



WESLEY UNITED METHODIST CHURCH BUILDING USE POLICY 1.4

Non-Member Copy

Wesley United Methodist Church
98 North Maple Street
Hadley, Massachusetts 01035
Tel: (413) 549-1550
Email: office@wesleyfamily.org

WESLEY UNITED METHODIST CHURCH

BUILDING USE POLICY 1.4

INTRODUCTION

The primary purpose of Wesley United Methodist Church is to carry out the ministries of the local church. Wesley Church has an active ministry to children, youth, adults, and senior adults. The music program of the church is one of the finest in the area. Our programs and our people are the top priority when it comes to the use of our church facility. However, Wesley still wishes to expand its outreach into the community by offering the use of its facilities.

Building use activities fall under the jurisdiction of the Board of Trustees which manages the use of building facilities. No commitment for building use is finalized until the **Room Use Agreement** has been completed and executed by the Board of Trustees or its designee.

Wesley Church has had a number of long-standing relationships with several community organizations for ongoing use of the facility. Other local organizations and individuals have also used our facilities for one-time or short-term usage. Availability for ongoing usage is limited, but can be considered. Our first priority is for the program and membership needs of Wesley Church. Lesser use priorities are for nonprofit groups that are supported by the church, then (2) other nonprofit organizations and finally (3) other for-profit organizations.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by Wesley Church. No activities or advocacy may take place within our buildings or grounds that conflicts with the policies and the practices of Wesley Church and The United Methodist Church.

Included in this guide are the following:

1. Steps to Facility Use Scheduling
2. Fees for Facility Usage
3. Rules and Regulations of the WUMC Board of Trustees
4. **Room Use Agreement** Form
5. **Release and Indemnity Agreement** Form

STEPS TO FACILITY USE SCHEDULING

1. Fill out a **Room Use Agreement**. One is included in this guide or you may obtain one from the church office or at our website: www.wesleyfamily.org under the Contact Us tab.
2. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
3. **Return the completed Room Use Agreement to the Church Office at least 3 weeks in advance of the event.** The Board of Trustees will then evaluate your request and you will be notified if it is approved or not approved. **After approval, applicable fees are due at the Church Office at least 1 week in prior to the event.**

FEES FOR FACILITY USAGE*

Please note the fee schedule below. Also, be sure to review the Impact Fee schedule following the basic fee table.

Type A Non-profit educational and other activities that are considered an extension of our ministry as evidenced either by our financial support or annual application through our Church Council.

Type B Civic and service activities, including musical groups, service clubs, fraternal organizations, etc.

Type C For-profit organizations, Receptions, Weddings and other one time Special Events

ROOM	Type A	Type B	Type C
Sanctuary (275 people max.)	\$200	\$250	\$300
Great Room (Social Hall) (150 people max)	\$150	\$200	\$250
Great Room and Kitchen: with specific approval of the Board of Trustees only	\$200	\$250	\$300
Divided Meeting Room (15 people max)	\$20	\$30	\$40
Meeting Room (30 people max)	\$25	\$35	\$45
Meeting Room (w/kitchenette) (30 people max)	\$30	\$40	\$50
Children's divided Classroom (15 children plus 3 adults max)	\$35	\$35	\$50

* - pricing is subject to change

Fees are based on one segment of time: Morning (8:30-12AM), Afternoon (1-4PM), Evening (6-9PM)

For security purposes a valid credit card number from the Responsible party must be included with the Room Use Agreement.

The Sanctuary and Great Room are not available for outside use on Sunday.

IMPACT FEE Guidelines for Great Room

	0-20 people	21-75 people	75+ people
Minimal Set Up	\$25	\$35	\$50
Substantial Set Up	\$50	\$65	\$80

Impact fees are charged at the discretion of the Board of Trustees taking into account factors such as setup requirements, number of participants, use of any special equipment, food and drink, etc. Based on these factors, impact fees may be in excess of these guideline amounts.

RULES AND REGULATIONS OF THE BOARD OF TRUSTEES

BREAKAGE

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the Application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the WUMC Board of Trustees has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

ROOM SETUPS

All rooms have been designated with a standard room setup. Any setup changes requested by the group are subject to approval by the Board of Trustees and are considered in the calculation of Impact Fees noted above.

ORGAN AND PIANO USE

Permission to use the organ, or piano must be granted by the WUMC Director of Music. If the user wishes to have instruments tuned, a craftsman approved by the WUMC Director of Music or Organist will tune them at the user's expense. Pianos cannot be moved except by permission from the Director of Music or the Board of Trustees.

SANCTUARY FURNITURE

Sanctuary furniture cannot be moved except by permission of the Board of Trustees (this also applies to the chancel furniture.)

SANCTUARY SOUND AND/OR VIDEO SYSTEM

The Sanctuary sound reinforcement or video recording systems may be made available upon request. The systems may only be operated by the WUMC sanctuary systems technicians (at a cost of \$75 per event) or by technicians pre-approved by the Board of Trustees. Group-provided sound, recording, or video equipment may not be attached to church systems (including the electrical system) through cables or connectors without prior approval.

SMOKING POLICY

All members of all groups using our facilities shall abide at all times by a “no smoking” rule on church property. Violation of this rule is sufficient ground for a church staff member to withdraw immediately any group’s use of the facilities and/or to deny use in the future.

ALCOHOL POLICY

The serving, consumption, or use of alcoholic beverages, marijuana, or other controlled substances shall not be permitted at any time on church property, including the outdoor areas and parking lots.

NO GAMES OF CHANCE

Church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.

SUPERVISION OF CHILDREN AND YOUTH

This church has adopted the policy of **Safe Sanctuaries** for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults must be present at all times during any program or event involving children.
- These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- At least one of the adults present must be currently certified in First Aid and CPR.
- The adults involved with the children must receive annual training related to child abuse prevention.

Any questions regarding this policy should be directed to the pastor or Board of Trustees.

NURSERY USE

The nursery facility may be available by arrangement at least 2 weeks prior to the event by contacting the Wesley Church Education Committee through the church office. Our safety standards require that two nursery care providers must be present to operate the nursery. At least one of these must be a Wesley Church qualified caregiver; both must be adults over the age of 18.

FOOD AND DRINK

No food or drink is allowed in the Sanctuary except for water. All other food and drink requires approval in advance as noted in the ***Room Use Agreement***.

DECORATIONS

All decorations require prior approval of the Board of Trustees or their designee. Decorations may only be attached to wooden trim, and wooden doors with masking tape only. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event.

STARTING AND ENDING TIMES

- Monday through Friday from 8:30 AM. through 9:30 PM.
- Weekends from 9:00 AM. through 6:00 PM.

The building must be completely cleared not later than 10:00 PM on weekdays or 6:30 PM on weekends to allow the building to be closed promptly. Exceptions to these times must be approved in advance by the Board of Trustees and will be subject to a custodial surcharge.

RECYCLING

Recycling is a policy of our church. As a part of that policy, no Styrofoam cups, bowls, plates or other Styrofoam articles are to be used by anyone at the church. Receptacles for recycling glass, tin, aluminum and paper will be available for your use. Every organization is responsible for complying with this policy.

STORAGE

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for the storing of their materials offsite.

BICYCLES AND SKATEBOARDS

No sport bicycling or skateboarding is allowed on church property. No bicycles or skateboards are allowed inside the church facility.

PARKING

Parking in the church parking lot or designated handicapped parking spaces is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots that may be specifically reserved at all times for staff of the church. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

SECURITY

Our church works to maintain a safe and secure environment within the facility. However, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

FINAL DECISIONS

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Board of Trustees or their delegated representative shall decide the matter and all individuals and groups shall abide by the Board of Trustees' directions or forfeit immediately the use of any part of the facility.

Arrangements for access into the church facility will be made upon approval of the Room Use Agreement.

EMERGENCY SCHEDULING CONFLICTS

The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

Wesley United Methodist Church
98 North Maple Street
Hadley, Massachusetts 01035
Tel: (413) 549-1550
E-Mail: office@wesleyfamily.org

ROOM USE AGREEMENT
PLEASE COMPLETE ENTIRE FORM

Name of Organization _____

Responsible Person _____

Non-Profit Status: _____ Federal ID No. _____

Address _____

Organization Day Phone _____ Fax _____

E-mail _____

Organization's Purpose _____

Event Name and Description _____

Date of Request _____

Contact Person's Name _____

Date(s) Requested _____ Start Time _____ End Time _____

(Dates may not be scheduled more than nine months in advance, except with specific permission.)

Will the event be recurring? :

- One time only Monthly
 Weekly Multiple days

Which day of the week? : *(circle one)*

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Room(s) Requested:

- Meeting Room (15 people max)
 Meeting Room (30 people max)
 Meeting Room (with kitchenette – 30 people max)
 Great Room/Social Hall
 Great Room Kitchen *(available only by special arrangement with the Board of Trustees.)*
 Sanctuary
 Children's Classroom

_____Nursery (available only by special arrangement with the WUMC Education Committee)

Anticipated Number of Participants: _____

Will a participant fee be charged for the event? ___Yes ___No

Will food or drink be consumed? ___Yes ___No

Special Needs or Requests _____

Set Up Instructions _____

Release and Indemnity

This ***Release and Indemnity Agreement*** is between the above-named organization (“Organization”) and Wesley Church (“church”).

RECITALS

- The church is the owner of the real property and improvements located at 98 North Maple Street, Hadley, Massachusetts (“Property”).
- The Organization desires to use the property described above for meetings and/or other activities.

AGREEMENT

NOW THEREFORE in consideration of this church permitting the Organization to use the Property and improvements described above, the Organization agrees as follows:

1. The Organization hereby releases, discharges, and covenants not to sue the church or its Trustees, administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of the Organization’s use of the Property. If any member, guest, invitee, or participant of the Organization makes any claim against the church or its Trustees, administrators, directors, agents, officers, members, volunteers, or employees, in connection with the Organization’s use of the Property, the Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. The Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under Organization’s general liability policy.

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs and decorations posted by my group immediately after the meeting/event has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.

Signature: _____

Print Name: _____

Title: _____

VISA/MasterCard Number (REQUIRED) _____

Expiration Date: _____

Date _____

Billing Address _____

FOR OFFICE USE ONLY

ROOM USE CATEGORY: _____

Request Approved: _____

Request Denied: _____

Agreed Upon Fees : \$ _____