



NICHOLS-BETHEL UNITED METHODIST CHURCH

BUILDING USE POLICY

Nichols-Bethel United Methodist Church was built to house the activities which constitute being a Church. During times when the spaces are not used for Church activities, we welcome their use by non-profit groups and by persons needing space for their non-profit activity. These facilities are available to groups that are open to the public-at-large and whose goals are consistent with those of the Church and its mission.

Priority for using the space is based on the following criteria:

Category 1: Church Ministries (including Scout programs chartered by Nichols-Bethel UMC)

Category 2: Church Regular Attendees (for weddings, receptions, baby showers, gym, etc.) Persons that are not regular attendees may be approved for facility use if sponsored and attended by a Regular Attendee. Acceptance of such requests will be approved by the church office.

Category 3: Community Non-Profits (Non-Chartered Scout Groups, AA, Rotary, other churches, etc.)

Category 4: General Use by nonmembers. Nonmember weddings are covered by a separate policy that can be secured from the Church Office.

Because of the high cost of maintenance and utilities, it is necessary for building users to help defray such costs. Building use contributions/donations are contingent on the type of event, how many people will be attending, space used, and other special considerations.

NOTE: For private gatherings (non-ministry use), a security deposit of \$100 will be requested two weeks prior to the event for the use of the building; this deposit will be returned should the building be left in the condition in which it was found.

*We do not rent sight unseen. If you and/or your organization are checking us out for the first time, please contact the office at Nichols-Bethel to make an appointment to see the facility before turning in an application.
Thank you!*

RESERVING SPACE: All activities by Church and non-Church groups alike must be reserved and scheduled through the Church Office Staff in advance. Any potential user requesting use of the facility must fill out a Facility Use Form. The person filling out and signing the form is the responsible party. By signing the form you agree that you have read and will comply with the facility usage policy. Ongoing building use by groups in categories 3 and 4 are required to submit an application annually unless this requirement is waived by the Church Office. Requests to use the building should be made at least 30 days in advance.

Groups may only use the space reserved for them and only at the times scheduled and reserved. Groups should take care to request the actual space they would like to use. As a courtesy to other groups/individuals using the church building within the same period as this event, please communicate with office manager and/or pastoral staff about use of rooms outside of the rooms listed below in the contract.

Facility use will be limited no later than the hour of 9:30 pm. Please plan for set-up and clean-up time in your request for building use. All events lasting longer than 4hrs will require an extra fee. See fee schedule for details.

Nichols-Bethel UMC reserves the right to cancel and/or change room assignments up to 48 hours prior to any event, occasionally on shorter notice in the case of a death in the church family.

Please note: Nichols-Bethel does not provide security services and cannot prevent the entrance to the church by individuals who do not have a purpose for being in the facility. Groups may not store equipment at the church. Users must remove all items associated with their program immediately following the event. The church is not responsible for loss or damage of personal property. Users should take proper precautions in guarding their safety and possession.

CHILDREN & YOUTH/SAFE SANCTUARY POLICY: Children & youth are welcome at the Church; however, all children must be supervised by responsible adults. All groups with children & youth must be informed, understand, and abide by our Safe Sanctuary Policy.

It is the policy of Nichols-Bethel United Methodist Church to have more than one adult working with children and youth at all times. All children & youth must be supervised at all times. All children, youth, and volunteers must stay within the church space agreed to in the contract below. Alternate space needs to be arranged with and agreed upon by office and pastoral staff.

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.

PROHIBITED: No drugs, alcohol, e-cigarettes, tobacco and firearms are allowed in the church building and on the church grounds. Smoking is prohibited anywhere on the church property.

ROOM ARRANGEMENTS: Users are responsible for set-up and tear down of chairs, tables and any decorations unless arrangements have been made in advance. Decorations must be in good taste. Tape/adhesive will not be used on any surface. Candles are not allowed in the building unless during Sunday Service or weddings. A fee will be charged when candles are used. See Wedding Policy for more details.

Tables and chairs are not allowed outside the church building unless specifically approved in advance in writing by the Church Office. The church does not lend or rent tables and chairs for personal events. If your group intends to use tables, chairs and other equipment and furniture, we expect that they be returned to their original location after your event. In most cases we require that your group representative contact the AA or AP the week prior to your event for any special instructions.

Snacks are allowed in most spaces, with exception to the Sanctuary. No refreshments are permitted in Rooms 212, 213 or the Youth Room unless permission is received from the Church Office. If refreshments are served in classrooms, food and drink may not be left in the building.

Groups are responsible for thorough clean-up of space used. Spills should be cleaned up and tables and chairs wiped off. Rooms must be clean when meetings/events are over. Trash must be picked up and placed in proper garbage or recycling containers. When you are done using the building, remember that others will follow who also want to use it to minister to people. Leave it in great shape, like you would want to find it if you were coming in to do a ministry!

KITCHEN & REFRESHMENTS: Groups using the Fellowship Hall may use the kitchen at no extra cost for *servicing* refreshments. An extra donation will be included for use of the kitchen to prepare food and cook on our stove. Provisions must be made in advance for serving meals and use of the kitchen for cooking of food. Each group should provide all of its own supplies. Church supplies may not be used. If the kitchen is used, it must be cleaned thoroughly, and all trash must be placed in plastic bags provided by the user and taken to the dumpster at the end of our parking lot.

NURSERY USE: If the nursery is required for your event, please indicate this on the building usage form in Special Requirements. Child Care and Nursery use requires specific risk management requirements that can be addressed at the time of booking the event. All childcare provider arrangements **MUST** go through the Church Office even for church sponsored events. Please do not contact the NBUMC childcare providers directly.

LIGHTS & DOORS: All lights must be turned off upon the departure of the group. All doors, interior and exterior, must be locked upon the departure of the group. Please ensure that you follow the Lock-Up Procedure when securing the building. Some lights in the building are on timers/sensors, please do not turn these off as they will do so on their own!

LOCK-UP PROCEDURE

The last person in the building should be the leader/ person who requested the use of the building for the event. To lock and secure the building, please follow this procedure:

Lock the back doors (All other exterior doors should already be locked, but should be checked to ensure they are locked.) This is done by inserting the allen-type key into the back of the handle and turning it one click to the left. This will cause the push bar to come out, which is the locked position. (If you need to reopen the door, push the push bar in, hold it in, and turn the allen key one click to the right. The push bar will stay in, and it is now in the open position.) The allen keys are found on a hook just inside the doorframe about eyelevel.

To lock the Welcome Center Doors, follow the procedures above but also make sure that the exterior door locks are turned all the way to the left using the key.

Please double check that doors are locked by pulling on them before you leave. If they do not lock, please contact church staff before leaving!

If you need to return a key, please follow directions discussed when arrangements for the key were made.

STORAGE: Groups should provide storage for their equipment or materials offsite due to limited storage facilities at the Church. The Church cannot be responsible for locating and holding items or materials which are left behind.

JANITORIAL SUPPORT: Normal cleaning is included in the building use fee. If janitorial services are needed beyond routine cleaning, each group will be billed accordingly. If you have a group more than 100 people, there will be an additional fee of \$100 to supplement janitorial services.

DAMAGES: Any damages which occur during a group's use of the building must be reported as soon as possible to the Church Office and must be paid for promptly. Groups using the facilities will be liable for damage to church property.

If users find something wrong, broken, not working, leaking, falling, etc., please report it to the church office ASAP.

Fundraisers: Only Church organizations or Church chartered/sanctioned organizations (i.e.) Boy Scout Troop 115, Girl Scouts) may hold or publicize a fundraiser. Only one fundraiser shall be scheduled at any time on the Church Property. Exceptions must be requested of the Administrative Council through the Trustees and Mission Team. Fundraising activity must not disrupt other activities taking place at the same time.

FEE SCHEDULE

Category 1: Events are without charge.

Category 2: Events are without charge. However, donations to offset costs involved in using the building (heat/cooling, lights, etc.) is encouraged. The only exception is use of the Welcome Center which requires the \$175 custodial fee.

If custodial services will be required before and/or after the event for any other part of the building the \$175.00 charge will be requested.

Category 3: Event donations are suggested in the following amounts:

Sanctuary \$275
Fellowship Hall \$275
Main Kitchen \$75
Welcome Center \$275 (AV system is separate)
Classrooms \$25

Custodial services are included in the suggested donations. Any event lasting more than 4hrs will require an additional \$50/hr for the custodial staff to remain onsite.

In addition, a \$100 damage deposit is required to protect and ensure the safe keeping of all church property unless the Church Office waives this requirement. This deposit will be returned to the user at the end of the usage period if the property has been left in satisfactory condition. Users will be liable for damages over and above the deposit

Category 4: The following fees have been adopted for the use of Nichols-Bethel's facilities:

Sanctuary \$475
Fellowship Hall \$375
Main Kitchen \$125
Welcome Center \$575 (AV system is separate)
Classrooms \$75

The nearest rest room and the nursery are included in use of reserved area(s).

Custodial services are included in the suggested donations. Any event lasting more than 4hrs will require an additional \$50/hr for the custodial staff to remain onsite.

Additional Services:

Pastor \$250 (non-members only)
Organist \$250
Pew Candles \$35

EXCEPTIONS TO ALL THE ABOVE RULES CAN BE GRANTED ON A CASE BY CASE BASIS BY THE FACILITIES COMMITTEE OR THE CHURCH OFFICE.

I affirm that:

I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.

To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.

I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.

I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$100 (category 3&4 users only), a certificate of insurance (if applicable), and any other fees required by the church.

I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the church office's approval, which is conditioned in part on my agreement to the requirements in the "Building Use Policy," a copy of which I have read and understood.

I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.

The church believes disputes are to be worked out between parties without recourse to the courts. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Signature _____

Printed Name _____

Date _____

NICHOLS-BETHEL UNITED METHODIST CHURCH FACILITY USAGE AND HOLD HARMLESS AGREEMENT

I/We the undersigned authorized representative(s) of _____ (hereafter the "Organization") of the city of _____, state of _____, shall be using the building and grounds of Nichols-Bethel United Methodist Church (hereafter the "Church") from _____ to _____, 20_____, for the purpose of _____ (hereafter referred to as the "Activity").

I/We understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/we release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

I/We represent that our Organization has general liability insurance with coverage limits of _____ in effect as of the date of the Activity. I/We agree to name the Church as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this Church Usage and Hold Harmless Agreement this _____ day of _____, 20_____.

BY:
Signature: _____

Title: _____

Organization Name: _____