



# The Harvest Methodist Church Building Use Agreement

Effective February 28, 2025

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## I. Introduction

The Harvest Methodist Church (THMC) views its property and facilities as a sacred gift, dedicated primarily to worship, Christian study, fellowship, and outreach to our surrounding community. In furtherance of our mission—and to extend our facilities to approved community and outside groups whose activities align with our values—THMC has established the following Facility Use Policies and Procedures.

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## II. Governing Principles

### 1. Final Authority:

THMC, through its Lead Pastor and Leadership Board, reserves the right to make the final determination regarding facility use.

### 2. Compliance and Revocation:

Any group or individual violating these policies, or engaging in activities contrary to THMC's mission, may have their facility usage privileges revoked without notice.

### 3. On-Site Representation:

THMC reserves the right to have a representative present at any event held on the premises.

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## III. Liability, Insurance, and Damage

### 1. General Liability:

THMC is not liable for accidents, injuries, or loss of personal property incurred during the use of its facilities.

### 2. Insurance Requirements:

THMC may require that a visiting group carry liability insurance. *If so, a certificate of insurance must be provided prior to facility use.*

### 3. Property Damage:

Groups are responsible for maintaining the condition of the space and equipment used. Any damage—including broken or missing items—will be the financial responsibility of the group.

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## IV. Safety and Supervision

### 1. Child Safety:

Visiting groups must ensure that all individuals—members, directors, agents, employees, and volunteers—are of sufficient moral character to work with minors. THMC is not responsible for screening, training, or supervising group personnel.

### 2. Student Supervision:

All students must be supervised by an authorized group representative at all times.

### 3. Emergency Access:

Groups must comply with all fire safety regulations and ensure that no hallways, doors, or emergency exits are blocked.

### 4. Substance Policy:

THMC is a smoke-, drug-, and alcohol-free facility.

## V. Facility Use Policies

### 1. Reservation Process:

- **Submission:** All facility use requests must be submitted online at [www.theharvestmethodist.org](http://www.theharvestmethodist.org) via the Resources tab.
- **Approval:** Outside organizations require prior approval from the THMC Leadership Board, as coordinated by the designated Building Use Coordinator.
- **Timing:**
  - **Community Groups:** Requests must be submitted at least 48 hours in advance and no more than 90 days before the event.
  - **Recurring Events:** Must be resubmitted each year.
- THMC will provide a one-week notice if facility usage conflicts with necessary church events.
- **Non-Profit Status:** Proof of non-profit status may be requested.

### 2. Approved Areas:

Facility use is limited to the specific rooms or areas approved in your request. ***Use of any additional spaces requires prior approval.***

### 3. Special Area Guidelines:

- **CLC Kitchen:**
  - Reserved exclusively for THMC staff and fully trained volunteers.
  - External groups may only store food in refrigerators or use ice machines; all food must be removed at the end of the event.
- **Sanctuary and Stage:**
  - No food or drinks are permitted in the Sanctuary without written permission.
  - If the stage is approved for use, activities must be confined to the designated performance area, with continuous adult supervision for youth groups (unless otherwise approved by the Worship Director).
- **Audio/Visual Equipment:**
  - Only THMC-trained personnel may operate AV equipment in the Sanctuary.
  - Groups are not permitted to use or adjust musical instruments, audio, or video equipment without expressed approval from the THMC Board, Pastor(s), or Worship Director.

### 4. Cleanup and Restoration:

The facility must be left in the same condition in which it was found. Groups are responsible for cleanup and ensuring that furnishings and equipment are returned to their proper locations. Failure to comply may result in additional custodial fees.

### 5. On-Site Supervision:

At the discretion of the Facilities Director, a THMC staff member may be required to be present during the event. A fee of \$20 per hour may apply.

### 6. Electronic Magnetic Access Card Management:

In certain situations, Access Cards are available as needed through the church office and must be returned within 48 hours after the event. Note that magnetic door locks are pre-programmed to operate automatically at agreed-upon event times.



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## VI. Restrictions

### 1. **Substances and Behavior:**

- Smoking, alcohol, and drugs are strictly prohibited on church property.

### 2. **Property Use:**

- No furnishings or equipment may be removed or borrowed without THMC's approval.
- Church property must not be used for personal business or political activities.

### 3. **Animals:**

- Only service animals, or those approved by the Board, are permitted on the premises.

### 4. **Modifications:**

- Removal of chairs or attachments to walls is prohibited without express written permission from THMC. No tape, staples, or pins on the walls.

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## VII. Fees and Payment

### 1. **Use Fees:**

Fees for non-THMC events help cover the costs of heating, air conditioning, lighting, and general wear and tear. All fees are subject to state sales tax.

### 2. **Cleaning and Supply Fees:**

Can be applied based on length of use and size of group. These fees help cover the costs of supplies and deep cleaning.

### 3. **Tax Exemption:**

Groups claiming tax-exempt status must provide appropriate documentation.

### 4. **Payment Terms:**

Fees must be paid prior to the event. An invoice will be emailed within three weeks before the event. Payment methods include ACH (via QuickBooks) and checks made payable to The Harvest Methodist Church (accepted during normal business hours or via the designated drop-box).

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## VIII. Environmental Responsibilities

### 1. **Energy Conservation:**

Groups are responsible for turning off lights and must not adjust preset heating or cooling controls.

### 2. **Waste Disposal:**

All trash must be removed and disposed of in the proper receptacles. There is a trash dumpster in the parking lot if needed.

### 3. **Personal Items:**

All personal belongings and food must be removed at the conclusion of the event. A cleanup checklist will be provided once your facility use request is confirmed.

### 4. **Storing Items:**

The church cannot store a group's items for any reason. All spaces are utilized by the church, and we cannot be responsible for the loss or damage of items.



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**IX. Cancellations**

The Harvest Methodist Church reserves the right to cancel any event due to unforeseen circumstances, including but not limited to severe weather conditions or necessary building repairs. In such cases, the renter will be notified as soon as possible, and all fees paid will be refunded or applied to a rescheduled date.

If the renter cancels within three days of the scheduled date, a \$25 fee will be charged. Timely cancellation allow THMC to release the space and make sure we secure our buildings. Submit cancellations in writing to: [buildingusagevolunteer@theharvestmethodist.org](mailto:buildingusagevolunteer@theharvestmethodist.org).

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**X. Acknowledgment and Agreement**

By signing below, I, on behalf of my group, acknowledge that I have read, understand, and agree to abide by the terms and conditions set forth in this Building Use Agreement and the accompanying Facility Use Policies and Procedures.

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**Signature of Group Representative****Date**

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**Group Name (Print)**

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**Contact Phone Number**

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**Contact Email Address**

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*For any questions or further clarifications, please contact THMC's Director of Business Operations.*