

BOARD OF TRUSTEES
Bethel United Methodist Church
Agreement for Use of Facilities and Tangible Property

April 2011

Preamble

Bethel United Methodist Church seeks to welcome God's people into a supportive extended family. As a community we strive for faith, witness, and stewardship to uplift the Love, Acceptance, Hope and Grace of God's Son, Jesus Christ, our Savior and Teacher. Bethel United Methodist Church encourages the use of its facilities as an outreach of our mission.

I. Purpose

The purpose of this policy statement is to outline the general policies for the use of Bethel United Methodist Church (BUMC) campus property including buildings, grounds, parking lots and equipment owned, leased, or access granted for BUMC use by both BUMC members and non-members.

II. Authority

This policy is issued by the Board of Trustees of BUMC of Forest Acres, South Carolina and remains in effect until modified by the BUMC Board of Trustees.

III. General Policy Statement

Facilities and property of BUMC campus is held, in trust, by the Board of Trustees for the use and benefits of the ministry of the United Methodist Church. The following general policy statement has been developed to provide guidelines to uphold this trust. “*The Book of Discipline of the United Methodist Church*”, the “*Social Principles of the United Methodist Church*” and the Mission Statement of BUMC provide the basis of this policy.

IV. Annual Review

It shall be the responsibility of the BUMC Board of Trustees and the Finance Committee to appoint at least two members from each committee annually to review this policy and update as required.

V. Priorities of Use (Descending Order)

- a. The conduct of worship such as sacraments and public rights of the church shall be the first priority for facility use. Public worship shall be given priority to include Sacraments and Rites of Baptism, Communion, Confirmation, Funerals, Consecrations and similar services. Refer to BUMC Wedding policy for scheduling of both member and non-member wedding ceremonies.
- b. The BUMC Council on Ministries adopted programs such as Children’s Choir, UMYF, UMW, UMM, Scouting, etc. shall have second priority on BUMC Campus use.
- c. Not for Profit community service organizations, whose purposes are clearly consistent with Social Principles of the United Methodist Church shall be afforded third priority.
- d. Individual requests for use of BUMC facilities and campus will be afforded lowest priority. Such events include showers, receptions, celebrations, etc. for both members and non-members.
- e. Conflicts with campus reservations shall be resolved by Trustee Chairperson and/or Pastor, with a thorough review and decision on any payments/refunds incurred. Conflicts with campus reservations will be resolved by the Trustee Chairperson or Pastor.

VI. Reservations

Reservations are required for use of any BUMC facilities. Reservations for all BUMC meetings and/or events should be made 7 business days prior while all other non-church related or outside groups should be made 14 business days prior to the event. Reservations made within the 7 or 14 day deadline are subject to availability.

VII. Fees

Appropriate fees shall be charged for the use of agreed upon BUMC facility. Fees are subject to change without notice; however, every effort will be made to notify requestor.

All reservations for non-church related or outside groups are active once the signed Facility Use Agreement form and applicable deposit have been received by BUMC secretary. All fees will be paid 7 business days prior to scheduled event. Failure to pay applicable fees on time will result in possible cancellation of event and loss of all deposits. Cancellation of event fewer than 3 days prior will result in forfeiture of all applicable fees and deposits. All recurring approved events will be reviewed annually by the Trustees and if deemed necessary a 30 day notice will be provided for cancellation of agreement.

A Church Function is defined as the use of any Bethel facility for a BUMC event or use by a Bethel member or Bethel group for an event. Interpretations of this definition shall be made, if requested, by the Pastor or Trustee Chair.

See below chart listing current fee schedule:

Facility	Church Function	Non-Church Function or Outside Group
Refundable Security Deposit	\$0	\$100
Sanctuary Seating Capacity: 528	\$0	\$500
Pool Activity Building (PAB) Seating Capacity: 160 at tables, 338 auditorium seating.	\$0	\$500
Education Building	\$0	\$500
Memorial Room in PAB Seating Capacity: 7	\$0	\$25/hour
The HUT Seating Capacity: 15	\$0	\$25/hour
Additional Services		
Pianist/Organists *	\$200	\$300
Musical Accompaniment*	\$50	\$50
Sound Wiring and Technology Support*	\$25/hour	\$25/hour
A/V Equipment with Technology Support*	\$50/hour, \$100 max.	\$50/hour, \$100 max.
Recording Event*	\$25/hour + \$10/CD	\$25/hour + \$10/CD
Use of Kitchen	\$0	\$100
Cleaning Fee (Refundable)	\$0	\$200
* Applies only to weddings and is paid directly to the provider. Funerals of church members are excluded from these fees, but honorariums are appropriate. Normal church-sponsored functions are excluded from all fees.		

VIII. General Guidelines

- a. The BUMC campus property including buildings, grounds, parking lots and equipment owned, leased, or access granted for BUMC use shall not be used for commercial profit making events or organizations for events held for political

- purposes, or for organizations whose mission is contrary to the Social Principles for the United Methodist Church. In addition no political signs shall be displayed.
- b. BUMC is a non-smoking, non-tobacco, non-alcoholic and drug free campus. No pets with the exception of handicap assistance, no weapons with the exception given to on duty authorized peace officers, no profanity, no fireworks permitted and no use of fire pit or BBQ grill(s). Fire pit and BBQ grills are permitted for church functions.
 - c. BUMC is a Safe Haven, Safe Sanctuary campus and all reservations will be strictly held to these standards. Such guidelines will be provided upon request.
 - d. The BUMC Sanctuary shall only be used for worship, sacraments, and church related programs, Rites of the Church, Weddings and Funerals. Respecting the reverence of this building no food or drink is permitted in the Sanctuary.
 - e. The altar furnishings, appointments, flowers, etc. will remain intact and will only be moved by event attending BUMC parishioner or assistant. Only under close BUMC parishioner or assistant supervision is there to be candle use of any type.
 - f. The Narthex furnishings, appointments, flowers, etc. will remain intact and will only be moved by event attending BUMC parishioner or assistant.
 - g. The Conference Room (CR) is a multipurpose room to include choir practice, prayer group meetings, classroom, and available small meeting space.
 - h. The Education building has several rooms and only the reserved rooms and common areas will be used or entered.
 - i. The Pool Activity Building (PAB) is a multipurpose building to include worship services, fellowship hall, and large group gatherings up to 160 people at tables, or 338 auditorium seating. Food preparation and consumption is authorized with the strict understanding of replacing all utensils, replenishment of consumables, cleanliness of kitchen and building and leaving the building just as found or better.
 - j. In the PAB is a Memorial/Parlor Room that can be used for small gatherings of 7 people or less for study or class style meetings. No food or drink allowed.
 - k. The Hut is encouraged to be used for small groups of 15 or less and is primarily dedicated to the recurring use by Girl/Boy Scout Associations and UMYF. Crafts and games are allowed but all items shall be cleaned and put back into proper containers/lockers. Tables will be covered for crafts and wiped afterwards. Storage for recurring group activities will be assigned with understanding all materials must be returned to proper storage units or materials will be removed at groups cost and groups will lose storage privileges.
 - l. Young adult activities shall be governed by the Safe Sanctuary Guidelines, which are available upon request.
 - m. Organizations requesting after hours or overnight reservations will require signature of Trustee Chairperson and/or Pastor who will either accept responsibility and actions of the requesting group or assign BUMC representative to assume responsibility. The person assuming responsibility will be onsite and present at all times during the reserved event.
 - n. The Trustee Chairperson or Pastor of BUMC, or designee shall inspect reserved campus asset no later than one business day following event. Deposit will be returned in full the first business day after campus use upon satisfactory inspection of reserved asset. Any cleaning or repair costs identified by the Trustee Chairperson or Pastor, or designee during inspection will be deducted from the deposit before it is returned. If damage requires estimates for repair the deposit will be held until an estimate is received by the Trustees. The signed requestor on Facility Use Agreement form shall be held responsible for all cost of repair or cleaning that exceeds the deposit.

IX. Event Representative Guidelines

- a. When necessary, one business day prior to event, coordinate key pick up from BUMC office and return key to BUMC next business day after event.
- b. In addition to the above guidelines the event representative will ensure rooms are cleaned and returned to original state or better. Clean and sweep floors, wipe off table/desk tops, etc.
- c. Tack boards are available in the PAB and should be used at all times for posters, signs or other decorations. Posters, signs, or other decorations shall be affixed to the walls only by use of the tack boards.. There shall be no tacks, glue, nails, transparent tape or the like used at any time. All efforts shall be utilized to protect furniture, furnishings, walls and flooring from wax drippings due to candles and dampness from floral arrangements or other activates rendering these conditions. To further protect furniture, furnishings, walls and flooring only floral, painters, or gaffer tape shall be used to affix approved decorations.
- d. Remove all trash and place in dumpster located at back parking lot and replace all trash bags.
- e. All items brought to campus if not used for event will need to be disposed of or removed from campus at expense of event requestor.
- f. Ensure thermostat is set to 85 in the summer and 65 in the winter, turn off all lighting and lock the room/building where applicable, when leaving.
- g. Toys in education building and on playground will be picked up and placed in proper containers.

X. Safety Considerations

- a. In the event of a Fire emergency all persons shall exit the building in a calm manner and proceed to a common area for accountability. No one will be permitted to return to the building until BUMC representative announces re-entry.
- b. Phones are located in all buildings, sanctuary in the narthex, PAB kitchen on the wall by the outside door, education building in main hallway; the Hut does not have a phone. Local 911 from any building phone calls Forest Acres Police Department and you are located at Bethel UMC 4600 Daniel Drive.
- c. Fire Extinguishers are available in the sanctuary in the room adjacent to the Pulpit, in the hallway to the office area one in the office closet, the education building has two one upstairs and one downstairs, the PAB has one in the kitchen area and one in the main hallway, one across from the restrooms; the Hut has one at main entrance.
- d. There is one Automated External Defibrillator on campus and is located in the hallway adjacent to the office area.
- e. First Aid kits are located in the office closet, the education building has one in the nursery, and one upstairs, and the PAB has a kit located in the marked drawer in the kitchen.

Bethel United Methodist Church Facility Use Agreement

April 2011

Event/Group: _____ Primary Contact: _____
(Last, First Middle)
Requestor Address: _____ Phone Number: _____
_____ Cell Number: _____

This Facility Use Agreement (“Agreement”) is entered into by and between Bethel United Methodist Church of Forest Acres, South Carolina (“BUMC” or “Church”) and the above named Individual or Group (“User”) on the Date Above.

BUMC makes available certain parts of its Facilities for non-Church meeting, event and functions as a service to the community. As a non-profit entity, the Church seeks to recover certain costs related to the use and maintenance of these Facilities.

User desires to use a portion of such Facilities on the terms and conditions set forth herein.

In consideration of the mutual agreement contained herein and other good and valuable consideration, the parties hereto agree as follows:

1. Facilities are defined as all buildings, grounds, and the improvements or amenities, including all personal property and equipment thereon, which are owned, leased, used or operated by BUMC.
2. User requests that the following activity be scheduled for use in the BUMC facility for the following fees, deposits and other charges:

Activity Date: _____ Setup _____ AM/PM Takedown _____ AM/PM
_____ Start _____ AM/PM End _____ AM/PM

Activity Description: _____
Room(s) Requested: _____
Setup Description: _____
Additional Services: _____
Technical Services: _____

Fees:

Room Usage: _____
Additional Services: _____
Technical Services: _____
Kitchen use fee: _____
Other: _____
Total Fees Due: _____

Cleaning Deposit: _____

Safe Sanctuary Guidelines – if requested, Available in Church Office
Facility Use Policy, Available in Church Office
Kitchen Committee Policies and Procedures, Available in Church Office
Cleaning Deposit (*Check or Cash*) _____ cash _____ check #: _____

3. User must maintain utmost care in the use of the Facilities and thoroughly supervise the actions of those participating in the scheduled use of the Facilities. User agrees to comply with all Policies, Guidelines and Rules regarding the use of BUMC facilities as set for in the Agreement for Use of Facilities and Tangible Property, Safe Sanctuary Guidelines and related Guidelines established for the use of the Church Facilities.
4. User understands and acknowledges that this request for use of the Facilities is subject to approval and availability. Any need to cancel, reschedule, or reassign will be communicated as soon as possible and a mutually agreeable solution will be sought.
5. No public notice, marketing materials, or publication announcing the event will be made without the written approval of the BUMC Trustee Chairperson and/or Pastor.
6. User understands and acknowledges that any non-church function or outside group scheduled activity is not sponsored or endorsed by BUMC. BUMC will not provide coverage for medical payments in the case of injury or death to any person in attendance for the scheduled use. Obligation for any and all medical care shall be the sole responsibility of the User and/or the injured person, their sponsor, parent or guardian and cost of medical care shall be paid by that individual and/or sponsor.
7. User agrees to indemnify, defend and hold harmless BUMC and its officers, directors, trustees, employees and agents from any and all claims, liabilities, damages or rights of action arising directly or indirectly out of the use of the Facilities scheduled pursuant to this Agreement.
8. User agrees to make BUMC whole from any damage or injury to the Facilities or Church property. In the event of any such damage or injury, User agrees to pay all costs and expenses related to the repair and/or replacement of such property. Any Security Deposit or Damage Deposit will be applied to cover the cost and expenses to such damage or injury as set out in the BUMC Agreement for Use of Facilities and Tangible Property.
9. The undersigned, User, has read and understand all of the above terms and conditions for the use of BUMC Facilities and has had the opportunity to read the BUMC Agreement for Use of Facilities and Tangible Property related to the intended use and agree to comply therewith.
10. Event Related Special Conditions: _____

***Submit completed and signed form to BUMC office via email
bethelunitedmeth@bellsouth.net, fax 803-787-9078, USPS Bethel UMC 4600 Daniel Drive,
Columbia SC, 29604, or hand deliver to the BUMC Office
Between Hours of 10AM to 3PM***

Name: _____ **Event Name:** _____
(Last, First Middle)

Signature: _____
Date: _____
Title: _____
Phone: _____
Email: _____

Signature: _____
Date: _____
Trustee / Pastor (circle one)

Facility Returned as Per Agreement
Name: _____
(Last, First Middle)

BUMC Responsible Designee
Name: _____
(Last, First Middle)

Signature: _____
Date: _____

Signature: _____
Date: _____