

FACILITY USE POLICY AND GUIDELINES

Welcome! We thank you for your interest in using our facility for your meeting, event or group! Hempfield United Methodist Church is an outstanding facility for multi-purpose use. We strive to make the facility a welcoming, hospitable place for use not only to our congregation and visitors, but for the use of community groups and events that are not in conflict with our church mission: *To Make Disciples for Jesus Christ*. We desire to make each use of the facility a positive experience for everyone.

In order to maintain the integrity of the facility, the following guidelines apply:

Room Request Form: This is the tool we use to facilitate the scheduling and facility use process. The form may be picked up at the church office during office hours, M-F, 8 a.m. to 4p.m. All groups are expected to fill out the form completely and submit to the facility scheduler in advance of the date desired to ensure that the request can be properly processed and approved.

Organized fundraisers on the premises are not in alignment with the church mission and are not permitted.

Priority is given to church events and church member requests. Each request is considered on a first come first served basis and are given the following priority:

1. Groups established by the church, such as Sunday school classes, church committees, Noah's Ark Preschool, Bible Study classes. Groups in this category need to fill out a room request form, completed by a staff member or Hempfield UMC committee member. If child care is provided, those rooms must be included in the request.
2. Groups adopted by the church, which are recognized as church sponsored and which promote church out reach, such as, AA, OA, district and conference events. Groups in this category need to fill out a room request form and submit three weeks prior to the scheduled event to their staff contact. These groups must have a staff contact. Groups must have a custodian present if the event occurs after business hours.
3. External groups with no recognized affiliation with Hempfield UMC, such as, civic groups, schools, athletic associations, scouts and other churches. The group must be a non-profit organization whose purposes and activities contribute to the welfare of the community at large. Objectives and activities of the group conducted on church property must not be in conflict with the mission of Hempfield UMC. Groups must have a custodian present if the event occurs after business hours. Groups will need to provide a copy of a certificate of insurance liability and fill out a room request form and submit both three weeks prior to the scheduled event. The board of trustees must approve these events.
4. In rare instances unforeseen needs of the church for the use of the facilities, such as funerals, may take precedence over previously scheduled events.

All groups must provide adequate adult supervision. Adult supervisors will be responsible for maintaining discipline and order at all times.

Groups will be responsible for leaving the facilities used in such a condition that another group could use them immediately afterwards. Please replace furniture and equipment in its original position, leave the kitchen and kitchen equipment in clean condition, and dispose of trash in the outside dumpster. Please wipe up spills immediately and report them to the custodian.

No decorations may be attached to fixed portions of the facilities or attached in any way that will leave damaging effects to the building or furnishings. The use of candles or open flames is not permitted unless specific approval has

been granted.

Nonprofit organization meetings and clubs are welcome, however:

Ongoing meetings/clubs must be *re-booked* annually or at the request of the building scheduler to ensure availability.

If your time changes or your meeting is canceled and you no longer require the use of your assigned room, please contact the building scheduler ASAP so that the room may be released for other uses, and so that we may direct people who may come for a meeting and not know that it is cancelled or changed.

On-going meetings/clubs are asked to be responsive when and if a room they have been assigned to is temporarily unavailable due to unforeseen circumstances, church priority events, facility renovations or other considerations. Effort is always made to temporarily reassign space for you, but your cooperation and responsiveness to change is necessary.

Child Care Availability: Generally, the use of our paid child care providers is ONLY for church sponsored events/meetings. However, we do have a list of special event child care providers that we may provide for you to contract individually to serve your "one-time" event/meeting. You may obtain the guidelines and a list of special event child care providers from the child care coordinator. Ongoing groups or meetings interested in scheduling child care must obtain prior approval from both the child care coordinator and the appropriate ministry lead staff member.

Ongoing Group child care guidelines:

Dates and times must be provided to the child care coordinator/sponsoring staff member at least 30 days prior to your first meeting.

Important! Any changes to your schedule must be communicated to your assigned sponsoring staff member or the child care coordinator at least 24 hours in advance. If you have a scheduled date for child care, and you do not inform us of a change, you will be charged the full amount of hours/+average amount of children that is normally scheduled for your group.

Available Equipment for Use: For a listing of any materials that can be borrowed or rented for use within the building, please see the room request form. All technical and physical requirements must be discussed and approved by the facility scheduler/additional lead staff members as appropriate.

Kitchen Use: The kitchen facilities will not be available unless they have been reserved. No food or beverages may be served unless arrangements have been made on the reservation form.

Parking: Park in designated areas only.

Liability: Permission to use the church facilities and equipment does not include liability on the part of the church for property damage or personal injuries resulting from the group's activities or events. We are not liable for lost or stolen personal property while on the premises, injury incurred while on the premises to any of your group's guests or constituency. If there is any damage to the church property resulting from a group's use, the group will be responsible for the cost of repair.

Insurance: In the event that your group has its own insurance policy, we would need that on file with us prior to any events exceeding a day's time.

Occupancy limits and noise restrictions apply in accordance with township ordinances. No loud music or other unreasonable noise is allowed.

No alcoholic beverages or illegal substances of any kind are permitted on the premises—including the parking lot, pavilion, or any part of the church campus.

Our church is a NON-Smoking Facility. Therefore, NO SMOKING is permitted inside our facility. At designated entrances, there are smoking urns in which you can discard your cigarettes, cigars, etc.

Any exception to this policy or items not specifically addressed by this policy shall require approval by the Church Council.

Rates for Use of Hempfield UMC Property (Rates subject change)

Room Occupancy Fees*

Sanctuary	\$300
Spirit Café Area	\$100
Multipurpose Room	\$100
Individual Rooms	\$25
Outdoor Pavilion	\$30

* Room occupancy fees waived for church members.

Use of Kitchen Fees:

Any use of the MAIN kitchen requires supervision by a member of the food ministry team to be present.

Pantry Kitchen Use Fee: \$ 25

Main Kitchen Use Fee: \$ 50

(Requires supervision by Hempfield UMC-trained food ministry team member)

Food Ministry Team Member Fee: \$ 75

(Payable directly to contracted HUMC food ministry team member)

Equipment Usage Fees

TV, VCR, DVD, LCD projector \$10

(for use on church property)

Sound System in Sanctuary or MPR \$25

(HUMC trained sound technician must be used)

Fee for HUMC church sound technician \$75

(payable to contracted sound technician)

Custodial Fees

Custodial clean-up \$75

Special set-up of tables and chairs in MPR/Gym or Spirit Café \$25

(Both fees are payable to the contracted custodian)

Custodial fees are REQUIRED for all events/meetings taking place outside of church operating hours. For events/meetings happening within church operating hours, custodial fees may be waived as follows:

\$50 security deposit given

Deposit will be returned in full if facility is cleaned as follows:

Room/Area left exactly as found—return tables and chairs to original set-up

Floors and surfaces cleaned of trash and debris, spills cleaned

Trash cans emptied and taken to trash dumpster

All windows and doors are closed and locked if necessary

Deposit forfeited if facility is not left exactly as outlined above.

Special Notes

Wedding ceremonies and receptions: above rates do not apply for wedding ceremonies. Consult wedding coordinator for these rates. For receptions, above rates for room usage and custodial fees do apply and are in addition to any fees charged for the wedding ceremony.