

**St. Mark's United Methodist Church
11551 Lucks Lane
Midlothian, VA 23114
804-379-1655**

POLICY FOR USE OF CHURCH FACILITIES

Presented to Church Council – September 2011

Administered by: Board of Trustees

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POLICY FOR USE OF CHURCH FACILITIES

1. PURPOSE:

This policy is established to communicate the ministry of St. Mark's United Methodist Church through the use of church facilities. St. Mark's believes that its ministry to church members and to the community will be enhanced through the broad use of the church buildings. This document sets forth policies, procedures, responsibilities, guidelines, and terms of agreement relating to the use of the various facilities of the church, consistent with the United Methodist Social Principles.

2. GENERAL POLICY:

St. Mark's welcomes the use of its facilities by members and non-church groups. Priority for use of space shall be on the following basis: 1) staff scheduled religious functions, 2) church functions, 3) functions of groups sponsored by the church, 4) Christian celebrations (e.g., weddings and baptisms) and funerals, 5) charitable and community service organizations, 6) member private functions, and 7) non-member private functions. With the exception of staff offices, no group or individual shall have exclusive and indefinite use of any space or equipment owned by the church. The preschool rooms and "the Basement" cannot be reserved during regular usage times. The choir room is not available for reservations.

The building will be closed to all usage as indicated by Building Closing Policy Schedule F.

The use of the Church facility must conform to all applicable state and local statutes and regulations.

The use of the Church facility is prohibited by political groups and/or for political purposes.

All Church groups desiring to sell items and/or perform event registration are required to contact the Church Office to register and submit a request for a time and location of the function.

3. FACILITIES AND EQUIPMENT AVAILABLE FOR USE:

Church facilities (buildings, classrooms, and equipment) are to be used for purposes consistent with the mission(s) of St. Mark's with users being mindful that the property as a whole should be considered a place of worship and treated as such. Usage Request forms are available on the Church Web site and from the Church Office. See Appendix E for Usage Request form.

A. Music Equipment:

These instruments are to be used only by qualified musicians. Questions of qualification are to be resolved through evaluation of the individual and approval by the Chair of the Worship Council or the Worship Arts Administrator.

B. Sanctuary and Community Life Center Sound (CLC) & Media System:

Arrangement MUST be made in advance of the need for use of either the sound or media systems. All groups and individuals desiring to use the sanctuary or CLC sound

systems must use a qualified person St. Marks' Sound Team member to operate the sound systems (there is no guarantee that a qualified person will be available). There will be an hourly fee for the use of the sound system, with a minimum of 2 hours, by non-church groups and for private functions, payable to the sound technician .

The current FEE Schedule is found in Appendix A of this Policy Manual.

A simple public address system with one microphone is available for non-church events in the CLC and does not require additional permission for use. This system is available through the Church Office.

4. APPLICATION PROCEDURES:

A. Church groups wishing to use space or facilities shall register regular meeting dates with the Church Office for entry on the church calendar and assignment of space. Space will be allocated on a first come first serve basis, based on priority. Requests of less than two weeks notice may not be accommodated.

B. Non-church groups, members, and non-members shall submit an application (obtained from the church office or website) for use of the facilities to the Church Office. Applicants are to be notified by email on the status of their request. Application should be made at least one month in advance of the requested meeting date. Space will be allocated on a first come first serve basis, based on priority. Requests of less than two weeks notice may not be accommodated.

C. Wedding application procedures and fees are addressed in the Wedding Guidelines document, contact the Church office for a copy.

Groups requesting use of the church facilities shall inform the Church Office of any change or cancellation of meetings with as much advance notice as is reasonably possible.

Refer to Appendix A for the Fee Schedule for private functions.

5. REQUIREMENTS, RESPONSIBILITIES AND RESTRICTIONS:

A. Person in Charge: Each organization or group will designate an adult member at least 21 years of age as being in charge of its activities. That person must be registered with the church office by name, address, telephone number and email address.

The person in charge must be present at least fifteen (15) minutes prior to the scheduled start of the meeting or event. It is the responsibility of the person in charge to see that all is in order before departing at the conclusion of the event. This shall include, but is not limited to, the following:

1. All equipment is returned to its proper place.
2. All trash is picked up and removed from the building. Trash should be placed in (not beside or on) dumpsters.
3. Equipment and property of groups using the building must be stored only in designated places. The church assumes no responsibility or liability for any articles left in the building by groups using the facilities.
4. Lights are to be turned off.
5. Windows and doors should be shut and locked.

6. Any malfunctioning equipment relating to the safety of users or the security of the premises must be reported immediately to the Church Office.
7. All injuries must be reported to the Church office within 24 hours of the occurrence.

The person in charge will be certain that a sufficient number of supervisory persons are available to maintain order and discipline. Children shall not enter the building until the designated person in charge or assigned supervisor is available. The person in charge of supervision shall not leave until everyone in their group is out of the building and has left the church grounds.

All groups with children under the age 18, must be in compliance with St. Mark's Children Protection Guideline policy, see Appendix C.

B. Saturday Scheduling:

When use of the facilities is granted for Saturday, prior arrangements must be made with the Church Office regarding scheduling of cleaning and preparation of the facilities for use on Sunday morning. Church groups, weddings, receptions or similar approved activities will have first priority.

C. Change of meeting dates and/or times

The church reserves the right to cancel or change meeting times by giving notice reasonably in advance of the scheduled meeting date. In emergencies, the church may cancel the use of the facility without prior notice, incurring no liability for the cancellation(s) nor responsibility for arrangement of a substitute meeting place. Any payment of fees will be refunded.

D. Violation of policy and rules as set forth in this and subsequent documents concerning use of church facilities may be cause for revocation of approval for use of St. Mark's facilities.

The church assumes no liability for the safety or security of non-church property. In any situation where the need for insurance coverage may be in question, the insurance agency serving the church will make the determination.

E. Parking: All vehicles should park in the designated parking areas. Those designated as parking for handicapped are to be reserved for those vehicles bearing valid handicapped identification.

6. CARE OF CHURCH FACILITIES AND EQUIPMENT:

A. Hanging of picture and decoration: Temporary decorations should be hung in such a manner as not to mar or damage walls or woodwork. Installation of or the hanging of anything of a permanent nature will be allowed only after approval is received from the trustees. All decorations shall be removed completely immediately following any activity unless otherwise agreed at the time of approval of the activity.

B. Damages: Users must report any damage done to the buildings, equipment or grounds. The report must be made to the Church Office within twenty-four (24) hours of the occurrence. Users must assume liability for damages to the church property, equipment, facilities and grounds.

C. Loan of Church Equipment:

1. Minor equipment belonging to the church may be loaned upon approval and at the discretion of the Church Office. Minor, for these purposes, is defined as items whose total retail replacement value does not exceed one thousand dollars (\$1,000). No electronic or sound equipment can be loaned out without approval from the St. Marks' Sound Team Co-ordinator.
2. Major equipment is defined as items whose individual or collective worth exceeds one thousand dollars (\$1,000). No major or electronic equipment can be loaned without trustee approval. Equipment must be returned in good condition. Borrowers are responsible for replacement or repair of damaged items. Groups and or individuals borrowing major equipment will need to provide a Certificate of Insurance coverage for equipment in question to the Church Office.

7. PERSONAL CONDUCT:

The following shall apply to ALL groups and individuals using Church facilities:

1. Smoking is not permitted inside any building.
2. No alcoholic beverages are permitted in or on any church property.
3. Gambling is not allowed (including bingo and games of chance such as raffles). This prohibition against gambling shall extend to any activity in which a group or individual places money in jeopardy and risks alternately losing it or gaining something of value. The prohibition shall not extend to prizes given for games in which no money was risked.
4. Profanity is not allowed.
5. No food or drink is allowed in the sanctuary, the sound /media rooms, or in the library.

Any violations of the above rules may result in prohibition of future use by the group.

Agreed to by: _____ **date:** ____/____/____ .

POLICY FOR USE OF CHURCH FACILITIES

Non – Church Events & Functions

Appendix A: FEE Schedule

Effective Date 9 / 01 / 2011

| FACILITY | Members | Non-Member & Private Groups |
|--|-----------------------------|--------------------------------|
| Community Life Center | \$100 min (\$25 per hr) | \$200 min (\$50 per hr) |
| Sanctuary | \$125 | \$250 |
| Fellowship Hall, Dining Room, and Basement (1 hr to ½ day) | \$25 | \$50 |
| Classrooms (1 hr to ½ day) | NC | \$25 |
| Kitchen (1 hr to ½ day) | \$25 | \$50 |
| Sanctuary & Community Life Center – Sound and/or Media Equipment Technician (payable to St. Marks' Sound Technician) | \$50 per Person Per Hour | \$100 per Person Per Hour |
| Facility Use Deposit - equal to the Fee Schedule is required. Deposit is refunded when key is returned with completed closeout checklist. | Facility Specific | Facility Specific |
| ----- Key Deposit | ----- \$25 | ----- \$25 |

POLICY FOR USE OF CHURCH FACILITIES

Appendix B: Kitchen Guidelines

Approved by: Church Council

Date of Approval: 4/1/07

Administered by: Board of Trustees

This appendix defines the specific guidelines applicable to use of the church kitchen.

1. The kitchen doors will be locked when the room is not in use. The Church Office is responsible for issuing keys on a temporary or permanent basis and will maintain a current listing of those in possession of keys. The kitchen will be unlocked during normal Sunday morning worship hours to allow access for Sunday school and congregational fellowship needs. The individual responsible for locking exterior doors on Sundays will also assure that the kitchen doors are locked. Keys should normally be returned within 24 hours after the scheduled event.
2. Groups or individuals wishing to use the kitchen shall make requests by submitting a "Application for the Use of Church Facilities" form (available in the office or through the church website). In order for the request to be approved, a person trained in use of the kitchen equipment must agree to be present at the time of use. Training will be offered at least twice a year (January & September). The Church Office will maintain a current list of trained individuals.
3. To encourage responsible use of the kitchen, a deposit will be required from all non-church group meetings and events upon issuance of the key (refer to Fee Schedule). The Church Office and/or kitchen coordinator will inspect the kitchen after each scheduled event. If the room has been properly restored to order in accordance with the checklist posted in the kitchen, the full deposit will be refunded upon return of the key to the church. If deficiencies are found during the inspection, or if the key is not returned, the deposit may be retained by the church to cover the additional cleaning/maintenance effort. Keys should normally be returned within 24 hours after the scheduled event.
4. Groups may use any available equipment and utensils stored in the kitchen with the exception of the meat slicer. Groups are expected to bring and use their own paper supplies and food. Wraps, spices, and cleaning supplies that are stored openly may be used in moderation. Groups are expected to supply and use their own major paper products and food.
5. The following information will be posted in the kitchen:
 - Phone contacts for questions and/or emergencies (property manager, kitchen coordinator and assistant kitchen coordinator)
 - Equipment use and cleaning instructions
 - Checklist for restoring room to proper order

Church Groups:

Church groups may store food items (in properly sealed containers) in the refrigerators/freezers only if items are appropriately labeled with the group name and original storage date. The kitchen coordinator or Church office may dispose of items if it is their opinion that the food is spoiling or has been abandoned.

Special Circumstances:

If a group using other church facilities requires access to the kitchen for ice only, advance arrangements may be made with the Church Office to allow for this at no additional cost. For long-term events (e.g. CARITAS, Impact Richmond) some exceptions to the general guidelines may be necessary.

Kitchen Cleanup Checklist

1. ___ Ovens and burners turned off and cleaned
2. ___ Grill Turned off and cleaned
3. ___ Convection ovens turned off
4. ___ Three compartment sink emptied and cleaned
5. ___ Warming oven turned off
6. ___ All cooking utensils cleaned and returned to proper storage area
7. ___ All counter tops cleaned
8. ___ Dishwashing sink cleaned and garbage disposal run.
9. ___ Dishwasher turned off, drained filter removed and cleaned.
10. ___ Dishwasher Hood turned off
11. ___ Range hood turned off
12. ___ Floors swept and mopped
13. ___ Mop bucket emptied
14. ___ Mop rinsed and hung in holder.
15. ___ Garbage bagged and taken to Dumpster

Completed by : _____ on ___ / ___ / _____ .

POLICY FOR USE OF CHURCH FACILITIES

Appendix C: Child/Youth Protection Guidelines

What You Can Do To Make the Church a Safer Place for Children

A. Reducing the Risk

1. Six month rule. Don't use anyone as a children or youth worker in the church unless he/she has been a member or active constituent of the church for at least six months.

2. Two Unrelated Adult (18 and older) Rule. Leaders are assigned in teams of two or more for all children or youth activities. These two leaders must be unrelated adults age 18 or older.

3. Participant to Supervisor Ratios. Adequate supervision should be provided at all times with the goal being:

- One adult to three children, zero to twelve months of age
 - One adult to four children, ages twelve to twenty-four months
 - One adult to six children, ages twenty-four months to thirty-six months
 - One adult to eight children/youth/at-risk adults ages three to eighteen years
- The specific needs of individual children may require a change to these guidelines.

4. Screening forms/information to be verified:

- General information
- Criminal background check
- Prior church membership
- Prior church volunteer work
- Checking references and prior churches by telephone or letter, asking the question, "Do you know any reason why this person would not be suitable in working with children/youth in this church?"

5. Church Protection Policy that:

- Quotes state child abuse reporting laws
- Lists symptoms of abuse
- Directs how to report any suspicions to designated persons

6. Educate congregation on policy and why necessary

B. Precautionary Measures

1. Employ written policies for employees and volunteers

2. Allow parental access to programs

3. Incorporate use of Facility Guidelines

4. Maintain supervised incorporation of youth into the ministry programs of the church 1

5. Make sure doors have windows or are open of all rooms where children and youth Meet

C. How to Reduce Legal Risk and Liability Exposure

1. Follow as many of the precautionary measures described, particularly employee and volunteer screening, supervisory policies (such as the "two adult rule"), and reporting procedures.
2. Share this material with the trustees and church council.
3. Should there be allegations of child abuse at the local church, follow the procedures below:
 - Treat **any** allegation of child abuse seriously; do not ignore the issues in the hope it will go away.
 - Immediately notify the pastor, associate pastor or Chair of the Safe Sanctuaries Committee of the substance of the allegations.
 - The pastor, associate pastor or Chair of the Safe Sanctuaries Committee will then determine when and if:
 - Legal counsel should be sought.
 - The District Superintendent should be notified.
 - The Virginia Department of Social Services should be notified (which can be done anonymously). VDSS will help you determine next steps and/or will conduct an investigation if warranted.
 - Notification to the church insurance carrier.
 - Notification to the victim's parents.
 - Document all procedures observed in handling the allegation.
 - Pray for the church and all persons affected by the allegation.
 - Do not confront the accused with the allegation. If the accused has assigned church duties, that person should be relieved temporarily of his or her duties until the investigation is concluded. If the person is a paid employee, the question of continuing or suspending compensation during the investigation should be addressed.
 - Extend whatever pastoral care and resources are necessary, **but under no circumstances should the local pastor investigate the allegation.** In providing pastoral care to the alleged victim and the alleged victim's family or to the accused or the accused's family, the pastor should, under no circumstances, be drawn into a discussion of the truth or falsity of the allegation. Do not assign blame or take any steps that involve establishing or refuting the allegation.
 - It is appropriate to show care and comfort for the alleged victim. In fact, this should be the pastoral objective from the moment the allegation is received or otherwise made known.
 - Observe confidentiality for both the alleged victim and the accused until the investigation is complete.

POLICY FOR USE OF CHURCH FACILITIES

Appendix D: Hold Harmless & Release Agreement

St. Mark's United Methodist Church
11551 Lucks Lane
Midlothian, Virginia 23114

Insurance Requirements

Non-church organizations requesting Church facilities must comply with insurance requirements.

The undersigned hereby covenants and agrees to indemnify and save harmless St. Mark's United Methodist Church, its officers and its directors from and against any and all claims, demands, cause of action, suits or judgments, including attorney's fees, cost and expenses incurred in connection with such matters, or death or injury to persons or loss of or damage to property arising out of or in connection with the use of or occupancy of St. Mark's United Methodist Church and its facilities by the undersigned, its agents, employees, invitees, customers, contractors or subcontractors. The undersigned, in addition, hereby waives all claims of injury or damages sustained by the undersigned, its agents, employees, invitees, customers, contractors or subcontractors resulting from occupancy or use of St. Mark's United Methodist Church and its facilities by the undersigned and any action or injury of the undersigned resulting directly or indirectly from any act or negligence by the undersigned.

If the damage to St. Mark's United Methodist Church or its facilities results from the acts of the undersigned, its agents, employees, invitees, customers, contractors or subcontractor, the undersigned will notify St. Mark's Property Manager and/or trustees within a twenty-four (24) hour period. If the undersigned fails or refuses to make repairs, St. Mark's United Methodist Church may, at its option, repair the damage, and the undersigned will pay St. Mark's United Methodist Church the total cost of such repair.

The undersigned also agrees to leave the facilities clean, tables, chairs and equipment returned to their proper place, trash taken out to the dumpster, room lights off and to leave the facility in such condition at the agreed time.

(Please Print)

Name of Group: _____

Group Representative: _____

Phone: _____

(Signature): _____

Date: _____

POLICY FOR USE OF CHURCH FACILITIES

Appendix E: Usage Request Forms

- Application For Use of Church Facilities – (Church Groups)

| APPLICATION FOR USE OF CHURCH FACILITIES (CHURCH GROUPS) | | | |
|--|--|---------------------------|-------------------|
| GROUP REQUESTING USE: | _____ | | |
| NUMBER OF PEOPLE IN GROUP: | AGES 4-10 Yrs. _____ | OVER 10 Yrs. _____ | |
| FREQUENCY OF MEETING: <small>(for recurring meeting insert day of week)</small> | ONE TIME | WEEKLY | TWICE MO. MONTHLY |
| DATE OF FIRST MEETING: | _____ | | |
| DATE OF LAST MEETING: | _____ | | |
| ROOM PREFERENCE / ASSIGNMENT: | _____ | | |
| START TIME: | _____ | | |
| END TIME: | _____ | | |
| KITCHEN: | YES _____ | NO _____ | |
| PERSON USING KITCHEN: | _____ | | |
| | <small>(anyone using kitchen must have attended training with a member of the kitchen committee)</small> | | |
| CONTACT PERSON FOR GROUP: | _____ | | |
| Contact Person Phone # : | _____ | | |
| Email Address : (confirmation to be sent by e-mail) | _____ | | |
| SPECIAL REQUESTS: | _____ | | |
| | <small>(sound and/or media technician,etc)</small> | | |
| DATE ENTERED ON CALENDAR: | _____ | | |
| <p>We will assign rooms to meet your needs as closely as we can, however, we cannot guarantee that you will be assigned to the room you want. All calendar requests must be in two weeks prior to the event to ensure adequate heating or cooling.</p> | | | |
| <p>I have read and agree to the conditions and terms set forth in St. Mark's Policy for Use of Church Facilities.</p> | | | |
| | signature. | _____/_____/_____ date | |
| | print your name | _____ | |
| <hr/> | | | |
| St. Mark's United Methodist Church | | | |
| 11551 Lucks Lane | | | |
| Midlothian, VA 23114 | | | |
| Church Office : 804-379-1655 | | | |
| STMBT-10609 | | | |

POLICY FOR USE OF CHURCH FACILITIES

Appendix E: Usage Request Forms

- Application For Use of Church Facilities – (Non - Church Groups)

| | | | |
|---|--|---|-------------------|
| St. Mark's United Methodist Church 11551 Lucks Lane Midlothian, VA 23114 Church Office: 804-379-1655 | | APPLICATION FOR USE OF CHURCH FACILITIES (NON CHURCH GROUPS) | |
| GROUP REQUESTING USE: | _____ | | |
| NUMBER OF PEOPLE IN GROUP: | AGES 4-10 Yrs. _____ | OVER 10 Yrs. _____ | |
| PURPOSE OF MEETING: | _____ | | |
| FREQUENCY OF MEETING: <small>(for recurring meeting insert day of week)</small> | ONE TIME | WEEKLY | TWICE MO. MONTHLY |
| DATE OF FIRST MEETING: | _____ | | |
| DATE OF LAST MEETING: | _____ | | |
| ROOM PREFERENCE / ASSIGNMENT: | _____ | | |
| START TIME: | _____ | | |
| END TIME: | _____ | | |
| KITCHEN: | YES _____ | NO _____ | |
| PERSON USING KITCHEN: | _____ | | |
| | <small>(anyone using kitchen must have attended training with a member of the Kitchen Committee)</small> | | |
| CONTACT PERSON FOR GROUP: | _____ | | |
| ADDRESS OF CONTACT PERSON: | _____ | | |
| CITY/STATE/ZIPCODE: | _____ | | |
| TELEPHONE: | _____ | | |
| EMAIL: | <small>(confirmation to be sent by email)</small> _____ | | |
| SPECIAL REQUESTS: <small>(sound and/or media technician, etc)</small> | _____ | | |
| Are you a "NOT FOR PROFIT" ORGANIZATION : | YES _____ | NO _____ | |
| Are you a "NOT FOR PROFIT" 501 C3 Organization : | YES _____ | NO _____ | |
| ARE YOU CHARGING A FEE FOR THIS EVENT : | YES _____ | NO _____ | |
| TRUSTEE APPROVAL: _____ | | | |
| DATE ENTERED ON CALENDAR: _____ | | | |
| <p>A signed COPY of the St.Mark's Policy for Use of Church Facilities MUST accompany this application. These may be found on the literature racks in the Fellowship Hall, in the Church Office, or on the St. Mark's web site.</p> <p>Saint Marks UMC is happy to provide meeting space for those who meet the criteria as set forth in our policy for use of facilities. We will assign rooms to meet your needs as closely as we can, however, we cannot guarantee that you will be assigned to the room you want. All calendar requests must be in two weeks prior to the event to ensure adequate heating or cooling.</p> <p>I have read and agree to the conditions and terms set forth in St. Mark's Policy for Use of Church Facilities.</p> | | | |
| _____ | | _____ / ____ / _____ | |
| signature | | date | |
| _____ | | | |
| print your name | | | |
| | | STMBT-10609 | |

POLICY FOR USE OF CHURCH FACILITIES

Appendix F: Building Holiday Schedule

AS DETERMINED BY WORSHIP SERVICES SCHEDULED BY THE
LITURGICAL CALENDAR AND NATIONAL HOLIDAYS

September—Saturday, Sunday and Monday of Labor day

October—No Holidays

November—Noon on Wednesday before Thanksgiving through Sunday following Thanksgiving

December—Sanctuary and Gym available for Church Christmas programs only beginning the
Thursday prior to the second Saturday in December through December 31.

Entire Building December 23-December 31.

January—New Years Day

February—Ash Wednesday except for Fellowship Dinner and Worship Services

March—Ash Wednesday, Maundy Thursday, Good Friday, the Saturday before Easter and
Easter Sunday. Except for Fellowship Dinner, Worship Services, Sunday School and
Church Breakfast.

April—Maundy Thursday, Good Friday, the Saturday before Easter and Easter Sunday except
For Worship Services Sunday School and Church Breakfast.

May—Memorial Day and the Saturday and Sunday preceding Memorial Day

July—Independence Day. If Independence day Falls on Friday the building will be closed on
Saturday and Sunday following Independence Day and if it falls on Monday then the
building will be closed on Saturday and Sunday preceding Independence Day

**THE BUILDING WILL BE OPEN SUNDAYS FOR WORSHIP AND SUNDAY SCHOOL
ON ALL HOLIDAYS AND HOLIDAY WEEKENDS**