

BUILDING USAGE POLICIES
CROZET UNITED METHODIST CHURCH
1156 Crozet Avenue P.O. Box 70
Crozet, Virginia 22932
434-823-4420

I. Statement of Intent:

- The purpose of Crozet United Methodist Church's facilities, grounds, and equipment is to serve our membership and our community. The following building usage policies are authorized by the Administrative Board and published in order that all users may know the conditions governing the use of church property.
- Church property and facilities are designed to enhance and advance the mission and ministry of Crozet UMC. These facilities are used primarily for worship, education, fellowship, and administration and in support of the Crozet UMC mission statement as follows:

The mission of Crozet United Methodist Church is to LOVE God and others and GROW in wisdom and devotion, so that we can GO forth to serve in Christ's name.

- Church sponsored functions and activities have first priority for the use of church facilities and equipment.
- Crozet UMC makes its facilities available to other non-profit organizations whose purposes are compatible with the mission statement of Crozet UMC, provided such use does not interfere with regular church functions.
- Any requests to use church facilities by for-profit individuals or groups will be decided, including fees and restrictions, by the Board of Trustees.
- Crozet UMC may be used for certain private functions, such as weddings, receptions, ceremonies, or significant birthdays or anniversaries, provided such use does not interfere with regularly scheduled church functions.
- Applicable user fees will apply for all private functions.

II. General Policies:

- All groups shall submit a request for facilities, a "reservation request," stating the dates and times, rooms, number of people attending, person in charge, and other pertinent information as needed by the church in determining space availability. Inquiries should be made to the church office to clarify details, and a link to the online request form will be provided for submitting a reservation request (the online REQUEST FOR USE OF FACILITIES-CrozetUMC form has replaced Appendix A)

- Facilities may be reserved no more than 120 days prior to event.
- Requests for space on a yearly basis are due to the church office by July 15 and will be reviewed on a case-by-case basis by the Board of Trustees.
- Church property (tables, chairs, audiovisual, etc.) will be loaned for private use to church members only with prior approval from the church office.
- Use of the nursery must be approved in advance by the church office and can be used only under the guidelines of the church “Safe Sanctuary” policy.
- Private practice use of the church’s pianos, organs, and other musical instruments are not allowed except under the scheduling and supervision of the Director of Music and Arts. Reservation requests are still needed for this type of use (see above).
- Children shall not be left unattended in the classrooms, hallways, playground, or outside.
- Only the approved rooms and equipment are to be used. At no time shall equipment or facilities other than those covered by prior agreement be used.
- Nails, glue, tacks, adhesives, tape, etc. which may damage walls are not to be used.
- No adhesives of any kind may be used on windows or glass doors.
- Animals are not allowed in any building. The exceptions are: ADA certified and licensed service animals (documentation may be requested) and animals used for teaching and/or dramatic purposes which have been approved in advance by the church office).
- All persons using the facilities of Crozet UMC shall conduct themselves in an appropriate manner.
 - i. Smoking is not allowed in any church building.
 - ii. Alcoholic beverages of all kinds are prohibited on church property.
 - iii. Gambling is prohibited.
 - iv. Profane language is prohibited.
 - v. Running or shouting is not allowed in the Sanctuary, hallways, or classrooms. Behavior which is disruptive or poses a danger to other people is unacceptable.
 - vi. Open carrying of guns is not allowed on church property.
 - vii. No bicycles, roller skates, scooters, motorized vehicles, or skateboards are allowed in any church building. The exception would be motorized devices to assist the disabled or handicapped.
 - viii. All church sponsored groups using Crozet UMC facilities are responsible

for their own clean-up. The clean-up check sheet is available in the church office and kitchen. (See Appendix D) The church reserves the right to assess an additional custodial fee at the rate of \$20.00 per hour for space which is left unclean.

- ix. All non-Crozet UMC sponsored groups and private users are charged a custodial fee for clean-up. (See Appendix C)
- x. The Crozet UMC parking lots are for church sponsored events and/or approved non-Crozet UMC events. Unauthorized use of the parking lots may result in the removal of the vehicle by local towing services.

III. Wedding policies and fees:

- Policies and fees for weddings in the Sanctuary have additional guidelines. A copy is available from the church office.

IV. Compliance with safe-place policy:

- Individuals and groups using Crozet UMC facilities must comply at all times with the church's "Safe Sanctuary" Child Protection Policy. A copy may be obtained from the church office.

V. Care of Property:

- All individuals and organizations, whether Crozet UMC sponsored or not, assume responsibility for the proper use and care of church property. Users assume liability for damage and must report damage to the church office within 24 hours after occurrence. The cost to repair the damage may be assessed to the individual or group.
- Decorations and other wall hangings must be completely removed following the activity unless otherwise approved in advance by the church office.
- Flowers from weddings, funerals, events, etc. are not to be left at the church unless approved in advance by the church office.

VI. Liability for personal injury or loss:

- Crozet UMC does not assume responsibility for personal injury or loss of any kind suffered by anyone using its facilities. Any personal injury or loss must be reported to the church office at 434-823-4420 as soon as possible, or within 24 hours after its occurrence.

VII. Person in charge:

- Every organization or group using Crozet UMC facilities shall designate an adult member to serve as the person in charge. The person in charge is responsible for:

- i. Seeing that a sufficient number of supervising persons are available to maintain good order and discipline during the group's use of church facilities.
- ii. Seeing that the members of the group remain in the approved areas of the church only.
- iii. Being present at least 15 minutes before the activity begins and staying until all participants have left the premises.
- iv. Making sure the facility is left in order before leaving.
- v. Making sure all equipment and furniture are returned to their proper place.
- vi. Making sure all trash is picked up and placed in appropriate receptacles.
- vii. Making sure all equipment or property belonging to the group is stored in its assigned place.
- viii. Making sure that all thermostats are returned to their original setting
- ix. Making sure all lights are turned off.
- x. Making sure all doors and windows are closed.
- xi. Making sure all outside doors are locked before leaving.
- xii. If the Fellowship Hall and/or kitchen is used for food preparation or serving:
 - a. seeing that the floors are swept and all food spills mopped up (brooms and mops are kept in kitchen and in storage closet between bathrooms)
 - b. making sure all counters are wiped down and clean
 - c. making sure all kitchen items are returned to their proper place
 - d. making sure all appliances are turned off (double check warming oven)
 - e. making sure no food is left in kitchen or refrigerator

VIII. Violation of policies:

- Violation of the policies of Crozet UMC will be brought to the attention of the Board of Trustees and the Administrative Board and may be cause for denying or revoking permission for use of Crozet UMC facilities.

IX. Insurance requirements:

- Non-church groups using Crozet UMC facilities shall be responsible for the care and safety of their members and guests and/or the security and protection of their own equipment and property against loss or damage. Crozet UMC reserves the right to require a certificate of public liability insurance with Crozet UMC to be named as an additional insured. If any situation wherein the need for insurance coverage is not clear, the church insurance agency shall be consulted.

X. User fees:

- Crozet UMC sponsored groups are not assessed fees for the use of facilities, equipment, and custodial services for their typical activities.

- On-going support groups which are solely for the benefit of its members and which charge no dues or fees are not assessed fees for the use of facilities, equipment, and custodial services.
- Non-Crozet UMC sponsored groups and private users are assessed user fees to cover custodial costs, building rental, and other personnel costs. Members of Crozet UMC and affiliated groups who are using facilities for private events will typically only be assessed the custodial fee. (See Appendix C)

XI. Keys and lock codes:

- If church staff are unavailable to open and close facilities for users, then arrangements will need to be confirmed for access to the building, and this may include use of facility keys. If so, users will be required to complete a Key Registration and/or Key Lock Box Agreement and a Key Deposit may also be required. (See Appendix B)
- Key deposits are typically \$25 per key, but depend on particular keys issued. When keys are returned, all deposits will be refunded.
- Access to and use of keys are specific to those authorized by key registry and lock box agreements. It is up to the user to guarantee that the key or code is not shared without the permission of the church office.
- Loss of a key or failure to return assigned key(s) within specified time will result in a "Security Fee" to cover costs of restoring locks/access methods to a secure state.

Appendix A

*****this form is no longer in use and shared only as reference for information that will be required for submitting an online reservation request*****

REQUEST FOR USE OF FACILITIES – CROZET UNITED METHODIST CHURCH

Date of request: _____

____ Long term From _____ to _____
(ex: September 1, 2008 to May 31, 2009)

Day(s) _____ Time period _____
(ex.: every Monday; 2nd and 4th Tuesdays; 3rd Thursday)

____ Limited time Date _____ Time period _____

Date _____ Time period _____

Person or Group requesting the Use of the Building: _____

Contact person(s) and phone #: _____
(at least 2 contacts, if possible) _____

Person to be responsible for the group and to be in attendance the entire length of the activity:

Name _____

Phone _____

Address _____

Purpose for use of facility (meeting, party, etc.) _____

Number of participants expected _____

Facilities requested (please check all that apply)

____ Sanctuary ____ Fellowship Hall ____ Kitchen

____ Individual classroom(s) If more than one is needed, how many? _____

Any special requests in using the facility _____

We agree to comply with the rules and regulations of the Crozet United Methodist Church regarding building usage. *User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees, and representatives) or otherwise.*

Signature _____

Appendix B
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KEY DEPOSIT FORM

- o All non-Crozet UMC sponsored groups or private users who wish to use church facilities at times when staff is not available will need to arrange for access to the building, and this may include use of facility keys. Users will be required to complete a Key Registration and/or Key Lock Box Agreement and a Key Deposit may also be required.
- o Key deposits are typically \$25 per key, but depend on particular keys issued. When keys are returned, all deposits will be refunded.
- o Loss of a key or failure to return assigned key(s) within specified time will result in a "Security Fee" to cover costs of restoring locks/access methods to a secure state.

Key accepted by: _____ Date _____

Key returned by: _____ Date _____

Deposit amount of: _____ paid by cash check #: _____

Refunded by: _____ Date _____

Appendix C
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USER FEES**

Non-Crozet UMC sponsored groups and private users*

Sanctuary rental:

\$25/hour

Kitchen/Fellowship Hall rental:

Fellowship Hall only: \$100/3 hours, \$25 each additional hour

Fellowship Hall with Kitchen: \$150/3 hours, \$25 each additional hour

Utilities: \$50

Custodial: \$75

Meeting Room rental:

\$30/3 hours, \$10 each additional hour

* Members of Crozet UMC and affiliated groups will typically only be charged a custodial fee for private use.

** Fees may be waived at the discretion of the Pastor and/or church events coordinator.

Appendix D
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CLEAN-UP CHECKLIST

Kitchens: (Fellowship Hall and Kent Building)

- All dirty dishes, pots, utensils, etc. shall be washed, dried, and returned to their proper places.
- Return all kitchen supplies to their proper places.
- Wipe down counter tops, stove tops, microwaves, table tops.
- Sweep and mop kitchen floor after each use.
- Items are not to be left in the dishwasher. All items are to be returned to their appropriate places.
- Remove all unused items in the refrigerator or freezer within 5 days.
- Mark items with name and date if left in refrigerator for a specific purpose.
- All unmarked items left in the refrigerator or freezer will be discarded after 5 days.
- Bag all trash and place in trash receptacle outside. Place new trash bags in all cans.
- Anything broken, missing, or out of order should be reported to the church office within 24 hours.
- Dish towels must be washed and returned within 5 days.
- Non-church groups and private events are not to use church tablecloths.

Fellowship Hall:

- Wipe down all tables and chairs, store in appropriate place or rearrange room according to agreement.
- Sweep floor.
- Clean spills and mop floor if necessary.
- Bag all trash and place in trash receptacle outside. Place new trash bags in all cans.
- Return all unused paper goods to appropriate places.
- Non-church groups and private events are to bring in their own paper products.
- Cut off all lights, including restrooms.
- Lock all outside doors.
- Anything broken, missing, or out of order should be reported to the church office within 24 hours.

Classrooms:

- Wipe down all tables and chairs.
- Return tables and chairs to the arrangement found prior to setting up for your event.
- Bag all trash and place in trash receptacle outside. Place new trash bags in all cans.
- Return all supplies, books, resources, etc. to their proper place.
- Cut off all lights.
- Lock all outside doors.
- Anything broken, missing, or out of order should be reported to the church office within 24 hours.

Sanctuary:

- Church furnishings (e.g. tables, altar, baptism font, etc.) are not to be moved without specific approval in reservation confirmation. Anything which is moved is to be restored to the proper place.
- Clean-up loose papers, books, etc.
- Vacuum and sweep if necessary.
- Cut off all lights.
- Lock all outside doors.
- Report any problems to church office within 24 hours.