



JEFFERSON UNITED METHODIST CHURCH  
BUILDING, GROUNDS AND EQUIPMENT USE POLICY

The Jefferson United Methodist Church has adopted a "*Building, Grounds and Equipment Use Policy*" that encourages utilizing and sharing our facilities while maintaining responsible stewardship of our valuable assets.

*This policy was passed by the Board of Trustees on February 20, 2012.*

*This policy was adopted by the Administrative Board on March 12, 2012.*

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## INTRODUCTION

The Mission of the Jefferson United Methodist Church is to LOVE GOD - LOVE OTHERS - SERVE THE WORLD.

The Church exists for the purpose of worship, education, and missions; and ministers to its members, constituents and the people of the community and the world. Church property and facilities are intended to be used primarily for the functions of the Jefferson United Methodist Church, the Western Reserve District and the East Ohio Conference of the United Methodist Church.

The use of the facilities by other religious, charitable, cultural, community, educational or character building organizations and individuals is permitted provided such use does not interfere with normal church functions. It is intended that any use of these facilities will be in keeping with the United Methodist traditions of reverence to God, the Social Principles of the United Methodist Church as outlined in the Book of Discipline, and with respect of one's neighbors. No political groups may use the church facilities or grounds for any purpose

Groups established by the church (i.e. Sunday school classes, church committees, etc.) do not need to fill out an Agreement for use of Building and Grounds form, but do need to alert the Administrative Assistant to put the event on the calendar and reserve the room.

Groups adopted by the church, which are recognized as church sponsored and promote church outreach, or are approved to use the church on a regularly scheduled basis (i.e., Boy Scouts, Girl Scouts, WIC, ect.) are required to have an Agreement for use of Building and Grounds form on file. ***A security deposit, hourly rental fee or janitor fee may be waived. Donations to defray church utility and other operating expenses, either financial or "in kind services," are gratefully accepted.*** Outside groups using the church on an ongoing basis must provide their own liability insurance for their own use and provide proof of insurance annually.

Other groups or individuals wishing to use the Church facilities may request permission through the Administrative Assistant. At such time, an "Agreement for use of Building and Grounds" will be provided, along with any other guidelines deemed necessary. There are three types of applications: Non-Profit, General and Wedding. Each has its own fee schedule and guidelines. Several of the fees are waived for church members as indicated on the agreement form. The facility may only be used in a manner and to the extent stated in the completed agreement.

Use of the building for a wedding must be coordinated with the Administrative Assistant and the Senior or Assistant Pastors. Non-profit groups approved as a 501c3 by the Internal Revenue Service will use the Non-Profit Agreement. All others will use the General Agreement. None of the facilities or grounds may be expressly used for any commercial or business activity for the sole purpose of making a profit for the private benefit of any of the group's members.

## SCHEDULING AND APPROVAL

All applications for use must be submitted to the Administrative Assistant. Priority will be given to church related functions. Should a scheduling conflict arise, the Senior Pastor or the Board of Trustees shall make the final determination as to approval, giving due consideration to the dates of application. In rare instances, unforeseen needs of the church for the use of the facilities, such as weddings or funerals, may take precedence over previously scheduled events. In such a case it might be necessary to cancel or reschedule the event, or restrict the use of parking areas. As much advance notice as possible will be given. The church will make every effort to avoid such conflicts.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group or individual, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the Jefferson United Methodist Church. No activities or advocacy may take place within our buildings or grounds that conflict with the policies and the practices of the Jefferson United Methodist Church and the Book of Discipline.

#### POWER TO REFUSE AND/OR CANCEL ACTIVITIES

The Pastoral Staff or the Board of Trustees is authorized to refuse any request or cancel any activity if the activity does not conform to the use, intent, or restrictions outlined in this policy.

#### INSURANCE

Outside groups using the church on an ongoing basis must provide their own liability insurance for their own use and provide proof of insurance annually. All organizations using Wesley Hall or the outdoor basket ball court for an organized sporting-activity must provide proof of insurance coverage and release of liability to the Jefferson United Methodist Church.

#### LIABILITY WAIVER

In order to use the church's facilities or grounds for non-church functions, a Waiver of Liability form must be completed by the applicant on his or her own behalf, or on behalf of the group they represent.

#### USE OF CHURCH GROUNDS

Members of the community may use the outdoor basket ball court without completing the Agreement for use of Building and Grounds. However, they are expected to follow the posted rules and accept the terms of the Liability Waiver posted. If they fail to do so, they may be asked to leave and may be permanently banned from using the facility.

#### TEEN ROOM

The teen room was built with the intent that the teens of the church have a permanent facility for their use. In keeping with that intent, all authorized teen functions will have priority in the scheduling and use of that room. Equipment and furniture may not be removed from that room without prior authorization of the Board of Trustees. Audio/Visual electronic equipment may only be operated by trained technicians approved by the Board of Trustees.

#### USE OF CHURCH EQUIPMENT

Audio-visual electronic equipment may not be removed from the church.

Only the older wooden tables and wooden chairs may be borrowed from the church. Arrangements must be made with the Administrative Assistant to reserve, pick-up and return these items. The borrower assumes financial responsibility for loss, damage or repairs beyond normal wear and tear as determined by the Board of Trustees.

No other church equipment, including that of the kitchen, shall be taken from the church, except for use at church functions.

#### ANIMALS

Animals, with the exception of service animals, are not permitted in the building.

## **RULES AND REGULATIONS FOR BUILDINGS AND GROUNDS USE**

### **BREAKAGE**

All persons and/or groups using our facilities and equipment are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the Agreement for use of Building and Grounds shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the JUMC Board of Trustees has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

### **ROOM SETUPS**

All rooms have been designated with a standard room setup. Furniture and equipment will not be added to or removed from rooms without prior approval of the Board of Trustees. If furniture and equipment is re-arranged for your activity, please return them to their original locations or the security deposit may be forfeited. Please use ONLY the designated rooms you have reserved. It may appear that an empty room is available, but in reality it may have been prepared for another group later in the day/evening or the following day.

### **THERMOSTATS**

Most heating and cooling controls are preset. Please do not adjust the thermostat unless you have been properly trained.

### **ORGAN AND PIANO USE**

Permission to use the sanctuary organ or piano must be granted by the church organist. Only individuals approved by our organist may play the church organ. If the user wishes to have instruments tuned, a craftsman approved by the organist will tune them at the user's expense. Pianos cannot be moved except by permission from the church organist or the Board of Trustees.

### **SANCTUARY**

The sanctuary is to be used for the worship of God. It will not normally be used for any purpose other than religious ceremonies and other meetings for the purpose of carrying on the business of the church. The Senior Pastor must approve any non-conforming use. Sanctuary furniture cannot be moved except by permission of the Board of Trustees or the Pastor. This also applies to the chancel furniture.

### **SANCTUARY SOUND AND/OR VIDEO SYSTEM**

The sanctuary sound reinforcement or video recording systems may be made available upon request. The systems may only be operated by the JUMC sanctuary systems technicians at the fee specified in the Agreement for use of Building and Grounds, or by technicians pre-approved by the Board of Trustees. Group-provided sound, recording, or video equipment may not be attached to church systems (including the electrical system) through cables or connectors without prior approval.

### **OTHER SOUND AND/OR VIDEO EQUIPMENT**

If audio/visual equipment is needed for your function in other parts of the church, arrangements must be made in advance through the church office. You must have an approved trained technician to operate it. A fee may be charged for a church provided technician's services. Audio-visual equipment may not be removed from the church.

### **PERSONAL CONDUCT**

This is a house of worship. Language and personal conduct should reflect this fact. Secular music is welcome at activities. Please be mindful that song lyrics should be appropriate for a church.

### **SMOKING POLICY**

All members of all groups using our facilities and grounds shall abide at all times by a "no smoking" rule on church property. Violation of this rule is sufficient grounds for a church staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

### **ALCOHOL AND CONTROLLED SUBSTANCES POLICY**

The serving, consumption, or use of alcoholic beverages, marijuana, or other controlled substances shall not be permitted at any time on church property, including the outdoor areas and parking lots.

**(Attachment to Agreement for Use of Building and Grounds Form – (Revised 03/12))**

## **WEAPONS**

Weapons are not permitted on Church Property.

## **NO GAMES OF CHANCE**

Church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.

## **SUPERVISION OF CHILDREN AND YOUTH**

When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.

This church has adopted the policy of **Safe Sanctuaries** for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults must be present at all times during any program or event involving children.
- These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- The adults involved with the children must receive annual training related to child abuse prevention.

Any questions regarding this policy should be directed to the pastor or Board of Trustees.

## **NURSERY USE**

The nursery facility may be available by arrangement through the church office. Our safety standards require that an adult over the age of 18 must be present to operate the nursery.

## **FOOD AND DRINK**

All food and drink requires approval in advance as noted in the Agreement for use of Building and Grounds. Use of food and drink in the sanctuary requires approval in advance from the Senior or Assistant Pastor.

## **DECORATIONS**

No decorations may be attached to the facilities in any way that will leave damaging effects to the building or furnishings. No masking tape may be used; painter's tape may be used instead. All such decorations must be removed immediately and completely following the event.

## **CLEAN-UP**

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 a clean condition, and remove left over food and beverages. Dispose of trash in the outside dumpster. Please wipe up spills immediately and report them to the custodian. All decorations must be removed. The contact person for the group is responsible for ensuring that all lights are turned off including the rest rooms, the reserved rooms are clean, doors are locked, and a key if issued is returned to the Administrative Assistant.

## **STORAGE**

There is no excess storage available for organizations other than church sponsored groups. All organizations using the facility will be responsible for the storing of their materials offsite.

## **PARKING**

Parking in the church parking lot or designated handicapped parking spaces is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots that may be specifically reserved at all times for staff of the church. Any damage to vehicles is at the owner's expense. The church is not responsible for theft or damage to personal property.

## **SECURITY**

Our church works to maintain a safe and secure environment within the facility. However, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

**(Attachment to Agreement for Use of Building and Grounds Form – (Revised 03/12)**

**Jefferson United Methodist Church**  
**Agreement for use of Building and Grounds (Revised 09/14)**  
**(General)**

Applicant's Name: \_\_\_\_\_  
Group Name (If Applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

By this agreement made and entered into on this \_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_ between Jefferson United Methodist Church and \_\_\_\_\_, you are authorized the use of \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_ on the date(s) of \_\_\_\_\_ for the purpose of \_\_\_\_\_.

By signing this agreement you agree to:

1. A **security deposit** of \$50 to be paid and held with this agreement. Deposit to be returned within 10 days after your event (if no damage or misuse).
2. An **hourly rental fee** of \$100 per hour due with this agreement (waived for church members who personally sign the agreement and pay the fees). Church members are requested to make a donation to cover utility expenses.
3. A **janitor fee** of \$50 due with this agreement for opening the church, set up, tear down and cleaning.
4. A **kitchen use fee** of \$25 for any cooking done in the kitchen. Storing food supplies in the refrigerator, using the sink, ect. do not require a kitchen use fee. We have an ice machine available for your use if desired.
5. You must cleanup after your event and remove all decorations. You may use the dumpster to the rear of the building on the west side to discard your trash. Please leave the premises as clean and tidy as you found them.

Additional requirements: \_\_\_\_\_.

**The return of this agreement with all fees paid in full secures the date of your event on our church calendar.**

Decorating for your event may be done in advance by calling the church office to schedule and appropriate time.

This agreement includes only the room or area listed and restrooms nearest to this location. Other areas of the church are off limits. Our nursery is available upon request if already not in use. **Children are to have proper adult supervision at all times. If you do not have adult supervision, we have a child care provider available for a fee.**

There is to be no smoking or drinking alcoholic beverages in the church or on church property. Animals, except for service animals, are not permitted. Maximum occupancy will be limited by fire code. See the attached sheet for rules and regulations regarding building and grounds use.

In extremely rare instances, unforeseen needs of the church for the use of the facilities, such as weddings or funerals, may take precedence over previously scheduled events. In such a case it might be necessary to cancel or reschedule the event, or restrict the use of parking areas. As much advance notice as possible will be given. The church will make every effort to avoid such conflicts. The Pastoral Staff or the Board of Trustees is authorized to refuse any request or cancel any activity if the activity does not conform to the use, intent, or restrictions outlined above.

**Agreement for use of Building and Grounds (Continued)**

Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group or individual, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the Jefferson United Methodist Church.

**Waiver of Liability – Read Carefully Before Signing**

The Church exists for the purpose of worship, education, and missions; and ministers to its members, constituents and the people of the community and the world. We open our doors to church members, regular attendees and the community by permitting them to use our church facilities. Nominal fees charged for use of the church facilities and staff are meant to offset operating costs during your use of the building and grounds; not generate a profit. Therefore, we ask that you complete the Liability of Waiver as a condition of use to protect the church from loss due to your use of the building and grounds.

The Jefferson United Methodist Church assumes no responsibility or liability for any loss, damage or injuries that occur while using the Church’s facilities, equipment or the Church’s grounds. Any group or individual using Church property shall indemnify and hold harmless the Jefferson United Methodist Church from any claim, suit, demand, or action arising out of said group or individual’s use of the Church property or presence thereon.

Any group or individual using Church property assumes the risk of damage or injury thereof and hereby releases the Jefferson United Methodist Church, its trustees, employees, and agents from any and all liability related to the use of the property.

The undersigned hereby expressly agrees that this release and waiver is intended to be as broad and inclusive as permitted by the laws of the State of Ohio and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I agree that if, in spite of this contract, legal action is brought regarding a claim, it must be brought in the Court housed in Ashtabula County, Ohio, and further agree that the substantive laws of Ohio shall apply in any action brought.

*I, \_\_\_\_\_, as the individual or representing the group identified upon page 1 of this application have received a copy of the Agreement for use of Building and Grounds, including the Rules and Regulations for Buildings and Grounds Use. I have read it carefully and agree to abide by the policies and guidelines of the church, and, if applicable, commit the group I represent to do the same. I understand that our deposit will be forfeited if I or our group does not adhere to the policies stated in this agreement.*

*In addition, I fully understand and bind myself and/or the group I represent to the terms of the Waiver of Liability detailed above.*

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



**Jefferson United Methodist Church  
Request to Borrow Tables and Chairs (Revised 09/14)**

Applicant's Name: \_\_\_\_\_  
Group Name (If Applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

I am requesting to borrow \_\_\_\_\_ tables and \_\_\_\_\_ chairs from the Jefferson United Methodist Church from the dates of \_\_\_\_\_ to \_\_\_\_\_.

A **rental fee** of \$5 per table and \$5 per twenty chairs for up to 3 days due with this agreement (Example: borrow on Thursday, return Monday – used 3 days). If late return, another three day rental fee will be applied for each additional three days until returned.

**Waiver of Liability – Read Carefully Before Signing**

The Jefferson United Methodist Church assumes no responsibility or liability for any loss, damage or injuries that occur while using the Church's facilities, equipment or the Church's grounds. Any group or individual using Church property shall indemnify and hold harmless the Jefferson United Methodist Church from any claim, suit, demand, or action arising out of said group or individual's use of the Church property or presence thereon.

Any group or individual using Church property assumes the risk of damage or injury thereof and hereby releases the Jefferson United Methodist Church, its trustees, employees, and agents from any and all liability related to the use of the property.

The undersigned hereby expressly agrees that this release and waiver is intended to be as broad and inclusive as permitted by the laws of the State of Ohio and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I agree that if, in spite of this contract, legal action is brought regarding a claim, it must be brought in the Court housed in Ashtabula County, Ohio, and further agree that the substantive laws of Ohio shall apply in any action brought.

*I, \_\_\_\_\_, assume financial responsibility for loss, damage or repairs beyond normal wear and tear as determined by the Board of Trustees.*

*In addition, I fully understand and bind myself and/or the group I represent to the terms of the Waiver of Liability detailed above.*

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

I picked up \_\_\_\_\_ wooden tables and \_\_\_\_\_ wooden chairs and noted the damage described below:

Signed (Borrower): \_\_\_\_\_ Date: \_\_\_\_\_

Returned \_\_\_\_\_ wooden tables and \_\_\_\_\_ wooden chairs with damage not described above:

Signed (Administrative Assistant): \_\_\_\_\_ Date: \_\_\_\_\_