

**POWHATAN UNITED METHODIST CHURCH
USE OF CHURCH FACILITIES**

RESERVING THE FACILITIES

1. Any adult person, any member or non-member of Powhatan Church, may reserve the church facilities for activities and programs in accordance with the guidelines for the use of the church facilities.
2. ALL activities or programs or reservations for use of the church facilities must be cleared through the church administrator and put on the master calendar by the church administrator as far in advance as possible. This scheduling is done on a first-come, first-serve basis for church and non-church members.
3. The person reserving the facilities will be held ultimately responsible to the church for proper conduct by that group and leaving the building in proper order.
4. Any time Powhatan Church is sponsoring a church-wide program, there will be NO activity/ programming/ meeting permitted in the church buildings, new or old, during the same time, or within an hour before the program begins, or an hour after the program ends. All activities must be off the premises an hour before such a program begins. The determination of “church-wide” will be made by the Church Council.
5. Adult members of Powhatan Church may reserve the gym free of charge for recreational activities for themselves, and family members, and/or friends. Scheduling will only be done on a week-by-week basis for members and non-members. The church member who reserves the gym will be considered the “supervisor” and will be required to follow the guidelines, “Responsibilities of Supervisors in Gym”. NOTE: If a church member reserves the gym for an organized group or team, fees will be assessed on an “outside group” basis as defined in “Policy and Charges for Use of Church Facilities”. **Due to rising cost of energy a donation will be greatly appreciated.**
6. All activities will be ended by **10:00** p.m. unless prior approval has been obtained from the Policy Committee.
7. Any church in the community may reserve the use of the facilities in accordance with the guidelines. The church using the building will be expected to give a donation to help defray expenses. (See page 3 for guidance)
8. Any requests not covered by these guidelines for the use of the facilities shall be presented to the Policy Committee for a decision.
9. Anyone using the church facilities must meet with the church administrator and or facilities and events overseer to review the guidelines and receive other information.
10. If a church activity requires the use of our facilities, the Policy Committee reserves the right to cancel the activity which had been previously scheduled. In the event of such a cancellation, the church will notify the organization effected as soon as possible or within a one-week period of time.
11. Any person, group, or member abusing the building or its facilities, failing to abide by the rules, financial arrangements, or the established time schedule, shall appear before the Policy Committee before being permitted to use the building again.
12. Non-Church Groups are classified as Not-for-Profit and For-Profit.
 - Not-For-Profit. Powhatan Church encourages the use of its facilities for charitable and community service organizations to the extent that such activities do not conflict with normal church functions or with church group activities.
 - For-Profit. Powhatan Church facilities may not be used for profit-motivated activities without prior approval of the Policy Committee. (Fund-raising projects conducted by organizations from within Powhatan Church are not considered “profit-motivated”).

RESPONSIBILITY IN THE USE OF FACILITIES

1. NO GUM, NO SMOKING OR USE OF TOBACCO PRODUCTS WITHIN THE CHURCH BUILDING, INCLUDING RESTROOMS AND KITCHEN.
2. NO BEER, ALCOHOLIC BEVERAGES, OR ILLEGAL/IMPROPER USE OF CONTROLLED SUBSTANCES inside or outside the building, or on the church property at any time.
3. The use of PROFANITY is prohibited.
4. All equipment, tables, chairs, silverware, glassware, dishes, etc. are to be set up and cleaned and returned to their proper places by the persons or groups using the facilities unless otherwise instructed.
5. The person who makes the reservations for using the facilities will be required to fill out completely and sign the "Building Use Agreement" before this date can be confirmed.
6. Children and youth should have adult supervision **at all times**, so that they do not run through and outside the buildings, play in the hallways, etc.
7. Leave rooms in good order -- like you found them or better. Our Sunday School and Preschool teachers work hard, and their work should not be disturbed. **Turn off all lights.**
8. Doors must be locked when you leave. Pull on the handles to double check.
9. All trash and dirt must be cleaned up and put in **trash bags and taken to the outdoor dumpster. If dumpster is full it is your responsibility to remove the trash from the premises.**
10. All restrooms must be left clean (check that toilets are flushed, water cut off, and lights are out).
11. Any incident that results in damage to the property and/or facility must be reported immediately to the Policy Committee Chairperson or the church office. Those responsible for such damage will be held liable for any repairs or replacements.

IN ADDITION TO THE ABOVE, THE FOLLOWING APPLY TO GYM USE

1. Participants in recreational activities that require the use of the gym must wear tennis shoes or soft soled shoes that will not mark or damage the floor.
2. The consumption of food and beverages are allowed only in the fellowship halls, or for special activities in an area approved in advance by the Policy Committee.
3. The following activities or items are NOT ALLOWED inside the facilities: Soccer, football, baseball, kick-ball, softball, skating, skateboards, or bicycles. The following inappropriate behavior is NOT ALLOWED in the gym: Dunking of basketballs, hanging or pulling on the nets or rims, throwing, kicking, or batting of balls.
4. The fellowship halls/gym must be cleaned with dust mop (**and damp mop if food/drink are used**). Dust and dirt are to be swept up and put in trash can. **Do not leave dust/dirt in hallway or in janitor's closet.**

**DONATIONS REQUESTED FOR USE OF CHURCH FACILITIES
(OTHER THAN WEDDINGS AND RECEPTIONS)**

USE OF CHURCH FACILITIES BY PUMC GROUPS

- There will be no charge for the use of the gym for a program or activity by individuals and PUMC groups.
- The kitchen equipment (stove, dishwasher, etc.) may be used ONLY if a person approved by the Policy Committee is present.
- All glassware, silverware, plates; etc. that is used (even if only one glass) must be sanitarly washed and put away before leaving.
- Any group assuming the responsibility for serving a meal assumes the responsibility for all activities connected with it, such as tickets, reservations, collection of money, serving personnel, setting up and taking down chairs and tables, and obtaining the required supervisor, etc.
- Persons using the kitchen have full responsibility for adhering to guidelines for facility usage.

USE OF CHURCH FACILITIES BY OUTSIDE GROUPS

Outside groups may reserve the facilities for programs or activity. A security deposit (refundable) of **\$200** will be required from all outside groups and must be remitted at the time of reservations. The deposit will be returned **14 DAYS** following satisfactory inspection of the facilities. **\$100 WILL BE USED FOR CLEANING IF GYM FLOOR IS NOT MOPPED OR OTHER AREAS ARE NOT LEFT CLEAN.**

DONATIONS ARE REQUIRED PRIOR TO BUILDING USE

1. A donation of **\$50 (for up to four hours)** will be requested for the use of any classroom. **\$10 per hour in excess of four hours.**
2. A group using the large kitchen will be requested to make the following donation: **\$150**. If kitchen guidelines are not adhered to, an additional amount will be requested.
3. For the use of recreational **sports** activities in the **Christian Life Center gym, a donation of \$50 for the first hour and \$10 each additional hour. Special arrangements will be made for those groups not using utilities.**
4. A donation for use of the fellowship halls for other than recreational (ball sports) is requested as listed below:

Christian Life Center (Gymnasium) seating 50-268
\$50 per hour minimum of 2 hours or \$300 for 8
hours (more than 8 hours additional \$40 per hour)

Commons seating 50 or less
\$50 (2 hours)

\$125 all day

5. **Set up and take down times other than the day of the event or activity will require additional donations.**
6. **Funeral for non-member: \$200 for sanctuary \$50 for Sound Technician (2 hours or less)**

JOB DESCRIPTION FOR CHRISTIAN LIFE CENTER SUPERVISOR

1. Arrive at gym 15 minutes before the reserved time and meet with the Events and Facility Coordinator.
2. Check all areas of the gym, including the restrooms. Take note of the condition of the building before the group arrives. The building shall be left in good condition.
3. Do not let the group into the gym until the person in charge arrives, if that is not you.
4. Make sure that all rules and guidelines are enforced.
5. Balls are to be used within the bounds of the court ONLY. Playing ball in the hallways is NOT allowed. At no time will balls be kicked or thrown against the walls or the ceiling. Kicking of balls is ONLY allowed for kickball games with young children under adult supervision.
6. After the group is finished using the building, see to it that they dust or damp mop the floor.
7. After the group leaves, **check the restrooms for cleanliness, lock all outside doors, and turn off all lights.**
8. In case of emergency, the Rescue Squad (911), and/or the police (911).
9. The supervisor must be in the gym at all times while on duty.
10. Contact the church office within 24 hours if the building **is damaged in any way** or if the scheduled time was shortened or lengthened.

BUILDING CHECK LIST

BEFORE

AFTER

1. Leave all dishes and utensils clean
2. Equipment turned off
3. Toilets flushed
4. Chairs/Tables/ Furnishing put back in place
5. Carpets vacuumed
6. Floors cleaned (swept and mopped)
7. Trash Removed
8. Lights turned off
9. Doors Locked
10. Report damage

GUIDELINES FOR USE OF THE KITCHEN

IF THESE GUIDELINES ARE NOT ADHERED TO, THE PERSON IN CHARGE WILL BE CONTACTED, AND EXTRA FEES WILL BE CHARGED.

1. Approval must be received from the Policy Committee for any individual to use any major equipment.
2. Only an approved kitchen supervisor can give instructions for the proper use of the dishwasher.
3. Church dishes, utensils, pans, etc. MUST be washed in the dishwasher and returned to their proper place.
4. Leave all tables, counter tops, and sinks clear and clean. Use a dry towel on the sinks.
5. Do not leave items in the refrigerator or elsewhere in the kitchen after a function.
6. Empty trashcans, tie plastic bags, and place in dumpster. **If dumpster is full it is your responsibility to remove trash from the premises. Reline garbage cans with plastic bags.**
7. Kitchen floor is to be swept and scrubbed. Broom is in the kitchen. Bucket and mops are in the Janitor's Closet. **This is a must.**
8. Anything broken or out of order should be reported to the church office within 24 hours.
9. All kitchen equipment must be cleaned and left in fit, ready to use condition.

GUIDELINES FOR LOANING CHURCH PROPERTY

1. Folding tables and chairs (**from the Commons area only**) may be loaned to church members. A refundable \$25 deposit will be required at the time the equipment is loaned to church members. EXCEPTION: No tables and chairs are to be loaned for yard sales. **PERSON IN CHARGE -- Church Administrator.**
2. Kitchen utensils may be loaned only upon special circumstances, each request to be approved by the Policy Committee.
 - Pots and pans
 - Eating utensils
 - Plates, glasses, cups and saucers
 - Punch bowl and cups
 - Tablecloths
 - Coffee pots
 - Coolers
3. Sanctuary sound equipment is stationary and may be used. Other sound equipment may be used on the premises by outside groups with proper care.

ITEMS NOT TO BE LOANED

- Grounds Maintenance Equipment
- Choir Robes
- Brass candelabras in Sanctuary (may be used at the church)
- Audiovisual equipment
- TV/VCR

CHURCH POLICY FOR HEATING AND COOLING OF FACILITIES

TEMPERATURE SETTINGS

GYM

1. The Gym will be maintained at the following temperatures year round **EXCEPT** in the summer: **HEAT - 65; A/C - 78.**
2. For special programs, wedding receptions, and any outside group programs as approved, the gym thermostats may be set between: **HEAT - 65 TO 72; A/C - 72-78.**

CLASSROOMS

1. ALL rooms will be kept heated to at least 50 at all times during the heating season.
2. Any temperature settings other than those listed are to be cleared through the Policy Committee.

ALL FACILITIES

1. Temperatures for meetings, Sunday School, and other uses of our facilities are to be set as follows: **HEAT - 72; A/C - 75.**

**POWHATAN UNITED METHODIST CHURCH
BUILDING USE AGREEMENT**

_____, REPRESENTING _____ request permission to use the appropriate facilities of Powhatan United Methodist Church, the approximate number of participants being _____, for the following purposes: _____

I am responsible for my own set-up and take down. I acknowledge having read and understood the indicated rules and guidelines and agree to accept the facilities of Powhatan United Methodist Church as they are and to be bound by the aforesaid rules and guidelines. It is likewise agreed that we shall be solely responsible for any injury to persons or damage to property that results or occurs during our use of said facility. We further covenant to hold harmless Powhatan United Methodist Church from any damage or liability resulting therefrom. The amount of deposit _____ enclosed.

Signature _____ Date _____

Person Making Reservation _____

Address _____

Phone: Office _____ Home _____

Phone: Cell _____ Email Address _____

For(Organization) _____

Set-Up Date _____ Set-Up Time _____

Program Date(s) _____ Program Time _____

Is this first time this person/group has used facility? ___ If no, date and time of Pre-use Appointment _____

Do you have liability insurance? _____

LOCATION (Use is to be confined to the assigned area)

Christian Life Center Building:	<input type="checkbox"/> Gym	Worship Building:	<input type="checkbox"/> Commons (under 50)
	<input type="checkbox"/> Kitchen (major equipment)		<input type="checkbox"/> Kitchen (major equipment)
	<input type="checkbox"/> Classroom - Number(s) _____		<input type="checkbox"/> Classroom - Number(s) _____
			<input type="checkbox"/> Sanctuary

SPECIFIC NEEDS

<input type="checkbox"/> Number of Chairs	<input type="checkbox"/> Sound System	<input type="checkbox"/> Overhead projector
<input type="checkbox"/> Number of Tables	<input type="checkbox"/> A/C-Heat	Wireless Passcode:
<input type="checkbox"/> Showers	<input type="checkbox"/> Piano/Organ	FYB2E9ADJXX7WF5T
<input type="checkbox"/> Other	<input type="checkbox"/> TV/DVD	

Other Needs: _____

Donations: Use of Building _____

Questions, contact the church office, 598-4438 or church@powhatanumc.us.

