

Messiah United Methodist Church

6215 Rolling Road, Springfield, Virginia 22152

703.569.9862 703.569.6247 fax

Event Reservation Request

Thank you for choosing Messiah as your location for your event! We offer tables and chairs for your convenience, located in Fellowship Hall. Please return the room to its original set up upon completion of your activity. In the event that you have a special requirement for assistance, due to a large event, or medical reasons, please contact our Facilities Technician at facilities@messiahumc.org and we will make arrangements to help you based on staff availability.

Date: _____

Name: _____	Point of Contact: _____
Address: _____	(c) _____
_____	(h) _____
_____	(w) _____
e-mail: _____	

Name & Description of Event:	

Date Requested: _____	#of Participants: _____
Event Start Time: _____	Event End Time: _____
Set up Time: _____	Tear Down Time: _____ (Please be aware the building closes at 9:30 p.m.)*
Room Desired if Available: _____	

Special Requests: _____

For Office Use Only

Rooms Assigned: _____ Time of Event: _____

Special Arrangements/Equipment: _____

*exceptions with prior approval by the Facilities Technician

Layout

Please layout the desired placement of chairs and tables for your event in the space below:



Set Up Requirements

For Office Use Only

Rooms Assigned: _____ Time of Set Up: _____

Time of Event: _____ Set Up & Take Down by: _____

Number of Tables: _____ Number of Chairs: _____

Special Arrangements: _____

USAGE POLICY

MESSIAH UNITED METHODIST CHURCH

1 January 2016

(Replaces Usage Policy dated 28 January 2015)

1. Purpose

The purpose of this document is to provide a single source for the usage of the Messiah United Methodist Church facility on Rolling Road.

2. General Information

- a. Messiah United Methodist Church (MUMC) has a variety of spaces, available on a one-time or recurring basis. The use of these spaces is subject to the policies of MUMC as established by the Church Council in coordination with the Board of Trustees (BoT).
- b. MUMC reserves the right to offer its spaces to groups and organizations whose values and purposes reflect the values and purposes of the church. MUMC will prioritize requests for space on this basis.
- c. MUMC reserves the right to pre-empt or reschedule a use request, if space is needed for an unanticipated church activity, such as a funeral or wedding. MUMC will make every effort to work with space users, to reschedule their event or to refund their Facility Use Donation if an event must be canceled.
- d. MUMC limits the use of its spaces principally to recognized 501(c) (3) not-for-profit organizations, churches, and educational institutions. Use of the facilities by such organizations that are not associated with MUMC must be approved by the BoT 14 days in advance. Use of MUMC facilities by groups that operate "for profit" must be approved by the BoT at least 30 days in advance.
- e. MUMC's normal hours of operation are 8:30 AM to 9:30 PM, 7 days a week. Selected approved activities may use the church before 8:30 AM when approved by the Church Administrator and issued a key by the BoT and returned to the BoT when the activity is concluded. Any requirement for usage past 9:30 PM must be approved by the BoT ahead of time since that will require special arrangements for cleaning and securing of the church.
- f. The MUMC property, from the Rolling Road Entrance to the Roxbury Road entrance, the Trafford gate and the sidewalk entrance to the McDonald's rear parking lot, to include the UMC facilities, is a no smoking zone.

- g. Parking.
- (1) The speed limit in the church parking lot is 10 MPH and the parking lot from Rolling Road to the rear of the church is ONE WAY. Cars frequently offload children and passengers and their safety is paramount; therefore, all users must follow the speed limit and traffic direction requirements.
 - (2) Parking spaces on the north side of the church (from Rolling Road to the rear of the church) are diagonal to allow safe parking and exit. Cars are not to be backed into these spaces. Spaces in the rear of the church allow for backing in cars.
 - (3) The curb on each side from the entrance from Rolling road to the first parking spaces on each side are no parking zones in order to avoid accidents from turning cars and to comply with county safety regulations. They are painted yellow for visibility. The curb on each side of the exit to Roxbury Road is also painted yellow, and no parking is permitted there.

3. Categories of Space Users and Usage Applications

- a. **Members and Ministries:** Members or active participants at MUMC are not required to make a Facility Use Reimbursement Donation for space use but must schedule the required space with the Receptionists. Such use will be listed in the weekly bulletin.
- b. **Affiliated:** Affiliated space users are organizations that are aligned with, or supported by MUMC (e.g., Alcoholics Anonymous and other addiction recovery organizations). Such usage must be submitted to the Receptionists and approved by the BOT at least 14 days prior to the first schedule use. The specific room(s) will be assigned by the front office once usage is approved.
- c. **Non-Affiliated:**
 - (1) Non-affiliated space users are defined as members of the non profit organizations 501(c)3, public educational institutions, charitable, civic, fraternal, and university groups who do not receive financial support from MUMC. Users in this category requesting use of MUMC facilities must apply in writing through the Receptionists to the BoT at least 14 days in advance of the anticipated 1st day of usage. The specific rooms will be assigned by the front desk upon BoT approval. User organizations must identify a point of contact (telephone number and email address) at the time of application and must keep that contact up to date. Usage may be reviewed annually.
 - (2) Groups that operate "for profit" will seldom be approved. Such requests must be made through the Receptionists to the BoT at least 30 days in advance and will not be approved for more than a single date per request. Specific rooms will be assigned by the front office following BoT approval.
 - (3) A custodial fee (\$50 per hour) shall be assessed for space use when custodial support is required beyond scheduled custodial work hours.

- (4) All non-affiliated groups using the building must provide proof of insurance coverage to protect the congregation against liability incurred by their use of the facilities. All non-affiliated groups using the building must agree in writing to release Messiah United Methodist Church and its officers and staff from any and all liability incurred in conjunction with their use of the facility.
- d. All users must comply with MUMC's Child Protection Policy maintained by the Director of Discipling Ministries.
- e. MUMC hosts two schools, the Child Enrichment Program (CEP) and the Accotink Academy. CEP is part of MUMC and operates in accordance with its own policy as coordinated with the BoT. Accotink operates under a contract with MUMC and that contract controls its usage.

4. Space Use Limitations

- a. Sanctuary
 - (1) In keeping with the sanctity of God's house, the sanctuary shall be used primarily for worship activities. The use of the sanctuary by groups not a part of MUMC's ministries for musicals, recitals and/or other cultural activities must be approved by the BoT on a case-by-case basis in accordance with paragraph 3c above.
 - (2) Weddings and Funerals: As worship services, weddings and funerals are overseen by the pastoral leadership. The pastor providing these ministries will discuss policies, procedures, and the Facility Use Donation with the individual(s) requesting such services and coordinate with the church staff and relevant committees for execution.
- b. Religious Education Building
 - (1) The church facilities shall be used for activities and programs for children, youth, and adults that would enhance their moral, spiritual and personal development and is in keeping with the Discipline of the United Methodist Church.
 - (2) Use of the sanctuary and religious education building, or particular rooms thereof, will normally be available to organizations of and/or sponsored by MUMC without charge (as noted above a fee for setup of chairs or tables may be assessed when required). Such use shall be scheduled in accordance with paragraph 3 above.
 - (3) Scheduling for social functions of MUMC members (parent, children of members, etc), such as wedding, anniversary receptions, rehearsal dinners, etc., shall be considered upon their application in accordance with paragraph 3 above.
- c. The use of the MUMC kitchen by non-affiliated organizations must be specifically approved by the BoT for each use. When approved, those organizations shall be required to comply with MUMC Kitchen Use policies and to pay a security

deposit. The deposit will be refunded (within 30 days) when it has been determined that the kitchen has been satisfactorily cleaned by the user. Cooking in the kitchen is only allowed through the execution of a separate contract to be negotiated with the BoT. Applications will be in accordance with paragraph 3 above.

- d. No storage will be provided as part of any standard Space Use Agreement. Space users will remove all materials between events.
- e. Neither affiliated or nonaffiliated users, organizations, or MUMC members may remove chairs, tables, or other equipment from MUMC without the expressed approval of the BoT.
- f. Use of the church sound systems in the Fellowship Hall or the Sanctuary must be arranged through the MUMC Director of Communications in the church office prior to use.

5. Requesting Usage

- a. **Space Use Request Form:** Pick up from the MUMC office. Complete the form and return it to the attention of the Receptionists.
- b. MUMC will process the request with the staff, submit it to the BoT for approval (if required (see Paragraph 3) and will notify the user by postal mail or by email, if preferable, as soon as possible regarding the availability of space. If the requested space is available, the user will receive a Space Use Agreement, Proof of Insurance Form, and Liability Waiver.
- c. Return the signed Space Use Agreement, along with complete payment, Proof of Insurance Form, and Liability Waiver within 21 days of receipt. For recurring space users, the agreement will cover one year, and the first and last month's fee will be due with the Space Use Agreement.
- d. All groups that use the building shall appoint one person as the contact person for coordination with MUMC and provide a telephone number and an email address for that person. That person shall be responsible for compliance with MUMC usage rules and ensuring that MUMC is reimbursed for any breakage or damage, and to see that all tables and chairs and other equipment are returned to their original condition and positions after use.
- e. A request for specific set up and/or clean-up will require a charge for custodial services. Such charges will be determined on a case by case basis based on the type of support that is required. Users are encouraged to set up and take down chairs and tables themselves whenever possible.

6. Security Deposit

- a. A security deposit of \$200 will be charged each non-affiliated user for each one-time use of the MUMC kitchen. Users will comply with the MUMC Kitchen Use Policy. The deposit will be refunded provided the user has left the space in good condition. Leaving the church in good condition includes removing all event materials and trash, leaving the kitchen in a clean condition and turning off lights and fans when the event is over. The Facilities Technician will inspect the kitchen for cleanliness after each use. Deposits may be refunded within 30 days.
- b. For recurring space users, additional security deposits will be requested each time the space is not left in good condition. MUMC reserves the right to terminate its Space Use Agreement with any organization that fails to leave the space in good condition.
- c. Deposits will be submitted with the applications to the Receptionists who will forward the approved documentation to the Director of Finance. Applications for refunds will be handled the same way.

7. Room Setup/Cleanup Times: Standard setup/cleanup times for small meeting rooms and the fellowship hall are 30 minutes before and 30 minutes after approved use. For the sanctuary, standard setup/cleanup times are 60 minutes before and after approved use. Please factor setup/cleanup times into users' Space Use Request. Users are responsible for their chair/table setups and teardowns unless prior approval by the MUMC Facilities Technician or the MUMC BoT has been secured.

8. Emergency Contacts:

- a. In the event of a fire, gas odor, or other situations that may create a danger to the user or the facility, immediately evacuate the building and immediately call 911.
- b. All users will contact the MUMC Facilities Technician, Duty Trustee (as posted by the front door of the church), or the church staff when detecting safety/ health problems or inoperative equipment.
- c. As specified in paragraph 5d, user groups will provide the Receptionists with the name, phone number and email address of the group's point of contact.

9. Weddings, Funerals, Receptions, and other Events

- a. **Weddings and Funerals:** As worship services, weddings and funerals are overseen by the pastoral leadership. The pastor providing these ministries will discuss policies, procedures, and Facility Use Donations with the individual(s) requesting such services and coordinate the requirements. An organist is

provided for the funeral of a church member. For non-members, the organist fee is \$75.

- b. **Burial of Cremains in the Memorial Garden:** This requires special approval and coordination in accordance with the separate Memorial Gardens Policy. See the BoT.
- c. **Receptions:** The use of the Fellowship Hall and Kitchen for receptions requires approval by the BoT in accordance with paragraph 3 and will be coordinated with the MUMC Facilities Technician. *Separate Facility Use Donations will be assessed based on the use of the Fellowship Hall and/or Kitchen and the setup and take down equipment and the planned number of people. Facility Use Donations for the use of the Fellowship Hall and Kitchen are found in Attachment A.*
- d. **Noise:** MUMC reminds all users that the church is a multi-use facility. The volume of music or other noise must permit other activities to occur simultaneously, and to allow the church office to function without disruption.

10. Payment

a. Payment Terms

Payment is due in full at the time the Space Use Agreement is signed. Bookings made less than three weeks prior to an event must be paid in full within 48 hours of receiving confirmation. At the discretion of the church Facilities Technician, organizations that utilize space throughout the year may pay in advance. Year-long space users will receive a 10% discount on the Facility Use Reimbursement Donation.

b. Waivers

A waiver may be granted where the space use fee would prohibit offering a unique and beneficial service that furthers the mission of MUMC and its ministries and is unavailable elsewhere in the community. Waivers are granted at the discretion of the MUMC BoT on a case-by-case basis.

c. Refund Schedule

MUMC may issue refunds for canceled events according to the following schedule:

- More than 21 days before the event, or due to an act of God! - 100%
- 14 to 21 days before the event - 50%
- Less than 14 days before the event - 0%

Attachment A

Messiah UMC Facility Use Reimbursement Donation Schedule

Room Type	Facility Use Reimbursement Donation**		
	Member	Affiliated	Non-Affiliated
Sanctuary ***	\$50/use	\$50/use	\$100/use
Fellowship Hall ***	\$50/use	\$50/use	\$100/use
Kitchen (without cooking) #	NC	NC	\$100 per hour
(with cooking) # Members	NC	NC	\$200 per Hour Donation
Non-Members	NC	NC	Per separate Contract
Small Meeting Rooms	NC	NC	\$75/use
Youth Center	\$50/use	\$50/use	\$100/use

* Room capacity will vary with setup arrangement

** Does not include security deposit

*** Does not include wedding or other non-church activities

Rate plus cleaning deposit

Note: Neither tobacco nor alcohol is permitted inside the building