



Williamson's Chapel

United Methodist Church

Board of Trustees
575 Brawley School Road

Guidelines for Use of Church Facilities

The purpose of these guidelines is to provide information and guidance for the utilization of the facilities by members and non-members of Williamson's Chapel United Methodist Church. The objective is to provide information so that the request for the use of church facilities is clear and easily understood, as we seek to use these facilities to fulfill the mission of the church. Situations not covered in these guidelines shall be referred to the Director of Administration and Technology and Board of Trustees, which has the authority and responsibility for the use, maintenance, and care of all church facilities. **The detailed Facilities Use Policy is available at www.williamsonschapel.org or at the church office.**

Guidelines were established after considering the following criteria:

- Availability of facilities for church and non-profit use
- Prohibition against use by for-profit groups and events
- Requirements for Certification of Insurance
- Custodial services, maintenance, and utility costs
- Sponsors or person responsible
- Special provisions for kitchen use

Operating Hours

WCUMC is open as listed below except holidays. Those wishing to use the facilities outside of the normal operating hours listed below must make arrangements prior to the event to sign out keys through the administrative office and be briefed on the security arrangements. **All groups must finish activities and vacate the building by 9:30 p.m.**

Normal Operating Hours:

Monday through Friday	9:00 a.m.—9:30 p.m.
	(Administrative offices open until 5:00 p.m.)
Saturday	10:00 a.m.—9:30 p.m.
Sunday	8:00 a.m.—9:30 p.m.

General Policies

Use of any of the WCUMC facilities and equipment will be at the risk of the user. WCUMC does not assume any liability or responsibility for injury to a user of the facility or equipment. Furthermore, WCUMC does not make any implicit or express warranty of the premises, equipment, machinery, fixtures or furniture.

Reservation Request Process

- Meeting leaders/activity leaders/wedding directors/staff members and all others using the facilities are responsible for scheduling the room/area set-up by completing and signing a **Facility Reservation Agreement** and submitting it to the Church office. If a kitchen facility is to be used, the Facility Reservation Agreement must include a request to use the kitchen – and the extent to which the kitchen will be used.

The final decision regarding room use will be the responsibility of the Director of Administration and Technology. Requests for use of the Sanctuary and Chapel will require additional consideration and the approval of the Director of Administration and Technology and the Senior Pastor.

- ◇ The reservation agreement shall be completed in order to schedule the use of rooms, facilities, equipment or grounds.
- ◇ A single contact person from the group reserving the facility shall be assigned to handle these details for each event, will be responsible for compliance with this policy and shall be in attendance during the event.
- ◇ The name of the contact person shall appear on the reservation agreement.
- ◇ Requests will not be considered until the proper documentation has been completed.
- ◇ The Facility Reservation Agreement form is also available on the WCUMC website - www.williamsonschapel.org.
- ◇ Completed reservation agreement forms may be submitted by email but are not considered approved until they have been acknowledged and accepted by the Church office.
- ◇ The reservation request shall include time for set-up and take down.
- ◇ Williamson's Chapel has the right to reschedule or offer an alternative date if a conflict with a church activity occurs.

Non - WCUMC Affiliated Groups

- Non WCUMC organizations, non-profit or religious groups may be considered on an individual basis provided documentation of liability insurance is included with the Reservation Request. This documentation shall include an insurance agent's name, company name, policy number, and contact telephone number.
- For-profit groups shall not use facilities unless they have been invited/sponsored by one of the WCUMC ministries and have obtained permission for a for-profit group function from the Finance Committee and the Director of Administration and Technology.
- Organizations or groups may be requested to present by-laws, charter and /or mission statement(s) for review prior to the event being placed on the calendar. A determination will be made regarding the compatibility of the information with the church's mission and principles. If their mission statement doesn't cover faith and biblical items, then they may be suspect. However, a relevant public school function may be the exception to this.

Cancellation Policy

- WCUMC requires 48 hours cancellation notice to refund use fees.

Appropriate Use of Facilities

- The contact person shall be present at all times during the function, shall be responsible for any damage and shall ensure compliance with this policy.
- Individuals and groups who use the church facilities shall treat the property with respect, dignity, and keep the property in it's as-found (or better) condition.
 - ◇ Lights shall be turned off prior to vacating the facility.
 - ◇ Heating and/or air conditioning settings shall be returned to their as-found condition, if adjusted, unless otherwise directed.
 - ◇ All room/areas used shall be cleaned.

- ◇ All trash and waste from the room/area shall be taken out and placed inside the dumpsters unless prior arrangements have been made.
- ◇ Room/area shall be reset/returned to original configuration.

Set-Up and Take-Down

- Individuals and groups using the WCUMC facility shall be responsible for set-up, take-down and proper storage of tables and chairs unless arrangements are made before the date of the activity.
 - ◇ There are pictures/figures of the “room layout” (how the room is normally configured) posted in classrooms. Each group is encouraged to rearrange the room as needed (chair placement, tables, etc.) but shall return the room to the posted layout.
 - ◇ There is a fee for setting up/tearing down chairs and tables.
- No decorations of any kind shall be attached to the walls, floors, ceilings, doors, door frames, or tables. This includes the use of tape, staples, or tacks on the walls.

Prohibited Activities

(on church property unless otherwise stated)

- Church facility use for personal or business monetary gain (or for-profit enterprises) unless conducted for the express benefit of the congregation and approved by the Trustees.
- Leaving children unsupervised.
- Food and drinks in the Sanctuary or Chapel.
- Alcoholic beverages or possession of illegal drugs or other controlled substances (Should anyone be found using alcohol or illegal drugs in the parking lots, the Police will be called).
- Smoking inside the building.
- Use of the facilities for local, city, state or national politics except an election polling location.
- All firearms.
- Operating any church audiovisual equipment without the permission of the Audiovisual Tech Team or Director of Administration and Technology.
- Operating any office equipment without the permission of the administrative personnel.
- Candles other than drip-less candles. (Drip-less candles may be used only under the supervision of a wedding director or Pastoral staff.)
- Use of profane, vulgar, or indecent language, music or symbols.
- Use of audiovisual materials (photos, videos, films, posters, compact discs, tapes, etc.) containing profanity or violent or sexually explicit images.
- Reckless driving.
- Rollerblading, skating or cycling.
- Loitering.
- Open fires, except as pre-approved for special functions such as an official USA flag retirement or supervised scouting or youth activity.
- Use of dumpsters for personal refuse
- Littering the parking lot or grounds. If littering does occur, an appropriate clean-up fee will be assessed to the violator(s).
- Loud talking or the use of loud equipment (including radios) in the parking areas

Rate Schedule for Non-Church Functions

Room	Security Deposit	Minimum Fee	Each Add'l Hour	Minimum Host/Hostess Fee	Cleaning Fee
Fellowship Center & Kitchen (see kitchen policy) Meal Preparation (max capacity 250)	\$100	\$100 / hour; 3 hour min. or \$300	\$100	\$50	\$100
Fellowship Center & Kitchen Catered Meals Finger Foods (max capacity 250)	\$100	\$75 / hour; 3 hour min. or \$225	\$75	\$25	\$100
Fellowship Center Only — No Food or Beverage (max capacity 425)	\$100	\$50 / hour; 3 hour min. or \$150	\$50	NA	\$75
Youth Center (old fellowship hall)	\$50	\$15 / hour; 3 hour min. or \$45	\$15	NA	\$25
Classrooms (each)	\$10	\$5 / hour; 3 hour min. or \$15	\$5	NA	\$10
Chapel (See Wedding Policy)	\$100	\$50 / hour; 3 hour min. or \$150	\$50	\$25	\$100
Sanctuary (See Wedding Policy)	\$150	\$150 / hour; 3 hour min. or \$450	\$150	\$50	\$150

**Above Fee Schedule subject to change at the discretion of the
Williamson's Chapel United Methodist Church Board of Trustees**