

Verona United Methodist Church
Facilities Use Agreement
Policies, Rules and Regulations

Policies for Use of Church Facilities for Non-Church Sponsored Activities

The church grounds, buildings and facilities are dedicated to the Glory of God and should not be used in any way that would diminish their spiritual influence. Therefore, all requests for the use of grounds, space, or facilities must be consistent with the mission and ministry of the church.

1. Any person or organization wishing to use the church facilities must submit a completed Facility Use Application and a signed copy of the Policies, Rules and Regulations.
2. Facility Use Applications will be reviewed and approved by the Facility Use Review Team (FURT); the FURT is comprised of the Minister, the Administrative Assistant, the Church Council Chairperson, and the Trustees Chairperson. Their review can be conducted by phone and/or e-mail. Applications for weddings should be made at least six (6) months prior to the desired date or for other events should be made at least one (1) month prior to the desired date of use. A security deposit will be required as a condition of use, but the FURT may waive the security deposit at its sole discretion.
3. No applications will be approved that would conflict or interfere with any scheduled or anticipated Verona United Methodist Church activity and/or Day Care event/function.
4. Fund raising, for-profit, and political activities (or any activity that gives, in the opinion of the FURT, the appearance of a political activity) are a sensitive area for the Church and will require special consideration; generally, these activities will not be approved except with special consideration.
5. No admission fees or fees of any nature may be charged by applicants without the specific written approval of the FURT.
6. When an application has been approved, all fees and security deposit(s), as well as any other required document should be received in the church office during regular business hours at least forty-eight hours prior to the beginning of the event for which the application was made.
7. The maximum capacity of the Betty Reeves Memorial Hall (BRMH)/Social Hall is as follows:
150 with tables and chairs
200 with chairs in rows
8. All applicants shall comply with the Child Protection Policy and Procedures (See Rules and Regulations, Note #1 below).
9. The Fee and Security Deposit Schedule amounts are determined at the sole discretion of the Church Council and are subject to change without notice. See the Fee and Security Deposit Schedule for an explanation of all costs (the Fee and Security Deposit Schedule can be found at Appendix A).

Facility Use Agreement

Facilities Use Agreement – Rules and Regulations for Use of Church Facilities for Non-Church Sponsored Activities

1. The Verona United Methodist Church, Child Protection Policy and Procedures, complies with the Commonwealth of Virginia Administrative Code, 22 VAC 40-705-10. If the use of church facilities involves children ages 18 or younger (this includes the use of the Nursery), the Applicant/Sponsor shall insure compliance with the Virginia Administrative Code and the Applicant/Sponsor shall certify for the organization named below that he/she has read, understand, and shall comply with the Child Protection Policy and Procedures of the Verona United Methodist Church. A copy of the Child Protection Policy and Procedures is available upon request.
2. The individual or organization applicant/sponsor assumes full responsibility for any damage which may result from the use of facilities and/or equipment therein.
3. Use of alcoholic beverages and illegal drugs is prohibited in all areas of the building and on church grounds. Use of tobacco products is prohibited in all areas of the building.
4. No posters, signs, banners or decorations of any kind may be placed on the interior or exterior walls, doors, or windows of any part of the church or educational building without the approval of the Facilities Use Review Team (FURT) – Minister/Administrative Assistant/ Church Council Chairperson/ Trustee Chairperson.
5. Sanctuary will normally be used for religious programs.
6. Your organization has reserved a specific space/area of the Church for a specific time. You will not have access to any church facility prior to the approved start time or after the approved end time. Failure to adhere to the approved specified times may result in forfeiture of your security deposit(s).
7. In the event of a funeral your organization may be required to relocate to another area of the Church, except in the case of a wedding ceremony. Funerals of a church member will supersede your request for the use of Church facilities, but VUMC will try to accommodate your organization to the greatest extent possible.
8. No food items will be left in the building. All trash must be placed in outside receptacles, and applicant/sponsor/organization must provide their own trash bags. Applicant/sponsor should become familiar with the location of the outside trash receptacles.
9. Keys shall be picked up and returned to the church office by the person designated in the application as applicant/sponsor. Keys must be returned the morning following the activity unless express written designation of another return time has been made by the FURT. If a key is lost, the person identified in the application as applicant/sponsor shall be responsible for all costs incurred to re-key **ALL** church doors.
10. All areas occupied must be thoroughly cleaned and all furnishings in the rooms must be returned to their original position. Lights must be turned off and ALL doors locked.

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- 11. Items with exposed or unprotected metal feet such as tables, chairs, stands, risers are not permitted in the social hall. Skate boards, roller blades, scooters, etc. are prohibited in all areas of the church building.
- 12. All activities and clean-up should be completed by 11:00 p.m.
- 13. The FURT may require the presence of a church member at the proposed activity; in such circumstances, an additional fee will apply.
- 14. Failure to comply fully with policies, rules, and regulations and written conditions applied by the FURT may result in forfeiture of security deposit(s) and could result in denial of future requests for use the Verona United Methodist Church facilities.

The applicant and organization hereby agrees to indemnify and save harmless the Verona United Methodist Church and its officers, employees and agents from any and all costs, claims, and damages of whatever nature, including but not limited to attorney’s fees, for injury or death to persons and damage to property, resulting from or caused by, directly or indirectly, the use of the property, the conducting of its event/program or anything which is in any manner connected with the permission herein given.

I have read, understand, and certify these Policies, Rules, and Regulations shall be enforced.

Applicant/Sponsor Signature _____ Date _____

Applicant/Sponsor Printed Name _____

Organization _____

Attachment:

Appendix A – Fee and Security Deposit Schedule dated May 17, 2011

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***ADOPTED BY THE CHURCH COUNCIL OF VERONA UNITED METHODIST CHURCH ON
May 17, 2011***

BY:

Jerry R. VanLear, Church Council Chairperson

Facility Use Agreement

Verona United Methodist Church
Facility Use Application

Applicant/Sponsor Printed Name: _____

Name of Organization: _____

Address: _____

Phone: _____ Cell Phone: _____

Purpose of Event: _____

Number in Attendance: Adults _____; Teens _____; Children _____
(See Rules and Regulations Note #1)

Event Date: _____ Event Time: Start _____ End _____
(See Rules and Regulations Note #6)

Is a member of Verona United Methodist Church active in the group/organization? _____
(Yes or No)

If yes, Name of Church Member: _____

Will there be an admission fee charged? _____ If yes, how much? _____

Space Requested (please check all that apply)
(See Rules and Regulations Note #7)

____ Upstairs Kitchen ____ Sanctuary ____ Social Hall (BRMH)/Stage
____ Downstairs Kitchen ____ Library ____ Classroom(s) – How Many _____

Equipment Needed (please check all that apply)

____ Tables – How Many _____ ____ Podium
____ Chairs – How Many _____ ____ Sound ____ Other

Applicant/Sponsor Signature: _____ Date: _____

To Be Completed by Facilities Use Review Team

Facilities Use Review Team Action: _____ Date: _____
(Approve/Disapprove)

Special Conditions Applied by Facilities Use Review Team:

(Approved Start Time/End Time)

Total Fees and Security Deposit(s): _____

Facilities Use Review Team Member