

# York-Ogunquit United Methodist Church (YOUMC)

1026 U.S. Rt. 1  
P.O. Box 521 York, Maine 03909

## Building Usage Policy

### *Background:*

Use of the YOUMC church building requires the prior approval of the Board of Trustees, which is responsible for the physical properties of the church.

Y-O Church has a number of long-standing relationships with several community organizations for their ongoing use of the facility. Other local organizations and individuals have also used our facilities for one-time or short-term usage. Further opportunity for ongoing usage is available, but is necessarily limited.

Our **first priority** is the support of the programs and activities of YOUMC itself.

**Second in priority** are non-profit groups supported by the church, or other non-profit organizations that do beneficent work in the community.

**Finally**, other organizations or activities may request the use of the buildings or grounds of YOUMC.

Use of the YOUMC grounds and facilities shall not constitute YOUMC's endorsement of any group, its mission, policies or positions. Groups approved to use the church's facilities may not advertise or use the event in such a way as to imply endorsement by YOUMC. No activities or advocacy may take place within our buildings or on our grounds that will in any way conflict with the policies and practices of YOUMC or the Discipline of the United Methodist Church.

## *Non-member Packet:*

Included in this packet are the following:

1. How to schedule use of the YOUMC facility
2. Rules & Regulations of YOUMC Board of Trustees
3. Room Use Agreement Form for use of the facility.
4. Release of Indemnity Agreement Form

### **1. To schedule use of the YOUMC facility:**

- A. Fill out a **Room Use Agreement**. A sample is included in this packet.
- B. Return the completed Room Use Agreement to the Church Office at least 3 weeks in advance of the event. The Trustees will evaluate your request and you will be notified whether or not it is approved.

### **2. Rules & Regulations:**

#### A. Breakage:

All persons and/or groups using YOUMC 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 all costs incurred by the church in cleaning, repairing, or replacing any parts of the building or furnishings which have been subject to more than normal wear and tear by the persons or groups involved.

#### B. Fellowship Hall Set Up – Reset – Cleanup:

Persons using the hall are responsible for setting the hall furnishings as they want them arranged, and for making their own arrangements for the time and labor required to do so. *They are also responsible for putting the hall back in the arrangement in which they found it, and for cleaning the hall after their event.*

#### C. Sanctuary Set Up:

Nothing in the Sanctuary may be moved without the specific approval of the Pastor and Trustees. This includes Chancel Furniture.

#### D. Organ and Piano Usage:

Neither the Organ nor Piano may be used without permission of the Church Ministers of Music and/or Trustees.

#### E. Sanctuary Sound System:

The Sound System may not be used without permission of the Pastor and Trustees. Only trained persons may operate the sound system.

#### F. Smoking Policy:

There is no smoking in church buildings or within 20 feet of all entryways.

G. Alcohol and drug 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.

H. No Games of Chance (Gambling, Gaming):

Church policy prohibits games of chance or gambling, especially on the church premises. This includes such activities as raffles, drawings, or lotteries, even in furtherance of worthwhile causes; the end does not justify the means.

I. 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. Responsible adults shall be designated in advance.
- These adults must be 18 or older or must have completed an approved babysitting course.

J. Decorations:

No tape is to be attached to chairs, kneelers, trim, altar or any surface in the sanctuary. Fellowship Hall may be decorated but in such a way as to leave no trace; all decorations must be removed after event.

K. Storage:

There is no storage available for organizations other than church groups and activities who have made prior arrangements. All other organizations using the facility will be responsible for storing their materials offsite.

L. Security:

All users must pay close attention to their personal property and valuables. Do not leave them unattended. The church is not responsible for theft or damage to personal property.

M. Final Decisions:

Please direct any questions regarding these regulations, or concerning our usual practices, to the church office at [pastor.youmc@gmail.com](mailto:pastor.youmc@gmail.com). The question will be referred to the appropriate person and responded to as soon as possible.

N. EMERGENCY SCHEDULING CONFLICTS:

The church reserves the right to pre-empt any scheduled facility use in cases of emergencies, e.g., funerals or natural disasters. Notice will be provided to you as early as possible.

O. Kitchen Use:

The kitchen shall be left in the same condition it was found: all utensils returned to proper storage, all items and surfaces clean, refrigerators emptied, etc. Users will collect and remove their own trash, using the church's dumpster.

### 3. Room Use Agreement Form:

## The United Methodist Church of York Ogunquit

1026 U.S. Rt. 1 – Post Office Box 521-- York, Maine 03909

207-363-2749 – pastor.youmc@gmail.com

### Room Use Agreement

*Please complete entire form (three pages).*

Name of Organization

Responsible Person

Address

Phone

E-Mail

Purpose of Rental

Event Name and Description

Date of Request

Contact Person

Date of Requested Use

Start Time

End Time

Room(s) Requested

\_\_\_\_\_ Fellowship Hall

\_\_\_\_\_ Kitchen

\_\_\_\_\_ Sanctuary

\_\_\_\_\_ Nursery

\_\_\_\_\_ Room 1 (Large Board Room)

\_\_\_\_\_ Room 2

\_\_\_\_\_ Room 3

Anticipated Number of Participants \_\_\_\_\_  
If children will attend, names of responsible adults (at least 2)

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**RELEASE OF INDEMNITY**

This Release and Indemnity Agreement is between the above-named organization or persons and York-Ogunquit United Methodist Church.

**Recitals**

- The church is the owner of the real property and improvements located at 1026 U.S. Rt. 1, York Maine.
- The Organization or person desires to use the property described above for meeting and/or other activities.

**Agreement**

Now, therefore, in consideration of this church permitting the Organization / Person to use the Property and improvements described above, the Organization / Person agrees as follows:

The Organization/Person 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/Person's use of the Property.

If any member, guest, invitee, or participant of the Organization/Person makes any claim against the church or its Trustees, administrators, directors, agents, officers, member, volunteers, or employees, in connection with the Organization's/Person's use of the Property, the Organization/Person 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.

**Acceptance of Responsibility**

I have read and accept the Rules and Regulations set forth above, and 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 of Indemnity Agreement.

Signature:

\_\_\_\_\_

Print Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

**Text Box: For Office Use Only**

Room Category: \_\_\_\_\_

Request Approved: \_\_\_\_\_

Request Denied: \_\_\_\_\_