Technician	\$75 per technician			

*Custodial fee is mandatory

Events running more than 3 hours require \$150 per hour fee for each additional hour and must be preapproved by the Business Administrator.

Fee Requirements

No Fees for internal church use: Aldersgate United Methodist Church activities (for example, weddings and funerals are considered church events when conducted by our pastors) and meetings; groups sponsored by the church; United Methodist District and Conference groups.

Custodial fees depending on size and type of event for: members and staff for private use; qualified non-profit groups, for example 501(c)(3) registered groups, Boy Scouts, Girl Scouts, AA, and others as approved by the Senior Pastor or the Church Business Administrator.

Full fees: non-members for private use.

Set up Time: Sponsors are required to be present for setup of an event. Setup time is limited to 3 hours before the event. If extra time is required, the room charge will be \$150 per hour.

Events must start and end on time. Deposit will not be returned if event is later than 15 minutes starting or ending.

Sanctuary use must be approved by the Senior Pastor. For policies and guidelines for wedding ceremonies in the sanctuary reference “The Wedding Handbook.” This policy herein is applicable to on-site wedding receptions.

Use of the stage should be discussed with the Church Business Administrator.

A fee of \$15 per hour will be charged when the kitchen is used for the services of the Kitchen Supervisor.

A \$15 per hour fee will be charged for a sponsor if group does not have a church member willing to sponsor the event. The sponsor must be present from set-up through clean-up.

- NOTES:
1. Occupancy figures are based on Fairfax County, VA requirements.
 2. Other rooms may be available on request with nominal rates and room occupancy limits as established by the Church Business Administrator.

FACILITY USE REQUEST FORM

FOR USE BY INTERNAL AND SPONSORED GROUPS

Submitted by		Date Submitted	
Organization	AUMC		
Contact Person			
Telephone	Home:	Work:	
	Cell:		
E-mail	Home:		
	Work:		
Event Name			
Event Description			
Event Date			
<i>For recurring events, please attach a list of dates needed</i>			
Number of People			
Number of Rooms			
Room Preference			
Event Start Time:		Set-up time:	
Event End Time:		Clean-up time:	
Event Details			
Childcare	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>Please contact Corey Latta one week prior to event with # and ages of children at 703-765-6555 or childcare@aldersgate.net</i>			
Audio/Visual set up	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Equipment Needed			
Number of Tables:		Number of Chairs:	
Table Set Up <input type="checkbox"/>	Theater Style <input type="checkbox"/>	Classroom Style <input type="checkbox"/>	
<i>Please submit a sketch for specific set-ups. Tables and chairs will be set-up according to requests when ever possible based on room use and the custodian's schedule.</i>			

FACILITY USE REQUEST FORM

FOR USE BY OUTSIDE GROUPS

Submitted by		Date Submitted	
Organization			
Contact Person			
Telephone	Home:	Work:	
	Cell:		
E-mail	Home:		
	Work:		
Sponsor: (must be member of Aldersgate, if you don't have one, we can provide one—see fee schedule)			
Event Name			
Event Description			
Event Date			
<i>For recurring events, please attach a list of dates needed</i>			
Number of People			
Number of Rooms			
Room Preference			
Event Start Time:		Set-up time:	
Event End Time:		Clean-up time:	
Event Details			
Audio/Visual set up	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Equipment Needed			
Number of Tables:		Number of Chairs:	
Table Set Up <input type="checkbox"/>	Theater Style <input type="checkbox"/>	Classroom Style <input type="checkbox"/>	
<i>Please submit a sketch for specific set-ups. Tables and chairs will be set-up according to requests when ever possible based on room use and the custodian's schedule.</i>			

Sponsor Agreement: I agree to sponsor this event. I understand I must be present from set-up until clean-up. I have read and agree to perform the functions as outlined in 'Guidelines for Sponsors' in this handbook.

Signature

AGREEMENT FOR FACILITY USE (For use by non-church sponsored groups)

EVENT NAME: _____

EVENT DATE: _____ EVENT TIME: _____

SPONSORING ORGANIZATION: _____

CONTACT NAME: _____

CONTACT PHONE # AND ADDRESS: _____

Deposit (if any) will be mailed to this address

We, the undersigned, have been furnished copies of Aldersgate United Methodist Church's policies regarding use of church facilities and protection of children and youth, and agree to abide by the rules and regulations contained therein.

Signature(s) of adult(s) in charge of event

Signature(s) of adult(s) in charge of event

HOLD HARMLESS AGREEMENT

We _____, of the _____, agree to protect, indemnify, save and keep harmless, ALDERSGATE UNITED METHODIST CHURCH, its agents, members, and employees against and from any and all liability, loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about the premises of ALDERSGATE UNITED METHODIST CHURCH, causing injury to any person or property and will protect, indemnify and save and keep harmless the above-mentioned parties from any and all claims, costs or expense arising out of any failure of the contractor in any respect to comply with and perform all the requirements and provisions agreed to and required by any law or ordinance during the period from _____ to _____ at the premises of ALDERSGATE UNITED METHODIST CHURCH.

Signature(s) of adult(s) in charge of event

Date

Note to the signer(s) of this agreement: your execution of this agreement waives any right you may have to recover damages from the named parties for any injury or accident that may occur during the period of your use of the facilities. You may wish to obtain from an insurance company, at your own expense, appropriate coverage for period and premises involved, in the event that insurance coverage you currently have does not provide you with suitable protection.

CHARGES (To be filled out by church staff.)

Building Fee: _____

Custodial Fee: _____

Sponsor: _____

Sound /Lighting Tech. _____

Kitchen Supervisor: _____

Security Deposit: _____ (will be refunded following event provided there is no damage)

TOTAL: _____

Make check payable to *Aldersgate United Methodist Church*

Check Amount _____

Check Number _____

Received by _____