



BUILDING USE POLICY
CROZET UNITED METHODIST CHURCH
1156 Crozet Avenue P.O. Box 70
Crozet, Virginia 22932
April 21, 2026

1. Statement of Intent:

- a.** The purpose of Crozet United Methodist Church's facilities, grounds, and equipment is to serve our membership and our community.
- b.** 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.
- c.** Church sponsored ministries and activities have first priority for the use of church facilities and equipment.
- d.** 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.
- e.** Any requests to use church facilities and equipment by for-profit organizations will be decided, including fees and restrictions, by the Church Council.
- f.** Applicable user fees (Appendix B) apply for all private functions.

2. General Policies:

- a.** All groups shall submit an email request for facilities to the Church Office (adminassistant@crozetunitedmethodist.com), stating the dates and times, rooms, number of people attending, person in charge, and other pertinent information as needed by the church (the email request replaces the previous request form).
- b.** Church property (tables, chairs, audiovisual, etc.) will be loaned for private use only with prior approval from the church office.
- c.** 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.
- d.** Private practice use of the church's pianos, organs, and other musical instruments are allowed only with prior approval from the church office.

- e. Children shall not be left unattended in the classrooms, hallways, playground, or outside.
 - f. 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.
 - g. Nails, glue, tacks, adhesives, tape, etc. which may damage walls, are not to be used.
 - h. No adhesives of any kind may be used on windows or glass doors.
 - i. Animals are not allowed in any building. The exceptions are ADA certified service animals (documentation may be requested) and animals used for teaching and/or dramatic purposes approved in advance by the Pastor.
 - j. All people using the facilities of Crozet UMC shall conduct themselves in an appropriate manner.
 - i. Use of cigarettes, cigars, pipes, smokeless tobacco, and electronic cigarettes are prohibited on church property.
 - ii. Alcoholic beverages of all kinds are prohibited on church property.
 - iii. Gambling is prohibited on church property.
 - iv. Profane language is prohibited on church property.
 - 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 carry of a firearm is not allowed on church property. This does not apply to federal, state, local, or private Qualified Law Enforcement Officers (QLEO) and Qualified Retired Law Enforcement Officers (QRLEO) as defined under the Federal Law Enforcement Officers Safety Act of 2024.
 - 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. (Appendix C) The church reserves the right to assess an additional custodial fee at the rate of \$30.00 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. (Appendix B)
 - 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.
3. **Wedding policies and fees:** Policies for weddings in the Sanctuary have additional guidelines. A copy is available from the church office.
4. **Compliance with Safe Sanctuary 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.

5. Care of Property:

- a.* 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 the occurrence. The cost of repairing any damage will be assessed to the individual or group.
- b.* 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.

6. Liability for personal injury or loss:

- a.* 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.
- b.* Outside organizations will complete a Hold Harmless Agreement (Appendix D) prior to use of any church facility.

7. 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:

- a.* Ensuring that a sufficient number of supervising persons are available to maintain good order and discipline during the group's use of church facilities.
- b.* Ensuring that the members of the group remain in the approved areas of the church.
- c.* Being present at least 15 minutes before the activity begins and staying until all participants have left the premises.
- d.* Ensuring the facility is left in order before leaving.
- e.* Ensuring all equipment and furniture are returned to their proper place.
- f.* Ensuring all trash is picked up and placed in appropriate receptacles.
- g.* Ensuring the room(s) are cleaned in accordance with Appendix C (Clean Up Check List).
- h.* Ensuring all equipment or property belonging to the group is stored in its assigned place.
- i.* Ensuring that all thermostats are returned to their original setting.
- j.* Ensuring all lights are turned off.
- k.* Ensuring all doors and windows are closed.
- l.* Ensuring all outside doors are locked before leaving.
- m.* If the Fellowship Hall and/or kitchen is used for food preparation or serving, the person in charge shall:
 - i.* Ensure that the floors are swept and all food spills mopped (brooms and mops are kept in kitchen and in storage closet between bathrooms).
 - ii.* Ensure all counters are wiped down and clean, making sure all kitchen items including vases, are returned to their proper place.
 - iii.* Ensure all appliances are turned off (double check warming oven).

iv. Ensure no food is left in kitchen or refrigerator.

8. Violation of policies: Violation of the policies of Crozet UMC will be brought to the attention of the Church Council. This can be cause for denial or revocation of permission to use Crozet UMC facilities.

9. Insurance requirements:

- a.* 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.
- b.* User fees:
 - i.* Crozet UMC sponsored groups are not assessed fees for the use of facilities, equipment, and custodial services.
 - ii.* Ongoing nonprofit groups which are solely for the benefit of their members, and which charge no dues or fees are not assessed fees for the use of facilities, equipment, and custodial services.
 - iii.* Commercial organizations and private users are assessed user fees to cover custodial costs, building rental, and other personnel costs. (Appendix B).

10. Keys:

- a.* If church staff are unavailable to open and close facilities, keys may be issued to individual users. If so, users will be required to complete a Key Deposit Form. (Appendix A).
- b.* For non-Crozet UMC users, a \$30 deposit will be charged for each key. Deposits will be refunded upon return of the key(s).
- c.* Access to and use of keys are specific to those authorized by key registry agreements. It is up to the user to guarantee that the key is not shared without the permission of the church office.

Loss of a key or failure to return assigned key(s) within five days will result in forfeiture of the key deposit.

BUILDING USE POLICY
Appendix A

KEY DEPOSIT FORM

For non-Crozet UMC users, a \$30 deposit will be charged for each key. Deposits will be refunded upon return of the key(s).

Loss of a key or failure to return assigned key(s) within five days will result in forfeiture of the key deposit. .

Key accepted by:	Date

Key returned by:	Date

Deposit amount: _____ Paid by ☐cash ☐check #:

Deposit Refunded by:	Date

BUILDING USE POLICY

Appendix B

USER FEES

Fees	First 3 Hours	Each Additional Hour	Fee
Sanctuary	\$300	\$50	
Fellowship Hall w/o Kitchen	\$200	\$50	
Fellowship Hall with Kitchen	\$250	\$50	
Custodial Fee for Sanctuary			\$100
Custodial Fee for Fellowship Hall w/o Kitchen			\$100
Custodial Fee for Fellowship Hall with Kitchen			\$150
Sound Technician			\$150
Church Representative for a Wedding			\$150

Note: Fees may be waived at the discretion of the Church Council.

BUILDING USE POLICY

Appendix C

CLEAN-UP CHECKLIST

Kitchens: (Fellowship Hall and Kent Building)

- Wash, dry, and return all dishes, pots, utensils, vases, etc. to their proper places.
- Return all kitchen supplies to their proper places.
- Wipe down counter tops, stove tops, microwaves, tabletops.
- Sweep and mop kitchen floor after each use (mops and brooms are available in the Fellowship Hall Janitor's Closet. The closet is in between the men's and women's lavatories)
- Turn off kitchen lights.
- 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.
- Mark items with name and date if left in refrigerator for a specific purpose.
- Bag all trash and place in the dumpster. Place new trash bags in all cans.
- Place all recyclable material in the recycle container in the Fellowship Hall.
- Report anything broken, missing, or out of order to the church office within 24 hours.
- Wash and return dish towels 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 the dumpster. Place new trash bags in all cans.
- Place all recyclable material in the recycle container in the Fellowship Hall.
- Return all unused paper goods to appropriate places.
- Non-church groups and private events are to bring in their own paper products.
- Turn 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 the dumpster. Place new trash bags in all cans.
- Place all recyclable material in the recycling container in the classroom.
- Return all supplies, books, resources, etc. to their proper place.
- Turn 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 (A vacuum is available in the Sacristy)
- Turn off all lights.
- Lock all outside doors.
- Report any problems to church office within 24 hours.

Basement:

- Wipe down all tables and chairs.
- Return tables and chairs to the arrangement found prior to setting up for your event.
- Sweep floor.
- Bag all trash and place in trash receptacle outside. Place new trash bags in all cans.
- Place all recyclable material in the recycle container in the basement.
- Turn off all lights.
- Lock all outside doors.
- Anything broken, missing, or out of order should be reported to the church office within 24 hours.

BUILDING USE POLICY
Appendix D
HOLD HARMLESS AGREEMENT

This HOLD HARMLESS AGREEMENT (this "Agreement") is made effective on

_____ by _____

and between Crozet United Methodist Church (hereinafter, "Crozet UMC"), of 1156 Crozet Avenue, Crozet, Virginia 22932 and _____ (hereinafter,

" _____ "), of

_____ Crozet United Methodist Church and _____ are sometimes

individually referred to as "Party" and collectively referred to as the "Parties."

WHEREAS,

_____ desires to use Crozet UMC's property, including these specific spaces / rooms

_____, located at 1156 Crozet Ave Crozet, Virginia 22932 (the "Property"), during the dates and times

_____ ; and

WHEREAS, in exchange for making the Property available to

_____ for such purposes, _____ desires to hold harmless Crozet UMC from any claims and/or litigation arising out of _____'s use of the Property.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, Crozet UMC and _____ hereby agree as follows:

TERMS

1. Hold Harmless. _____ shall fully defend, indemnify, and hold harmless Crozet UMC from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the part of _____, its officers, owners, personnel, employees, agents, contractors, invitees, or volunteers. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to Crozet UMC for all legal fees, expenses, and costs incurred by it.

2. Authority to Enter Agreement. Each Party warrants that the individuals who have signed this Agreement have the actual legal power, right, and authority to make this Agreement and bind each respective Party.

3. Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

4. Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual right by custom, estoppel, or otherwise.

5. Attorneys' Fees and Costs. If any legal action or other proceeding is brought in connection with this Agreement, the successful or prevailing Party, if any, shall be entitled to recover reasonable attorneys' fees and other related costs, in addition to any other relief to which that Party is entitled. In the event that it is the subject of dispute, the court or trier of fact who presides over such legal action or proceeding is empowered to determine which Party, if any, is the prevailing party in accordance with this provision.

6. Entire Agreement. This Agreement contains the entire agreement between the Parties related to the matters specified herein, and supersedes any prior oral or written statements or agreements between the Parties related to such matters.

7. Enforceability, Severability, and Reformation. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited. The intent of the Parties is to provide as broad an indemnification as possible under Virginia law. In the event that any aspect of this Agreement is deemed unenforceable, the court is empowered to modify this Agreement to give the broadest possible interpretation permitted under Virginia law.

8. Applicable Law. This Agreement shall be governed exclusively by the laws of Virginia, without regard to conflict of law provisions.

9. Exclusive Venue and Jurisdiction. Any lawsuit or legal proceeding arising out of or relating to this Agreement in any way whatsoever shall be exclusively brought and litigated in the federal and state courts of Virginia. Each Party expressly consents and submits to this exclusive jurisdiction and exclusive venue. Each Party expressly waives the right to challenge this jurisdiction and/or venue as improper or inconvenient. Each Party consents to the dismissal of any lawsuit that they bring in any other jurisdiction or venue.

10. Signatures. This Agreement shall be signed on behalf of Crozet United Methodist Church by _____, and on behalf of _____ by _____ and effective as of the date first written above.

Crozet United Methodist Church

By: _____ **Date:** _____

By: _____ **Date:** _____