



FIRST UNITED METHODIST CHURCH

**FACILITIES USAGE POLICY &
GUIDELINES**

First United Methodist Church

350 West State Street, Media, PA 19063

Tel: (610) 566-3172

Email: info@firstchurchmedia.org

INTRODUCTION

The members of the First United Methodist Church (FUMC) feel it is their responsibility to open the doors of the church through church-sponsored programs. Our Book of Discipline states this clearly: *“The function of the local church is to minister to the needs of persons in the community where the church is located.”* Our church programs and our people are the top priority when it comes to the use of our church facility. First United Methodist Church, however, still wishes to expand its outreach into the community by offering the use of its facilities.

District, conference, and various FUMC education classes and committee meetings are provided priority use of the church’s facilities at no charge and are exempt from this policy.

Building use activities fall under the jurisdiction of the Board of Trustees which manages the use of building facilities. No commitment for building use is finalized until the **Facilities Usage Agreement** has been completed and executed by the Board of Trustees or its designee.

First United Methodist Church has had a number of long-standing relationships with several community organizations for ongoing use of the facility. Other local organizations and individuals have also used our facilities for one-time or short-term usage. Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by FUMC. No activities or advocacy may take place within our buildings or grounds that conflicts with the policies and the practices of FUMC and The United Methodist Church.

INCLUDED IN THIS GUIDE:

1. Steps to Facility Usage Scheduling
2. Usage Types / Designations
3. Fees for Facility Usage
4. Special Requirements for Large Events
5. Overnight Events
6. Cancellation Policy
7. Rules and Regulations of the FUMC Board of Trustees

Appendices:

- A. Facilities Usage Agreement Form - Please Submit to Church Office
- B. Release & Indemnity Form - Please Submit to Church Office
- C. Funeral Information & Fees - Please Submit to Church Office
- D. Wedding Fees & Procedures - Please Submit to Church Office
- E. Cedar Creek At Fellowship Hall Fees

1. STEPS TO FACILITY USAGE SCHEDULING

- Please contact the Church Office to confirm that the date and time for the requested Facilities Usage is available. (Availability of the date and time does not reserve that date and time until the Trustees approve the Facilities Usage Agreement. Do not expect the Church Office to determine the applicable fee. The applicable fee will be determined by the Trustees upon their approval of the Facilities Usage Agreement as outlined below.)
- Fill out the *Facilities Usage Agreement on page 9-10 in this guide*, or you may obtain one from the church office.
- Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
- ***Return the completed Facilities Usage Agreement to the Church Office within 4 weeks of your event, along with a \$100 deposit. The Board of Trustees evaluates all requests and you will be notified when approved. Upon approval, applicable fees are due at the Church Office no later than one 1 week prior to the event. If your usage request is denied, a 100% refund of the deposit will be made. If you should need to cancel your event, we request one week notice, in which case a 100% refund of the deposit will be made.***

2. USAGE TYPES / DESIGNATIONS

The Trustees of FUMC at their discretion, will designate the requested usage into one of two categories:

- Non-commercial organizations that align to our church's values and mission (e.g. Boy Scouts, AA, NA, Al-Anon) – these groups are not subject to usage fees but are asked to make a donation to the church.
- Revenue-generating, commercial, and all other groups not aligned specifically to the church's values or mission, whether one-time events or recurring /on-going.

3. FEES FOR FACILITY USAGE

- 1. Funeral - See Appendix C**
- 2. Wedding - See Appendix D**
- 3. Cedar Creek at Fellowship Hall - See Appendix E**

4. SPECIAL REQUIREMENTS FOR LARGE EVENTS

Large Events are defined as those Facilities Usage activities where more than 100 people are in attendance or are anticipated to be in attendance.

At the time of the approval of the Facilities Usage Agreement by the FUMC Board of Trustees, a pre-event meeting will be scheduled between the Trustees or their representative and the person/s responsible for the event. (It is recommended that the signer of the Facilities Usage Agreement attend this meeting.) The purpose of the meeting is to discuss, coordinate and finalize arrangements for room set up, parking plan, crowd control and overall event safety.

- To comply with fire code occupancy requirements, maximum occupancy of the Sanctuary is 200. To comply with fire code occupancy requirements, no more than 200 tickets should be printed and sold. The final maximum number will be reviewed at the pre-event

meeting and may be reduced by FUMC depending on the event room set-up arrangement.

5. OVERNIGHT EVENTS

Facilities Usage Agreements that propose to include overnight scheduling will be considered and approved by the Trustees on a case-by-case basis. Fees for each overnight agreement will be based on the fee schedules above but will be adjusted based on the types of activities involved and facilities that will be used.

6. CANCELLATION & REFUND POLICY

In the case of a cancellation of a scheduled facility usage, the requesting party should notify the church office via phone and via email, at the soonest chance possible. Usage Fees and/or deposit money will be refunded as follows:

- Provided at least one (1) week notice to FUMC, the church will issue a 100% refund of your fee and deposit money.
- If you must cancel with less than one (1) week notice to FUMC, the Board of Trustees reserves the right to hold \$100 of deposit money, but will otherwise refund your usage fee. If severe weather is the cause of the cancellation, a 100% refund will be given.
- Any cancellation determined by FUMC will result in a 100% refund of the fee and deposit money. FUMC reserves the right to pre-empt any facility use for its own purposes and/or in cases of emergencies, including severe weather. Notice will be provided as early as possible.

For security purposes a valid credit card number from the Responsible party must be included with the Facilities Usage Agreement.

7. RULES AND REGULATIONS OF THE BOARD OF TRUSTEES

BREAKAGE

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the Application for use 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 FUMC Board of Trustees has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

ROOM SET-UPS

All rooms have been designated with a standard room set-up; any significant set-up changes must be approved by the Board of Trustees. FUMC doesn't provide any set-up service of tables, chairs, or other furniture. The Trustees expect that any used spaces are returned to the order in which they were found, including placement of chairs and tables, basic clean-up of trash, dishes and any spills.

ORGAN AND PIANO USE

Permission to use the organ, or piano must be granted by the FUMC Director of Music. If the user wishes to have instruments tuned, a craftsman approved by the FUMC Director of Music or Organist will tune them at the user's expense. *****Pianos cannot be moved except by permission from the Director of Music or the Board of Trustees.***

SANCTUARY FURNITURE

Sanctuary furniture cannot be moved except by permission of the Board of Trustees (this also applies to the chancel furniture.)

SANCTUARY SOUND AND/OR VIDEO SYSTEM

The Sanctuary sound reinforcement or video projection systems may be made available upon request. The systems may only be operated by the FUMC sanctuary systems technicians (at a cost of \$100 hourly) 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.

TOBACCO, SMOKING AND VAPING POLICY

All members of all groups using our facilities (both indoor as well as on church grounds) are to refrain from the usage of any tobacco products, any smoking and any vaping. Violation of this rule is sufficient grounds for a church staff member to withdraw a group's usage of our facilities and/or to deny use in the future.

ALCOHOL 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.

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

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, unrelated 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.
- These adults must have a state mandated background check to be provided to the church in advance of the facilities use.
- At least one of the adults present must be currently certified in First Aid and CPR. 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 made available by arrangement at least 2 weeks prior to the event by contacting the FUMC Nursery Committee through the church office.

Our FUMC Safe Sanctuary policy requires that two FUMC approved nursery care providers must be present to operate the nursery. At least one of these must be a First Church qualified caregiver. Both must be adults over the age of 18. **Without prior arrangements having been made as outlined above, the Nursery will remain closed and unused during the Facilities Usage Agreement period.**

FOOD AND DRINK

No food or drink is allowed in the Sanctuary except for plain water. All other food and drink requires approval in advance as noted in the Facilities Usage Agreement. Caterers shall abide by all rules and regulations and, when requested, shall be required to provide proof of adequate insurance coverage in advance of the event.

DECORATIONS

All decorations require prior approval of the Board of Trustees or their designee. Decorations may only be attached to wooden trim, and wooden doors with masking tape only. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event.

STARTING AND ENDING TIMES

Monday through Friday, from 8:30am through 9:30pm. Weekends from 9:00am through 6:00pm. The building must be completely cleared not later than 10:00 PM on weekdays or 6:30 PM on weekends to allow the building to be closed promptly. Exceptions to these times must be approved in advance by the Board of Trustees and will be subject to a custodial surcharge.

STORAGE

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for the storing of their materials offsite.

BICYCLES AND SKATEBOARDS

No sport bicycling or skateboarding is allowed on church property. No bicycles or skateboards are allowed inside the church facility.

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, and not leave them unattended. The church is not responsible for theft or damage to personal property.

FINAL DECISIONS

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Board of Trustees or their delegated representative shall decide the matter and all individuals and groups shall abide by the Board of Trustees' directions or forfeit immediately the use of any part of the facility.

Facilities Usage Agreement Form - APPENDIX A



350 West State Street

Media, PA 19063

Tel: (610) 566-3172

Email:

info@firstchurchmedia.org

PLEASE COMPLETE ENTIRE FORM

Name of Organization (if applicable)

Responsible Person

Non-Profit? Yes No Federal ID No. _____

Address _____

Day Phone: _____ Fax _____

E-mail _____

Organization's Purpose/Mission _____

Event Name and Description _____

Date of Request _____

Contact Person's Name _____

Date(s) Requested _____ Start Time _____ End Time _____

Will the event be recurring?

One time only Monthly

Weekly Multiple days

Which day of the week? (*circle all that apply*)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Rooms Requested:

_____ Sanctuary

_____ Lounge

_____ Art Room

***Please note that use of Fellowship Hall must be discussed with Cedar Creek Catering. You can contact them at info@cedarcreekcatering.com or 267-581-7533.** Limited information is provided in this packet.

Anticipated Number of attendees: _____

Will an admission fee be charged? ___ Yes ___ No

Will tickets be sold? ___ Yes ___ No

Will food or drink be consumed? _____ Yes ___ No

I/we have read and understand the "Building Use Policy" and the "Rules and Regulations of the Board of Trustees". *(please initial here)* _____

Special Needs or Requests _____

Release and Indemnity Agreement - APPENDIX B

This **Release and Indemnity Agreement** is between the above-named organization ("Organization") and First United Methodist Church of Media, Pennsylvania ("church").

RECITALS

The church is the owner of the real property and improvements located at 350 W. State Street, Media, Pennsylvania ("Property").

The Organization desires to use the Property described above for meetings and/or other activities.

AGREEMENT

NOW THEREFORE in consideration of this church permitting the Organization to use the Property and improvements described above, the Organization agrees as follows:

1. The Organization hereby releases, discharges, and covenants not to sue the church or its Trustees, administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of the Organization's use of the Property. If any member, guest, invitee, or participant of the Organization makes any claim against the church or its Trustees, administrators, directors, agents, officers, members, volunteers, or employees, in connection with the Organization's use of the Property, the Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. The Organization represents that it carries standard general liability insurance coverage with a minimum of \$1,000,000 per occurrence. Organization will provide the church with proof of liability insurance, and will add the church as an additional insured under Organization's general liability policy.

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs and decorations posted by my group immediately after the meeting/event has ended. I further agree that the church Property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.

Signature: _____

Print Name: _____

Title: _____

VISA/MasterCard Number (REQUIRED): _____

Expiration Date: _____

Billing Address: _____

FOR OFFICE USE ONLY:

BOARD OF TRUSTEES SIGNATURE:

Request Approved: _____

Request Denied: _____

Agreed Upon Fees: \$ _____ Room Fees per normal rate
_____ Adjusted Fee after long-term usage discount
*(**if applicable and approved)*
_____ Pastor Services
_____ Music Director
_____ Tech Coordinator
_____ Event Facilitator
_____ **Total Fees Due**

Funeral Information - APPENDIX C

Name of Deceased: _____

Date: _____

Time: Viewing: _____

Service: _____

Funeral Director: _____

Phone: _____

Family Contact: _____

Phone: _____

Pastor: _____

Phone: _____

Appx # Guests: _____

	FEES:	
	Member	Non-Member
Sanctuary Rental	No Charge	\$500
Pastor Services	Honorarium	\$300
Music Coordinator	\$150	\$200
Technology Coordinator	\$150	\$200
Event Facilitator	\$100	\$150

**First United Methodist Church Of Media Weddings
Fees And Procedures -APPENDIX D**

	FEES:	
	Member	Non-Member
Sanctuary Rental	No Charge	\$500
Pastor Services	Honorary	\$300
Music Coordinator	\$150	\$200
Technology Coordinator	\$150	\$200
Event Facilitator	\$100	\$150

A minimum of three (3) meetings required with Pastor before wedding.

Tech Coordinator Services include full use of sound system, projection of graphics and/or pictures. Additional services available upon request for additional fee (i.e. YouTube livestreaming)

BRING WEDDING LICENSE TO REHEARSAL

Payment of all applicable fees is due on or before rehearsal date.

There are rooms available for bridal party to dress at church if desired; separate room for bride and groom.

If a guest book is desired, it must be provided by wedding couple.

Special material for walk to altar (i.e. white runner) must be provided by wedding couple.

First United Methodist Church organist is available for the service. If you wish to have your own organist, they must coordinate with the church organist.

No rice, birdseed or confetti is allowed on church property. Bubbles are acceptable.



Cedar Creek at Fellowship Hall General Rental Information

Fellowship Hall is available for rental
with or without catering
from
Cedar Creek Catering & Events!

Hall rental without catering is \$175/hour catering including setup, event, and cleanup time, and also tables and chairs (not tablecloths). Client is responsible for arranging the tables and chairs to the layout they choose and then storing them away when the party is done. Trash bins are available, but Client is asked to tie up the bags and put them in the dumpster on West Baker St. Client would be welcome to bring in any food they desire, but there is no access to the entire kitchen area available to any non-employee of Cedar Creek. If needed, a hot box can be provided by request to keep food warm.

In addition to the chosen menu cost, the fee for Hall rental with catering is \$150/hour, including any decorating time Client requests, party time, and any cleanup of decorations. This rental includes the tables and chairs, and tablecloths can be rented on client's behalf.

In both cases, the following also apply:

- ✚ \$100 flat cleaning fee for the entire rental time
- ✚ \$500 fully refundable security fee, providing the Hall is returned in the same way given and Client abides by the contracted restrictions
- ✚ 1-day event insurance policy naming Cedar Creek Catering as an additional insured (approximate cost is \$75-\$150 depending on the insurance provider or online service used)

For more information,
call (267)581-7533 or email info@cedarcreekcatering.com

Thank you!



Cedar Creek at Fellowship Hall
General Rental Information

DISCOUNTED FOR: First Church Media Parishioners

Fellowship Hall is available for rental with or without catering
from Cedar Creek Catering & Events!

Discounted rental rate for Monday-Thursday is
\$50/hour with or without catering

Discounted rental rates as follows for Friday-Sunday are
\$75/hour with catering and \$100/hour without catering

Hourly rentals without catering includes setup, event, and cleanup time, and also tables and chairs (not tablecloths). Client is responsible for arranging the tables and chairs to the layout they choose and then storing them away when the party is done. Trash bins are available, but Client is asked to tie up the bags and put them in the dumpster on West Baker St. Client would be welcome to bring in any food they desire, but there is no access to the entire kitchen area available to any non-employee of Cedar Creek. If needed, a hot box can be provided by request to keep food warm.

In addition to the chosen menu cost, Hall rental with catering includes any decorating time Client requests, party time, and any cleanup of decorations. This rental includes the tables and chairs, and tablecloths can be rented on Client's behalf.

In ALL cases, the following also apply:

- ✚ \$100 flat cleaning fee for the entire rental time
- ✚ \$500 refundable security fee, providing the Hall is returned in the same way given and Client abides by the contracted restrictions – this fee is WAIVED.
- ✚ 1-day event insurance policy naming Cedar Creek Catering as an additional insured (approximate cost is \$75-\$150 depending on the insurance provider or online service used)

For more information, call (267)581-7533 or email info@cedarcreekcatering.com

Thank you!