



TABERNACLE UNITED METHODIST CHURCH

FACILITIES USE POLICY

Approved by the Board of Trustees

and

Accepted by the Church Council

August 1, 2011

TABERNACLE UNITED METHODIST CHURCH FACILITIES USE POLICY

1. PURPOSE

1.1. Define positions of the church.

The purpose of this policy is to define the positions of the local church with respect to broad objectives regarding the use, functions and maintenance of the grounds, buildings, facilities, and property of the church. The local church is defined as Tabernacle United Methodist Church of the Ashland District in the Virginia Conference of The United Methodist Church. Hereafter, the phrase “the church” will pertain to Tabernacle United Methodist Church (TUMC).

1.2. Compliance with *The Book of Discipline of The United Methodist Church*.

This policy is intended to be in compliance with Section VI, paragraphs 2524 through 2551 of *The Book of Discipline of the United Methodist Church (2004)*, and all pertinent laws.

1.3. Intent of the policy.

It is the intent of the Board of Trustees that the majority of requests to use TUMC facilities will be covered by this document and that the staff will be empowered by these policies to schedule activities without the need to bring every request to the Trustees (see Section 8.2.2). Requests *not clearly covered* by this document and *requests for exception* to the prescribed policy and procedures shall be determined by a vote of the Board of Trustees.

1.4. Roles of the Board of Trustees and the Church Council.

The TUMC Board of Trustees is responsible for preparing and maintaining this policy and for establishing the responsibilities and procedures it contains. The Church Council is responsible for approving this policy when it has been presented and recommended to the Council by the Board of Trustees and the senior pastor. Changes to this policy should be addressed to the Chairperson of the Board of Trustees for consideration. Action to address the suggested changes will be taken by the Trustees within 90 days of receiving a change suggestion. The Board of Trustees may recommend that changes be made immediately to the policy, or that changes be deferred to the next mandatory annual review of the policy, or disapprove the recommendation for change. The Board of Trustees holds that these policies should remain flexible and developed to encourage furtherance of the ministries and missions identified in the annual report to the Charge Conference that support the six pillars of the church: prayer, worship, evangelism, fellowship, study, and Christian service.

1.5. Roles of the Board of Trustees and the Pastor.

The Board of Trustees cannot prevent or interfere with the pastor in the use of any of the grounds, buildings, facilities and property for religious services or other proper meetings or purposes recognized by the law, usages, and customs of The United Methodist Church, or permit the use of said property for religious or other meetings without the consent of the pastor or, in the pastor’s absence, the consent of the district superintendent.

2. POLICY DEFINITIONS

2.1. Use of Word “Facilities.”

The word “facilities” in this policy is meant to include the real estate (grounds), buildings and structures, property (equipment and furnishings) and aesthetic qualities of TUMC that support the ministries and missions of the church. Tabernacle United Methodist Church (TUMC) has been blessed with great facilities. A primary reason for having this policy is to provide guidance and processes for effective stewardship of the grounds, buildings, facilities, and property of the church to ensure that our church provides a place for Christian worship, education, fellowship, and nurture of the church’s membership while being responsive to the needs of the community. This policy provides for use of church facilities and guidelines to ensure order, consistency, and fairness in determining who shall be allowed to use the grounds, buildings, facilities, and property of the church and for what purpose.

2.2. General Statements Regarding Use of Facilities

2.2.1. Furtherance of Church Ministries and Missions.

The Facilities Use Policy should remain flexible and developed to encourage furtherance of the ministries and missions identified in the annual report to the Charge Conference that support the six pillars of the church: prayer, worship, evangelism, fellowship, study, and Christian service.

2.2.2. Consistency with Social Principles.

Use of TUMC grounds, buildings, facilities, and property must be consistent with the Social Principles of the United Methodist Church (refer to *The Book of Discipline*).

2.2.3. Safety and Security.

The safety and security of our members, non-members, and visitors must be a priority when considering how church grounds, buildings, facilities, and property should be used.

2.2.4. Use of Facilities by “for-profit” groups or individuals.

Use of TUMC grounds, buildings, facilities, and property by outside “for-profit” groups or individuals is prohibited except in special circumstances that are deemed appropriate by approval of the Board of Trustees, with further discussion as needed with the Church Council and the pastor to promote Christian discipleship.

3. STIPULATIONS ON USE OF TUMC FACILITIES

3.1. The following are not permitted on church property.

- Beer or alcoholic beverages.
- Smoking in church buildings.
- Firearms and weapons of any kind (unless worn as part of the uniform by a law enforcement officer).
- Pyrotechnics of any kind.
- Use of candles, other than those in the Sanctuary, Fellowship Hall and multi-purpose room during services and sacred ceremonies and wedding receptions, is prohibited. (Note: candles used must be drip-less and smokeless.)
- Possession or use of illegal substances; misuse of legal substances.
- Profane, abusive, disrespectful or demeaning language.
- Offensive clothing.
- Football, soccer, baseball, softball, skating, skateboarding, shoes with wheels.

3.2. User responsibilities.

The person reserving the church spaces will be held ultimately responsible by the church for proper conduct by that group, and for them to leave the church space in proper order. The church holds that it is everyone's personal responsibility to help keep Tabernacle United Methodist Church neat, clean, and undamaged.

3.3. "Church-wide" events and programs.

Any time Tabernacle UMC is holding a "church-wide" event or program, there will be **no** activity/program/meeting permitted in the church buildings, new and old, during the same time or within an hour before the church program begins. This will help alleviate congestion of the parking areas. The determination of "church-wide" will be made at the Annual Goal Setting Meeting of the church staff.

3.4. Elevator and chair-lift use.

The elevator and chair-lift were installed for use persons needing to use them for handicapped accessibility. *Due to incidents of false alarms and emergency calls from the elevator, **children may not** use the elevator unless it is needed for handicapped accessibility and they are accompanied by an adult.*

3.5. Child protection and supervision.

3.5.1. Children and youth under the age of 18 must have adult supervision **at all times**. Children and youth are not to run through the inside of the building, or play/congregate outside unsupervised. If a child is found unattended by an adult, the child will be taken to his/her parent(s) or guardian(s) to resolve the situation.

3.5.2. Any person, group or organization requesting use of TUMC facilities must be familiar with the church's Child Protection Policy. These excerpts of the Tabernacle UMC Child Protection Policy are particularly important:

3.5.2.1. Paragraph VI.A states: "Any persons/organizations using the church facility, but not a part of Tabernacle's ministries, must have their own child protection policy or waiver." If the person/organization requesting use of the church facilities does not have their own child protection policy, they will be asked to accept the church's Child

Protection Policy in writing, and to enforce it during the period of time they are using the church's facilities.

- 3.5.2.2. Paragraph VI.E states: "Other church-sponsored or community groups of children or youth who meet at the church should have two or more adult leaders present whenever possible." And also that "When the group includes both boys and girls, both male and female adult leaders should be present."

3.6. Parental Permission and Emergency Care Forms.

Parental Permission and emergency care forms must be on file at the church* for anyone under 18 years old who will be participating in a sport or physical recreational activity where injuries and accidents are more likely to occur.

* If the person is participating as a member of a sports team, or other organized group, the leader of the group must certify in writing for the church's records that such parental permission forms and emergency care forms are on file with their organization. See the Facility Use Request Form in Section 14 and TUMC Parental Consent Form in Section 17.

3.7. Hold Harmless and Indemnity Agreement.

Groups and organizations, except those directly employed by the church, participating in or attending a worship service or other church-related or church sponsored event or activity, asking to use of TUMC grounds, buildings, facility, and equipment must agree to sign a Hold Harmless and Indemnity Agreement with the church. See the Facility Use Request Form in Section 14.

3.8. Accident and Incident Reporting.

Any incident that results in damage to church property or facilities must be reported immediately to the church office using the Accident and Incident Report Forms in Sections 15 and 16. Those responsible for damage may be held liable for any repairs or replacements.

3.9. Failure to abide by the stipulations.

Any person, or representative of a group, who fails to abide by the stipulations of this policy, the financial agreements, the established time schedule, or abuses grounds, buildings, facilities, or property shall appear before the Trustees before being permitted to use the church grounds, buildings, facilities, or property again.

3.10. Janitorial Services.

- 3.10.1. Church-related and church-sponsored groups for which no janitorial service fee has been assessed are responsible for their own cleanup, and for leaving the buildings, facilities, grounds, and property in neat, clean, and undamaged condition.
- 3.10.2. Janitorial services will be provided for all other groups and a fee will be charged according to the Facility Use Fee Schedule in Section 13. The janitorial service fee may be waived for individual members if prior approval is obtained from the Trustees.
- 3.10.3. If any user (person or group) chooses not to engage the church's janitorial service, a refundable deposit will be required before the event is entered on the church's schedule. (See Section 12.4 for Fees for Weddings and Section 13, Facility Use Fee Schedule for all other events and activities.)

3.11. Building Access.

A Trustee, person designated by the Trustees (one person responsible for each church-related and church-sponsored group), or staff member will open and close the buildings, oversee setup for activities and return of rooms to standard configurations, and ensure standards of safety, security, cleanliness, and decorum are maintained. Keys and combinations *shall not* be given to other organizations, group, or individuals. The church is equipped with a security camera system.

3.12. Liability Insurance.

Organizations and groups that are not church-related or church-sponsored are required to have and provide proof of liability insurance coverage in an amount of not less than \$1,000,000, unless an exception is granted by the Trustees at least 5 working days before the date of the scheduled activity. Individual non-members are required to complete and sign a liability waiver form. See note on Facility Use Request Form in Section 14.

4. USE OF CHURCH EQUIPMENT

Any group/organization or individual scheduled to use church grounds, buildings, facilities, and property may use folding tables, chairs, TV/VCR/DVD units, and other equipment specifically requested on the approved Facility Request Form. No Tabernacle United Methodist Church property or equipment will be removed from church grounds, except by written permission of the pastor or the Facility Scheduler under guidelines adopted by the Trustees.

- 4.1. Installed sound or video equipment must be operated by one of the church's audio/visual technicians. A fee will be assessed for each technician on duty.
- 4.2. Portable sound systems may be brought into the church by the using organization, group or person; audio output from these systems must be limited to 85db during use.
- 4.3. Portable visual systems may be brought into and used by the using person, organization or group.
- 4.4. Data automation devices, office equipment and copier machines in the church shall not be used without specific permission of the Facility Scheduler or administrative assistant. These equipments are for support of pastoral responsibilities and church administration.
- 4.5. Reserved.

5. USE OF TABERNACLE UMC VANS

- 5.1. Organizations and groups wishing to use the Church vehicles agree to use only drivers who have must have successfully completed the training required by the church's insurance company.
- 5.2. Persons or groups wishing to use the church vehicles must submit a TUMC Facility Use Request Form (see Section 14).
- 5.3. The Church van(s) may not be used by groups or organizations that are not included in Priorities 1 through 4 list described in Section 7.1.

6. USING CHURCH PROPERTY AS A DEPARTURE POINT

- Do not use the Church property as a carpool parking lot for non-church activities.
- If your group is using the church as a place to form carpools for trips to church-related functions, please park in spaces along the west side of the parking lot first.
- Persons under 18 are not allowed in the church buildings unless supervised by a responsible adult at all times.
- Turn off all lights in the church buildings that you turned on. Note: Hallway and bathroom lights in the 2006 building (except the Family/Handicapped Access bathroom) are activated by motion sensors and will turn off automatically).
- Lock any outside church building doors that have been opened.

7. GENERAL PRIORITY FOR SCHEDULING USE OF CHURCH FACILITIES

Funerals will be scheduled at the senior pastor's discretion and may preempt any scheduled activity, event, program, or function.

7.1. Priority 1 – Regularly Scheduled Church Ministries and Activities.

Examples:

- Worship services and Sunday school classes.
- Choirs (vocal and bell) and praise teams rehearsals.
- Youth groups, United Methodist Men (UMM), United Methodist Women (UMW), and the fellowship/fund raising activities of these groups such as the Children's Consignment Sales, Men's semi-annual chicken barbeques, etc.
- Committee and ministry meetings and the fellowship/fund raising activities of these committees and ministries such as the Evening of Hope silent auction, fund raisers for mission teams, etc.

7.2. Priority 2 – Non-regularly Scheduled Church Activities. Examples: Ad hoc meetings of church committees and ministries, and Vacation Bible School

7.3. Priority 3 – TUMC Sponsored Groups. Examples: Boy Scout Troop and Cub Scout Pack (sponsored by UMM); Girl Scout units led by TUMC adult women members, or having TUMC girls in them; visiting church groups and acceptable Christian groups committed to expanding the body of Christ.

7.4. Priority 4 – Church Member Use (church members as defined in *The Book of Discipline*) for such purposes as luncheons following funeral/memorial services, parties and receptions, weekly sports activities, etc. and weddings. (Note: see Section 12 regarding scheduling weddings.)

- 7.5. Priority 5– Non-profit Community, Charitable or Educational Groups.**
Such groups must have an identifiable link to a ministry or mission of the church. Examples: Bible Study Foundation (BSF), Alcoholics Anonymous, and ALPHA.
- 7.6. Priority 6 – Weddings and receptions for non-members.** (Note: see Section 12 regarding scheduling weddings.)
- 7.7. Priority 7 – Other uses by not-for profit groups and organizations.** Use of the church may be granted to any other organization for any other purpose, provided the use is consistent with social and ecumenical objectives of the church. Such groups and organizations must have an identifiable link to a ministry or mission of the church. Examples:
- Community groups such as home owners associations, volunteer fire departments, civic organizations (Lions Club, Ruritan, etc.).
 - Groups deemed “not-for profit” under IRS §501(c)(3) criteria.
 - For-profit groups may use church space if approved (see paragraph 2.2.4).
- 7.8. Priority 8 – Individual Non-members,** that is, individuals who are not members and do not have an immediate family member or a grandparent who is a member of Tabernacle United Methodist Church. Such user must have an identifiable link to a ministry or mission of the church and be approved by the chair of an appropriate church committee/ministry.

8. SCHEDULING USE OF TABERNACLE UMC FACILITIES

- 8.1. Scheduling one-time, or non-recurring, meetings and activities.** Groups, organizations and individuals requesting of TUMC grounds, buildings, facilities and property must submit a completed Facility Use Request Form at least 5 working days before the date of the meeting or event.
- 8.2. Scheduling Recurring Meetings and Activities.**
- 8.2.1. Groups and organizations in Priority 1, Priority 2 and Priority 3 groups of Section 7 above seeking recurring use of church facilities, such as every Tuesday from 6:00 p.m. to 8:00 p.m., must schedule their meetings with the Facility Scheduler every Fall for the following calendar year. Committee chairpersons and person responsible for specific ministries (examples: chair of the UMW, chartered organization representative for the Scouts, youth group leaders) are responsible for scheduling social and fund raising events associated with their groups and committees. **The deadline for these schedule requests** will be the date set for these committees, groups and organizations to submit their inputs for the Annual Church Charge Conference. These scheduling requests for the next calendar year must be made when the annual Change Conference reports are submitted so that the church schedule can be created before January 1st of the following year.
- 8.2.2. Groups and organizations in Priority 4, Priority 5, Priority 6 or Priority 7 groups in Section 7 above must submit the request not less than 60 days before the first scheduled meeting date and will be effective to the end of the current calendar year. This means **the deadline for requests from these groups for recurring meetings the next calendar year** must be received

by the Facility Scheduler or Administrative Assistant not later than October 15th.

8.3. Scheduling Stipulations

- 8.3.1. Scheduling will be done on a first come, first served basis.
- 8.3.2. Groups and organizations must designate one person as the point of contact for the Facility Scheduler and administrative assistant to deal with regarding the schedule for their event or activity. The Facility Scheduler or the administrative assistant should not be expected to manage the internal scheduling of a group or organization as it relates to that group's or organization's request to use church facilities. Examples: The church education department should have a central scheduler. Individual Sunday School teachers should not schedule classrooms, events or activities. The Cub Master or Committee Chairperson of the Cub Pack should schedule space for Den activities.
- 8.3.3. All activities of groups and organizations that are not church related or church sponsored must abide by the following time limits:
 - 8.3.3.1. Sunday through Friday: Leave church property by 10:00 PM (unless special written permission is obtained from the Trustees at least 5 days before the date of the event). This will allow the Trustees to be able to spot check building cleanliness, condition, and security during a reasonable hour.
 - 8.3.3.2. Saturday: Leave church property by 7:00 PM (unless special written permission is obtained from the Trustees at the time the Facilities Use Request is approved). This will permit cleaning and set up for Sunday worship.
 - 8.3.3.3. Days preceding special dates on the church calendar (such as Maundy Thursday, Good Friday, Easter Sunday, Christmas Eve, etc.): Leave church property by 7:00 PM (unless special written permission is obtained from the Trustees at the time the Facilities Use Request is approved). This will permit cleaning and set up for services and events that are significant to the life of the church.

8.4. Scheduling and Cancellation Process

- 8.4.1. Requests for use of TUMC grounds, buildings, facilities and property must be made using the Facility Use Request Form in Section 14. This form must be submitted to the Facility Scheduler or Administrative Assistant. If the submitter has any questions about how to fill out the form, consult the secretary or the administrative assistant.
- 8.4.2. Requests for use of TUMC grounds, buildings, facilities and property that do not have a precedent from the previous year will be circulated to the chairperson of the Board of Trustees and to the pastor (or designee), in turn, for review and approval. If either reviewer disagrees with the request, he/she will try to resolve the issue with the other reviewer. If the issue cannot be resolved, the reason(s) for not accepting the request will be annotated on the Facility Request Form and the Form will be returned to the Facility Scheduler or administrative assistant. In this event, the requestor will be notified of the decision made to deny the request. If the Facility Use

Request Form is acceptable to reviewers, it will be returned to the Facility Scheduler or administrative assistant, the meeting will be entered into the church schedule system as a **tentative** reservation.

- 8.4.3. When the Facility Use Request Form is received, the Facility Scheduler or administrative assistant will enter a **tentative** reservation on the church scheduling system. The Facility Scheduler will assign an available space based on the size of the group and type of activity identified on the Facility Use Request Form.
- 8.4.4. The requestor will be notified of the space that has been assigned and then have 7 calendar days to present a check to the church for the amount of deposit (if required) before the request for space is entered as a **firm** reservation placed on the church schedule.
- 8.4.5. When the check for the fees required (see the Facility Use Fee Schedule in Section 13) is received, the tentative entry will be changed to a **firm** reservation on the system.
- 8.4.6. Cancellation Process
 - 8.4.6.1. Requestors are expected to notify the church as early as possible that the tentative or firm reservation for their event or activity should be canceled.
 - 8.4.6.2. The church will not refund deposits if the requester cancels the reservation for an approved Request for Use of TUMC Facilities less than 3 days prior to the date of the scheduled event.
 - 8.4.6.3. The church will refund the cleaning deposit(s) after the space used is inspected by a Trustee (or designated representative) and the space used has been found in good order, i.e. in neat, clean, and undamaged condition.
 - 8.4.6.4. The church does not control the weather, and neither does the requestor. The church will generally act in accordance with the weather-related school closing decisions of Spotsylvania County. Decisions to close church facilities will be put on the church telephone answering system and the church website as soon as possible. If weather forces cancellation of the event by either the church or the requestor, a meeting will be held to determine what monies have been spent and an agreement will be reached to equitably share the burden of the cost.

9. LIST OF SPACES AND ROOMS

(see Section 11 for the standards established for room set up, restoration, and maintenance)

9.1. Tabernacle UMC Room Numbering

- 9.1.1. SANCTUARY: Seating Capacity – approximately 180
- 9.1.2. LEVEL 100 – room on the lower level of the 1954 and 1977 buildings:
- Room 112 Sr. High Youth Room / Meeting Room Capacity: 45
- 9.1.3. LEVEL 200 – rooms on the second level of the 1954 and 1977 buildings:
- Room 200 Cora Thomas Prayer Room Capacity: 10
 - Room 212 Fellowship Hall Capacity: 75
- 9.1.4. LEVEL 300 – rooms available on the third level of the 1954 building.
Please note there is no access to these rooms for persons with physical disabilities:
- Room 303 Meeting Room Capacity: 12
 - Room 304 Meeting Room Capacity: 20
- 9.1.5. LEVEL 400 – rooms available in the 2006 building:
- Room 411 Classroom Capacity 21
 - Room 412 Mary Thomas Classroom Capacity: 19
 - Room 413 Seekers Classroom Capacity 20
 - Room 414 Middle High Classroom Capacity 19
 - Room 407 3-5 year olds Classroom Capacity 15
 - Room 406 K-1st grade Classroom Capacity 14
 - Room 404 Assembly Room Capacity 21
 - Room 403 2-3rd grade Classroom Capacity 22
 - Room 402 4-5th grade Classroom Capacity 22
 - Room 401 Resource Center / Library Capacity 32
 - Room 400 Multi-Purpose Room Capacity 436

9.2. Nursery: The nursery rooms are available only by special permission. It is the responsibility of the user to furnish appropriate personnel necessary to staff the nursery during their event. If used, all toys must be picked up and put away where they belong at the end of the time the nursery is used. All diapers and trash must be taken with you for disposal at the end of your activity/event. No food, opened or un-opened, is to be left in the nursery. The Toddler's toilet will be cleaned.

- Room 415 Toddlers Capacity 14
- Room 416 Infants Capacity 16

10. STANDARDS FOR USE OF CHURCH FACILITIES

10.1. Sanctuary

- 10.1.1. Except for communion elements, food and drink are prohibited in the Sanctuary.
- 10.1.2. No posters, banners, artwork or decorations except for those designated for worship are permitted on Sanctuary furniture, pews, woodwork or walls, unless approved by the senior pastor. Thumb tacks, staples, nails, and scotch tape will not be used on any painted, varnished, or stained surfaces. "Painters" tape may be used, and will be carefully removed immediately after the need for it is over.
- 10.1.3. The sound system will not be modified or altered in any way unless under the direct supervision of a Trustee, Music Director, or other church staff member.
- 10.1.4. No religious objects, furniture, banners, flags, musical instruments, kneeling pads, printed materials or other items will be removed from the Sanctuary without direct approval and supervision of the pastor, a trustee, or other church staff member.
- 10.1.5. Reserved.

10.2. Prayer Room/Counseling Center

- 10.2.1. The Prayer Room is intended to be a place of contemplation and meditation. This room will be reserved for prayer, prayer groups and as a counseling center on Tuesdays. The Prayer Room is open to everyone for individual use when it is not in use for a scheduled activity.
- 10.2.2. The Prayer Room is a carpeted room. Food, drink, chewing gum and candy are not permitted in this room.
- 10.2.3. No religious items, books, pictures or furniture may be removed from the Prayer Room without specific permission of a member of the Worship Committee. Users are invited to take materials arrayed for them to pick up and take away.
- 10.2.4. Thumb tacks, staples, nails, and tape (of any kind) will not be used on any painted, varnished or stained surfaces.
- 10.2.5. No arts and crafts are allowed in this room.
- 10.2.6. Furnishings will be left positioned as shown on the diagram posted under the light switch.
- 10.2.7. Trash cans will be emptied and trash removed by the user for disposal.
- 10.2.8. Floors will be vacuumed.

10.3. Resource Center/Library

- 10.3.1. The Resource Center/Library is a carpeted room. Food, drink, chewing gum and candy are not permitted in this room.
- 10.3.2. No books may be removed unless the Library lending process is used. Users are invited to take materials arrayed for them to pick up and take away.
- 10.3.3. Thumb tacks, staples, nails, and scotch tape will not be used on any painted, varnished or stained surfaces. "Painters" tape may be used, and will be carefully removed immediately after the need for it is over.

- 10.3.4. No arts and crafts are allowed in this room.
- 10.3.5. The Resource Center shall not normally be used for meetings or as a classroom. Please see the Facility Scheduler to use this space for meetings or as a classroom.
- 10.3.6. Empty the waste paper baskets. The user is responsible for removing trash from the building for disposal.
- 10.3.7. Floors will be vacuumed.
- 10.3.8. Furniture will be repositioned according to the furniture placement diagram in the room (posted under the light switch).
- 10.3.9. Lights will be turned off and the door closed on leaving.
- 10.3.10. The user of the Resource Center is responsible for the condition of the bathrooms on the “green hallway.” Bathrooms must be checked to ensure water is not left running. Commodes and urinals will be “courtesy” flushed. Wipe counter tops dry of water and soap spills. Notify the secretary or administrative assistant if paper products in the bathrooms need to be replenished.

10.4. Classrooms And Meeting Rooms

- 10.4.1. Food, drink, chewing gum and candy are not permitted in any carpeted classrooms and meeting rooms.
- 10.4.2. Educational materials displayed in classrooms or meeting rooms may not be removed without specific permission of the Sunday School Superintendent.
- 10.4.3. Sunday School teacher’s materials are not to be disturbed.
- 10.4.4. Worship tables may not be disassembled or removed from any of the classrooms.
- 10.4.5. Thumb tacks, staples, nails, and scotch tape shall not be used on painted, varnished or stained surfaces. “Painters” tape may be used, and will be carefully removed immediately after the need for it is over.
- 10.4.6. Trash cans and waste baskets will be emptied and trash removed from the buildings by the user for disposal.
- 10.4.7. Floors will be vacuumed.
- 10.4.8. When tables and chairs are to be used for arts and crafts, the user is responsible for providing adequate table coverings. Table coverings must be used when the activity involves using paints and/or markers. After being used, tables and chairs must be wiped down and cleaned (especially after being used for arts and crafts).
- 10.4.9. Furniture will be repositioned according to the furniture placement diagram in the room (posted under the light switch).
- 10.4.10. Lights will be turned off and doors closed on leaving.

- 10.4.11. The user is responsible for the condition of the bathrooms closest to the room used for their activity. Bathrooms must be checked to ensure water is not left running, commodes and urinals will be “courtesy” flushed. Wipe the counter tops dry of water and soap spills. Notify the secretary or administrative assistant if paper products in the bathrooms need to be replenished.
- 10.4.11.1. Bathrooms closest to Room 112 are across the hall.
- 10.4.11.2. Bathrooms closest to Rooms 200, 303, and 304 are on the upper level of the connector space.
- 10.4.11.3. Bathrooms closest to Rooms 411, 412, 413 and 414 are on the lower level of the connector space.
- 10.4.11.4. Bathrooms closest to Rooms 401, 402, 403, 404, 406 and 407 are on the “green” hallway.

10.5. Fellowship Hall and Kitchen

- 10.5.1. The Fellowship Hall shall not be used for sport activities.
- 10.5.2. Setting up the Fellowship Hall:
- 10.5.2.1. Fellowship Hall tables and chairs are stored on racks at the west end of the room behind the folding partitions.
- 10.5.2.2. When setting up, make sure access to emergency stairways at the west end of the room is not blocked.
- 10.5.2.3. The folding partitions may be used to hang light-weight displays (posters, cloth banners, small pictures, etc.) for the activity. The user is responsible for providing easels sufficient to support other displays they wish to bring in to the room for their function.
- 10.5.2.4. The ceiling lights in the Fellowship Hall can be controlled by dimmer switches. Only Trustee approved church members are permitted to operate the dimmer switches.
- 10.5.3. Use of the Fellowship Hall kitchen (*must be requested when use of the Fellowship Hall is reserved*):
- 10.5.3.1. This kitchen is a “warming” kitchen. It is **not** capable of supporting preparation of a meal for a large number of people.
- 10.5.3.2. Do not use food items or paper products belonging to the church.
- 10.5.3.3. The user is required to bring in paper plates and plastic utensils. Use of the pots, pans, dishes, utensils, serving dishes, etc. in the kitchen may be specifically requested.
- 10.5.3.4. Wash and dry any kitchen equipment or items that were used and put them away.
- 10.5.3.5. Wash all counter tops and food preparation surfaces, then wipe them thoroughly with a disinfectant wipe (or a disinfectant spray) and wipe the surface dry with a clean dish cloth or drying towel.
- 10.5.3.6. Do not leave food in the refrigerator-freezer after the activity.
- 10.5.4. Do not leave food in any part of the kitchen or Fellowship Hall.

10.6. Restoring the Fellowship Hall

- 10.6.1. Clean tables and chairs.
- 10.6.2. Sweep the floor with the dust mop. Vacuum accumulated dust and dirt; put large pieces of trash in a plastic bag. Empty the vacuum cleaner into the plastic bag.
- 10.6.3. Damp mop any areas where spills occurred or food was dropped.
- 10.6.4. Replace chairs and tables in accordance with the standard set-up diagram on the wall behind the area where chairs and tables are stored. Put remaining tables and chairs back on the racks.
- 10.6.5. Remove all items brought in for the activity (displays and display tables/supports, easels, flower stands, activity boxes and bins, etc.).
- 10.6.6. Empty all trash cans and put in a clean can liner (bag). Trash and waste must be removed from the building by the user for disposal.
- 10.6.7. Turn off the lights in the Fellowship Hall and the kitchen.
- 10.6.8. Leave the double doors to the Fellowship Hall open.
- 10.6.9. The user of the Fellowship Hall/Kitchen is responsible for the condition of the bathrooms on the upper level of the connector space. Bathrooms must be checked to ensure water is not left running. Commodes and urinals will be “courtesy” flushed. Wipe the counter tops dry of water and soap spills. Notify the secretary or administrative assistant if paper products in the bathrooms need to be replenished.

10.7. Multi-Purpose Room and Kitchen

- 10.7.1. Restoring the Multi-Purpose Room
 - 10.7.1.1. Replace chairs and tables in accordance with the standard set-up diagram on the storage room door.
 - 10.7.1.2. Clean tables and chairs, as necessary before returning them to their regular place of storage, or to the room(s) from which they were borrowed. When returning tables and chairs to rooms from which they were borrowed, set that room up according to the furnishings diagram in that room (posted below the light switch).
 - 10.7.1.3. Dispose of all trash. Only bagged and tied trash shall be placed in appropriate receptacle behind the old parsonage.
 - 10.7.1.4. Sweep the floors with the dust mop. Vacuum accumulated dust and dirt; put large pieces of trash in a plastic bag. Empty the vacuum cleaner into the plastic bag.
 - 10.7.1.5. Mop up any spills. Let the floor dry before repositioning the tables and chairs.
 - 10.7.1.6. Turn off all the incandescent lights. Only Trustee approved church members are permitted to turn the halogen lights on and off.
 - 10.7.1.7. Close the doors to the kitchen and all the doors leading to hallways.
 - 10.7.1.8. The user is responsible for the condition of the bathrooms on both levels of the connector space and on the “green” hallway. Bathrooms must be checked to ensure water is not left running. Commodes and urinals will be “courtesy” flushed. Wipe counter tops dry of water and

soap spills. Notify the secretary or administrative assistant if paper products in the bathrooms need to be replenished.

10.7.2. Use of Multi-purpose room kitchen (*must be requested when use of the Multi-Purpose Room is reserved*):

- 10.7.2.1. This kitchen is a “warming” kitchen. It is **not** capable of supporting preparation of a meal for a large number of people.
- 10.7.2.2. Do not use food items or paper products belonging to the church.
- 10.7.2.3. The user is required to bring in paper plates and plastic utensils. Use of the pots, pans, dishes, utensils, serving dishes, etc. in the kitchen may be specifically requested.
- 10.7.2.4. Wash and dry any kitchen equipment or items that were used and put them away.
- 10.7.2.5. Wash all counter tops and food preparation surfaces, then wipe them thoroughly with a disinfectant wipe (or a disinfectant spray) and wipe the surface dry with a clean dish cloth or drying towel.
- 10.7.2.6. Sweep and mop the kitchen floors.
- 10.7.2.7. Do not leave food in the refrigerator-freezer after the activity.
- 10.7.2.8. Do not leave food in any part of the kitchen or Multi-Purpose Room.

10.8. Reserved

11. RECREATIONAL AND SPORTS USE POLICY

11.1. Purpose

This Recreational and Sports Use Policy is adopted by the Trustees to provide for the use of the church’s facilities for recreational and sports activities. Persons or organizations desiring to use the church’s facilities for recreational and sports activities must comply with the Facility Use Authorization Policy and the User Fee Schedule currently in force for the church.

11.2. Definitions:

- 11.2.1. Recreational Use includes non-sporting activities such as walking for seniors, games for small children ages 9 and under (using “nerf” or “wiffle” balls, disks, or equivalent), floor games that can be safely played in stocking feet (not bare feet, “flip flops” or sandals), board games at tables, etc.
- 11.2.2. Sports Use includes the indoor sports activities the multi-purpose room is marked for: basketball, volleyball and badminton. No other games involving kicking or batting balls or other objects will be permitted in the multi-purpose room without specific approval of the Trustees. No sports apparatus shall be used in church building except in the multi-purpose room. This means no ball throwing, kicking, or “heading” in any other rooms or halls.

11.3. Conditions for use of the multi-purpose room

- 11.3.1. People using the multi-purpose room shall wear clothing and footwear (non-scuff shoes) appropriate for their activity. (Shirts/tops required.)
- 11.3.2. Street shoes and athletic shoes worn as normal part of non-athletic attire shall not be worn on the multi-purpose room floor for sporting activities.

- 11.3.3. No food or beverages are allowed in the multi-purpose room when it is being used for a sports event or practice. Each person participating in or coaching a sport event will be permitted to have one individual, tightly capped, bottle of water.
- 11.3.4. Sport activities shall not be permitted when stage sections are set up or musical instruments are present in the multi-purpose room. Only approved church members will be permitted to set up and take down stage sections, and handle the musical instruments.
- 11.3.5. Entrance/exit doors to the multi-purpose room must not be obstructed at any time.
- 11.3.6. Setting up the multi-purpose room for sports use.
- 11.3.6.1. Ensure that pads are placed on the walls behind the basketball goals (regardless of court size being used) and around each of the metal columns that protrude into the room.
- 11.3.6.2. Only one table and chairs necessary for officiating and time keeping will be permitted in the multi-purpose room when play or practice is in progress. Display tables and equipment tables are not permitted.
- 11.3.6.3. The entire court space must be cleared of furniture and other objects even if playing half-court ball.
- 11.3.6.4. All tables and chairs shall be removed and properly placed in the storage room.
- 11.3.6.5. Furniture will not be temporarily stacked in the multi-purpose room, in hallways, in classrooms, or in meeting rooms. To reduce possibility of injury, appropriate dollies will be used to move tables and chairs; all tables must be lifted and carried by two people.
- 11.3.6.6. Chairs will be stacked not more than 10 high and will be moved on appropriate dollies.
- 11.3.6.7. Basketball goals will be moved on their wheels by adults. When in position, the goals must be weighted down with at least two 50 pound bags of sand each. The height of the goals will be adjusted by adults only (follow the instructions on the goal apparatus).
- 11.3.6.8. Volleyball support poles and official's stand, and badminton poles and nets, will be moved and set up/taken down by adults only.
- 11.3.7. Restoring the multi-purpose room at the end of sports and recreational use.
- 11.3.7.1. Sweep the floor with the dust mop.
- 11.3.7.2. Clean the floor of scuff marks.
- 11.3.7.3. Vacuum accumulated dust and dirt; put large pieces of trash in a plastic bag. Empty the vacuum cleaner into the plastic bag.
- 11.3.7.4. Damp mop any area where any water spills occurred.
- 11.3.7.5. Replace chairs and tables in accordance with the standard set-up diagram on the storage room door.
- 11.3.7.6. Remove basketball goals, volleyball, and badminton poles and nets and place them in the spaces designated for them in the storage room. Carefully return sand bags, without spilling the contents, to designated places in the storage room.

- 11.3.7.7. Remove and store the protective pads in their designated places in the storage room.
- 11.3.7.8. The user is required to remove all trash from the multi-purpose room and take it out of the building for disposal.
- 11.3.7.9. Close the pass-through window to the kitchen.
- 11.3.7.10. Close all doors (double entrance doors to the multi-purpose room, the double doors to the storage room, and both top and bottom of the kitchen door).
- 11.3.7.11. Turn off the incandescent overhead lights. Only approved church members are permitted to turn halogen lights on and off.

11.4. Playground

The playground is primarily for the First Step Pre-School during the school year (September through May). The playground may not be reserved during the hours First Step Pre-School is in session or on Sundays. The playground is for children ages 9 and younger only. Adult supervision is required when children are using the playground (see Section 3.5, Child Protection Policy; Sections 15 and 16, Accident and Incident Reporting).

12. GUIDELINES FOR WEDDINGS

12.1. Rules For Use Of The Sanctuary

- 12.1.1. No furniture or furnishings shall be removed from the sanctuary or chancel area for weddings or any other service without permission of the Trustees and the Pastor. The sanctuary is to be used as is, except for tasteful addition of floral decorations. (See Section 10)
- 12.1.2. No flash photography is allowed in the sanctuary during the wedding ceremony, or any other sacred service, either by a photographer or by guests.
- 12.1.3. Dropping of flower petals inside the sanctuary is not permitted. Only silk flower petals are permitted to be dropped in the sanctuary to prevent carpet stains. Silk flower petals may not be dropped outside the buildings.
- 12.1.4. There shall be no pets allowed into the Sanctuary unless specifically required for assistance (i.e. seeing eye dog).
- 12.1.5. reserved

12.2. General Requirements

- 12.2.1. Smoking and use of tobacco products are not allowed in the church.
- 12.2.2. No alcoholic beverages are allowed for a wedding reception or any occasion.
- 12.2.3. Food, drink, chewing gum and candy are not permitted in any carpeted rooms used by the bridal party (dressing rooms and waiting rooms).
- 12.2.4. Use only the parts of the building you were given permission to use by the pastor, church office, or wedding director.
- 12.2.5. Restore all chairs, tables, and other furnishings to their proper place when you have finished using the building.
- 12.2.6. No rice or similar material is to be thrown inside the church buildings.

12.3. Wedding Director

- 12.3.1. It is required that the wedding director of Tabernacle UMC be used in all weddings conducted in the church. The minister with assistance of the wedding director is in charge of the wedding proceedings. The wedding director is not a mistress of ceremonies chosen by the bride.
- 12.3.2. The functions of the wedding director are:
- 12.3.2.1. To assist the minister and wedding party by explaining church policies and procedures,
 - 12.3.2.2. Discussing decorations and assisting with other wedding details prior to the rehearsal,
 - 12.3.2.3. Directing the ceremony, opening and closing the church buildings as needed for the rehearsal and the wedding ceremony, and the reception if held at the church.
- 12.3.3. The bride should contact the assigned wedding director as soon as possible after the wedding has been scheduled with the church to discuss arrangements. The church is not responsible for contacting the wedding director when the wedding has been scheduled.

12.4. Audio/Visual Technician

- 12.4.1. It is required that a Trustee approved Audio/Visual Technician is present when interfacing and operating Tabernacle installed audio/visual equipment. When required by the wedding plan, the technician will be responsible for connecting, monitoring the use of, and disconnecting audio/visual equipment. The technician is not responsible to operate equipment not part of Tabernacle UMC.
- 12.4.2. The functions of the audio/visual technician(s) are:
- 12.4.2.1. To assist the minister and wedding party by explaining church policies and procedures,
 - 12.4.2.2. Discussing capabilities and assisting with other wedding details regarding audio/visual equipment use,
 - 12.4.2.3. Connecting, monitoring the use of audio/visual equipment use for the duration of the scheduled event and disconnection from installed equipment. Tabernacle shall not provide connection cables to installed equipment, they must be provided by the requestor.

12.5. Fees For Weddings Using Church Buildings And Services

12.5.1. The following table shows the fees applicable for all weddings. The fees must be paid to the church office **14 days prior to the ceremony.**

A.	Use of Sanctuary	\$225.00	Non-members
B.	Use of Fellowship Hall	\$150.00 up to 4 hrs and \$75/hr after	Non-members
C.	Use of Multi-Purpose Room	\$175.00 up to 4 hrs and \$75/hr after	Non-Members
D	Scheduling Deposit (non-refundable)	\$50.00	Members & Non-Members
Your wedding date is penciled in on the calendar but is not firm until we receive a \$50.00 deposit made out to Tabernacle United Methodist Church.			
E	Cleaning Fees	\$200.00	Members & Non-member Payable to Tabernacle UMC
F	Wedding Director	\$100.00	Members & Non-member Payable to Tabernacle UMC
G	Organist	\$150.00	Member & Non-member. Payable to Tabernacle UMC
H	Pastor	\$300.00	Members & Non-member Payable to Tabernacle UMC
I	Audio/Visual Tech	\$75.00	Members & Non-member Payable to Tabernacle UMC

IT IS THE RESPONSIBILITY OF THE WEDDING PARTY TO BE IN TOUCH WITH THE FOLLOWING PEOPLE TO HAVE THE REHEARSAL AND WEDDING DATES POSTED ON THEIR CALENDARS.

Wedding Director
Organist

Elizabeth Greenway
Contact church staff to set-up

(540) 412-2389
(540) 786-6162

13. FACILITY USE FEE SCHEDULE (NON WEDDINGS)

Make checks payable to Tabernacle UMC

4 hours is the expected rental period. If the expected rental period is more than 4 hours, note the number of hours of expected usage on the Facility Use Request Form

USE / USER	INDIVIDUAL ROOM	MULTI-PURPOSE ROOM	FELLOWSHIP HALL	KITCHEN and APPLIANCES	JANITORIAL SERVICES	AUDIO / VISUAL
Church-related	None	None	None	None	None	None
Church-sponsored	None	None	None	None	None	None
Non-Profit Groups	\$25 (4 hrs)	\$175 (4hrs) + \$75 each add'l hour)	\$125.00 (4 hrs)	Contact Trustees	* #	\$25/HR/ Tech
For Profit	Contact Trustees	Contact Trustees	Contact Trustees	Contact Trustees	Contact Trustees	\$25/HR/ Tech
Individual Members	Donation	Donation	Donation	Contact Trustees	*	\$25/HR/ Tech
Individual Non-members	\$25 (4 hrs)	\$300 (4hrs) + \$75 each add'l hour)	\$150 (4hrs) + \$50 each add'l hour)	Contact Trustees	* #	\$50/HR/ Tech

Notes:

* \$200.00 cleaning deposit for use of individual room(s), Fellowship Hall, or Multi-purpose room; refunded if room is returned in original condition.

Trustee, designee, or staff member must be present to open, close, and oversee event.

Audio/Visual fees are for each technician required to be on duty.

All monies will be payable to Tabernacle United Methodist Church. Deposits must be made within 7 days of the request for use of the facilities in order for the request to be approved. Payments to individuals (audio/visual technicians and janitors) will be made by the Church from the fees paid to the church.

Tabernacle United Methodist Church
7310-A Old Plank Road Fredericksburg, VA 22407
Church Office: 540-786-6162 Fax: 540-786-5496

14. Facility Use Request Form

Date of Request: _____ Requested by: _____

Event/Activity/: _____

Date of Event: _____ Time of Event: From _____ to _____

This reservation is for more than 4 hours? YES ___ NO ___ Total No. of hours _____
(Please note: Unless you request otherwise, the space for your use will be reserved for 60 minutes before the start time and 60 minutes after end time to allow for set-up & clean up.)

Total number attending: _____ # Adults: _____ # Children: _____

- Type of Space desired:**
- | | |
|--|---|
| <input type="checkbox"/> Classroom or meeting room | <input type="checkbox"/> Sanctuary |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Fellowship Hall Kitchen |
| <input type="checkbox"/> Multi-Purpose Room | <input type="checkbox"/> Multi-purpose Room Kitchen |
| <input type="checkbox"/> Resource Center/Library | <input type="checkbox"/> Church Van |
| | <input type="checkbox"/> Nursery |

Check which of the following is needed for the event:

___ Chairs ___ Tables ___ Audio Equipment ___ Visual Equipment

Sports equipment for: ___ Basketball ___ Volleyball ___ Badminton

Name of Contact Person: _____

(The church will only communicate with this person regarding your request.)

Phone No: (H) _____ (W) _____ (cell) _____

Fax No: _____ e-mail address: _____

Affirming availability of Parental Permission and Emergency Care forms :

- A Parental Permission and Emergency Care form for each child (under age 18) in my group is on file with the church, or
- A Parental Permission and Emergency Care form for each child in my group is on file with the person in charge of my group/organization, or
- This section is not applicable to my group.

Hold Harmless and Indemnity Agreement

I/We, _____, of _____
agree to protect, indemnify, save and keep harmless Tabernacle United
Methodist Church, its agents, members and employees against and from any
and all liability, loss, cost, damage or expense arising out of or from an accident
or other occurrence on or about the premises of Tabernacle United Methodist
Church, causing injury to any person or property caused by me, my group or
my/our guests or invitees and will protect, indemnify and save and keep harmless
the above mentioned parties from any and all claims, cost or expense arising out
of my/our use of church facilities at Tabernacle during the period of my or my
group's use of the premises or property of Tabernacle United Methodist Church.

Execution of this agreement waives any right you or your organization may have to
recover damages from named parties for any injury or accident that may occur during the
period of your use of the facilities or property of Tabernacle United Methodist Church.

**You may wish to obtain from an insurance company, at your own expense,
appropriate coverage for the period and premises involved in the event that
insurance coverage you currently have does not provide you with suitable
protection. Tabernacle UMC at its option may require such coverage with a
certificate naming them as co-insured.**

GROUP NAME (if applicable) _____

Signature of responsible adult party

TUMC Signature: _____

Date: _____

I have received and read Tabernacle UMC's Facilities Use Policy. I will abide by and, as to my guests, enforce all rules and stipulations for use of church grounds, buildings, equipment and facilities. I know that use of alcoholic beverages anywhere on the premises is *not* permitted.

Signature of Requester _____

ITEMIZED CHARGES AND FEES: _____

DEPOSIT, IF REQUIRED, MUST BE RECEIVED NOT LATER THAN 7 CALENDAR DAYS FROM THE DATE OF THIS REQUEST BEFORE THE RESERVATION FOR YOUR ACTIVITY BECOMES A *FIRM* RESERVATION ON THE CHURCH SCHEDULING SYSTEM

REQUIRED: _____ **PAID:** _____

DATE RECEIVED: _____

* * * * * **APPROVALS IF NEEDED** * * * * *

Trustees: _____ **Pastor:** _____

Date: _____ **Date:** _____

15. ACCIDENT REPORT FORM

Date: _____ Time: _____

Name: _____ Age: _____ Class: _____

Parent(s) Name: _____

Notified how? _____

How did the accident occur? _____

Witness(es): _____

Nature of injury & location on body: _____

Was treatment provided? _____ By whom? _____

Was a physician called? _____ Time called: _____

Name: _____ Phone No. _____

Was 911 called? _____ Time called: _____

Were safety and / or safeguards available that would have prevented the accident? _____

Were they being used? _____

What safety measures have been implemented to prevent a reoccurrence of this type of accident? _____

Staff signature: _____

Witness signature: _____

Parent signature: _____

16. INCIDENT REPORT FORM

Nature of Problem: _____

Examples: Something missing, broken, moved and not returned, room in disarray, trash not removed, unsuitable personal or group behavior or dress.

Room number or Location: _____

Date and time found or observed: _____

Last known group in the room/building/grounds: _____

Name(s) of person(s) reporting incident: _____

This information will be used to contact groups and leaders about our building use.

Please return this form to the Facility Scheduler, administrative assistant, or Chairperson of the Board of Trustees.

17. PARENTAL CONSENT FORM

I, _____, give my child, _____, permission to take part in the activities of Tabernacle UMC youth group and to ride in the church van or other private vehicles, provided that the driver meets the requirements set by the Tabernacle UMC Church Council. I understand that many youth activities carry with them a certain potential for injury or illness. In event that my child is injured or becomes ill while participating in an activity sponsored by Tabernacle UMC, I release the church and its staff, professional and volunteer, from any and all liability, including medical expense. I also understand that in the event that my child requires medical attention while taking part in any youth group activity, every effort will be made to contact me. In the event that I cannot be reached or cannot be present, I give Tabernacle's professional and volunteer youth staff and/or qualified medical personnel to act on my behalf in securing and administering necessary and appropriate emergency medical care and treatment for my child.

Parent or Guardian Signature _____

Phone: _____(h) _____(w)

_____ (Cell) _____(other)

Emergency Contact _____ Phone _____

Insurance Carrier _____ Policy # _____

Please list below any allergies or medical information that might be helpful:

18. EXTRACTS

Extracts of this document may be created to provide handouts containing the sections of the Facility Use Policy that are pertinent to the area(s) of the church buildings or grounds requested to be used. The extracts may be distributed for review and signature of the requestor in lieu of the whole Facility Use Policy.

19. RESERVED