



Church Facility & Building Use Policy

Purpose

The mission of Trinity United Methodist Church (TUMC) is “A Place To Belong. A Community That Serves. Growing In God’s Abundant Grace.”

To fulfill our commitment to serve, following the example of Christ, TUMC will make its facilities available to church and service groups both inside and outside of our congregation. In choosing these policies we hope our building and possessions are protected from carelessness or misuse, and our spaces are preserved for years to come. Thank you for honoring these policies.

The facilities may be used by non-member groups and individuals as outlined in this policy. TUMC regards this non-member use as part of the church’s service to the community. Use of church facilities by outside groups on a regular basis must receive the approval of the Church Trustees.

Building Use

Use of the church facility will be scheduled with the Church Staff in consultation with the Trustees Building Usage Committee (hereafter Trustees). This policy will outline who may use the facility, rules for use of the facility, and fees and deposits for building use. Background information and references beyond that described in this policy may be requested if needed.

1. Who may use the Church (in order of priority)
 - a. TUMC church groups or church members using the facilities as part of the ministry of the church. This would include those supported through Sunday School Classes, TUMC committees, Blue Ridge District, Missional Network and WNC Conference events. **No charge.** TUMC members may reserve church facilities per the approval process. (See Fees & Charges attached)
 - b. Groups that come as invited guests of the congregation of TUMC. **No charge.**
 - c. Service and charitable organizations (Hospice, Blood Banks, etc.). **No charge** (Groups within this category are welcomed at the Trustees & Staff discretion).
 - d. Outside social, civic, educational, musical and non-service groups or non-member individuals using TUMC facilities for activities may be charged a facilities usage fee, custodial services fee and a host/hostess fee. (**See Fees & Charges attached**) Fees for non-member groups may be reduced or waived at the discretion of the Church Staff in consultation with the Trustees.

2. Who may not use the Church
 - a. Partisan political groups
 - b. Groups operating for commercial gain who do not align with the Church’s mission
 - c. Organizations whose activities or beliefs are in conflict with the mission and doctrine of TUMC.

3. Procedures and Guidelines for Scheduling Facilities

- a. Potential groups wishing to use church facilities should first review this policy, then submit a formal request online at <http://trinitywavl.org/building>. A paper copy of this may be requested by calling the Church Office.
- b. **Scheduled TUMC meetings take precedence over all other requests.**
- c. Member and Non-member groups and individuals will be assigned a host/ hostess/ staff for the event. (See host/hostess duties and related fees)
- d. **The Trustees will approve requests for building use at their monthly meeting** (currently 2nd Sunday of the month). *Those approved for building use will subsequently need to submit the **Building Use Contract** and **Hold Harmless Agreement** and the declaration of policy page from their insurance policy when fees are paid.*
- e. Responsible adult supervision must be with the group at all times when facilities are in use.
- f. All minor children must be supervised by at least 2 adults in accordance with our “Safe Sanctuary” policy. (Copy provided upon request)
- g. Alcoholic beverages, smoking and illegal drugs are prohibited anywhere on church grounds.
- h. As a general rule, facilities may not be reserved more than 30 days in advance, except for weddings.
- i. Liability insurance (minimum \$1 Million) will be required for non-members:
 - i. Conducting business unrelated to TUMC on church property
 - ii. Engaged in group activities where fall or injury hazards are a risk
- j. Should the individual/organization not have liability insurance, an event insurance policy (minimum \$1 Million) must be purchased and a certificate of insurance filed with the Church Office. If this is not purchased, the individual's insurance(s) shall be held responsible along with the Hold Harmless Agreement.

4. Kitchen Use

- a. In case of breakage or damage to kitchen materials, the responsible party is expected to correct or pay for the damage, with building damage deposit applying. (See Fees & Charges).
- b. Every group including catering services is expected to leave the kitchen and its equipment clean and in place as it was found. Recycling and trash should be removed to outside bins and replaced with new bags
- c. Individual members or responsible organizations should be responsible for tablecloths, dishes, etc. Dishes, utensils, and glasses should be cleaned and returned to the appropriate storage before leaving the facility after the event. Tablecloths are to be properly cleaned, pressed, and returned within 3 days. (Members only)
- d. A member of the Trustees, Staff or their designee may inspect the kitchen following use for cleanliness and damage and for the release of deposit funds to be returned.

5. Use of Audio-Visual Equipment

- a. Any use of audio-visual equipment in the Sanctuary requires a member of the audio-visual team from TUMC. (See Fees & Charges attached).
- b. Use of additional audio visual equipment, including the availability to use a computer and/or PowerPoint will require the use of a member of the audio-visual team or qualified staff member. (Unless a member of the church, computer equipment is to be provided by group.) For non-members, a fee will be incurred for the use of an audio tec. (See Fees & Charges attached).
- c. No furniture (tables, chairs, etc.) or equipment belonging to the Church may be loaned or removed from the building except for official Church functions without prior notification of the Staff and Church Trustees.

- d. Non-member groups using the facility may use tables, chairs, and lecterns, as their set-up requires. Groups shall submit set-up needs for tables, chairs, etc on the Building Use Contract.
- e. Groups may be asked to return tables and chairs to a standard configuration following their rental.

Fees

1. Deposit: For non-members and organizations a refundable \$500 building damage deposit will be required when facility space is reserved. The fee is to be applied against damage if applicable but otherwise is returned to the facility user at the end of their occupancy agreement.
2. Outside Groups, Weddings and Non-Member Fees to defray the cost of building maintenance, utilities and operation (also note custodian & host fees below):
 - a. \$750 for use of the Sanctuary for weddings (includes a 1-hour rehearsal & set up time)
 - b. \$200 for Fellowship Hall (w/o Kitchen) for 2 hours (\$50/ hour thereafter)
 - c. \$100 for Kitchen for 2 hours (\$50/ hour thereafter)
 - d. \$50 for the use of others spaces or rooms for 2 hours (\$25/ hour thereafter)
3. Member Fees for building maintenance:
 - a. \$350 for use of the Sanctuary for weddings
 - b. \$100 for use of Fellowship Hall & Kitchen for 3 hours
 - c. No fee for other spaces or classrooms provided no cleaning is needed
4. Staff fees for weddings:
 - a. \$400 for clergy (includes consultation time to plan wedding & rehearsal)
 - b. \$250 for an organist for weddings (includes a 1-hour rehearsal)
 - c. \$200 for soloist (includes a 1-hour rehearsal)
5. Audio-visual technician fee:
 - a. \$200 for the Sanctuary - Non-Member
 - b. \$150 for the Sanctuary - Member
 - c. \$100 for the Fellowship Hall – Member and Non-Member
6. Custodian Fee according to custodial services: (Applies to members and non-members):
 - a. \$100 for the Sanctuary - Member
 - b. \$200 for the Sanctuary - Non-Member
 - c. \$100 for the Fellowship Hall - Member
 - d. \$200 for the Fellowship Hall - Non-Member
7. Host/ Staff Fee for Non-Members (to be paid directly to the person on duty for non-member & organizational meetings): \$20/ hour
8. All fees for use shall be paid in advance to Trinity United Methodist Church. (Official legal name.) Some fees may be waived or reduced at the discretion of the Trustees Committee.
9. Fees will be refunded if the facilities are not available or if reservation is cancelled two weeks prior to scheduled usage.

Use of the Sanctuary and Fellowship Hall is left to the Trustees' discretion in consultation with the Church Council & Staff.