



WOODLAKE

UNITED METHODIST CHURCH

Loving God. Knowing God. Living our Faith.

FACILITIES/PREMISES USE GENERAL GUIDELINES

[Revised September 18, 2014]

These guidelines have been developed to assist groups or organizations in the use of Woodlake United Methodist Church's (WUMC) facilities and its premises (facilities/premises) to the benefit of the user(s), the church and the community. They set forth the conditions and regulations that must be followed to ensure the health and safety of all users. It is expected that all users will show respect and conduct themselves with dignity while in or on WUMC's facilities/premises. These guidelines do not include every scenario and also emphasize the use of good judgment and common sense.

These guidelines are incorporated by reference and are made a part of the Facility/Premises Use Agreement. They consist of the General Guidelines and Special Kitchen Guidelines that together make up the conditions and regulations for the use of facilities/premises. The General Guidelines set forth the conditions and regulations for the use of WUMC's facilities/premises and consist of the following:

A. APPLICATION:

All groups, individuals, or organizations will be required to complete an application for use of facilities/premises. The approval of any application is entirely at the discretion of the Board of Trustees of WUMC and any such approval may be rescinded without cause.

B. PERSON-IN-CHARGE:

Each group or organization, which makes use of any facility/premises, must designate an adult member as Person-in-Charge to act as the sponsor/leader for that group or organization. This person will be the person responsible for the activities of the group while any member of the group or organization is in or on WUMC's facilities/premises.

The Person-in-Charge will ensure that a sufficient number of supervisory persons are available to monitor and maintain good order and discipline. The Person-in-Charge must arrive at the WUMC's facilities/premises at least 20 minutes prior to the scheduled event and must not leave until the facilities/premises are secure and all is in order. This shall include, but is not limited to, the following:

1. All equipment and furnishings have been returned to the proper place.
2. The facilities/premises must be left clean and in the orderly manner in which the facilities/premises were found.
3. All trash has been picked up, placed in containers and taken to the proper disposal receptacles outside at the rear of the facilities/premises.
4. All equipment and property of the group or organization must be removed from the facilities/premises or restored to its proper place.
5. All lights and equipment are to be turned off.
6. All exit doors must be closed. All windows must be closed and locked.

Parents should not leave children in or on the facilities/premises until the designated Person-in-Charge has arrived. The Person-in-Charge must not leave until all persons have left the facilities/premises.

All users of the facilities/premises are required to attend an orientation meeting between the Person-in-Charge and the church's Director of Administration to tour the facilities/premises and review these guidelines.

C. CARE OF FACILITIES:

1. Prior to hanging of pictures, banners, decorations and the like consult with the Director of Administration.
2. All candle-lighting services must have prior approval from the Board of Trustees.
3. All damage to facilities/premises must be reported to the Director of Administration within 24 hours of occurrence. Users of the facilities/premises will assume all liability for damages to the property. A fee may be charged for repair of damages as determined by the Board of Trustees.
4. The use of church equipment must be requested and approved prior to the scheduled activity. At no time should church equipment be removed from the facilities/premises without prior approval.
5. Copier usage. So that there may be control over the copier usage, we request that all copies be made during office hours [9:00 a.m. – 4:30 p.m. Monday through Friday.]

D. WORSHIP CENTER

1. Food and drink are not permitted in the Worship Center without prior written permission from the Board of Trustees. The only exceptions at this time are: Communion, water for the clergy and guest speakers, First Fruits Meal.
2. The chancel "stage" [top level] or the altar may not be used without prior authorization of the Director of Administration or the Chair of the Board of Trustees.
3. If chairs need to be moved please pick them up or use the chair dollies which are stored in the storage closet to the left of the chancel.

E. NURSERY/CHILDREN'S CLASSES: If the nursery or children's classes are approved for usage WUMC's Guidelines for the Protection of Children, Youth and Vulnerable Adults need to be followed. [A copy can be obtained by calling the church office or on WUMC's website.]

F. PLAYGROUND:

1. Children must be supervised at all times.
2. Playground is designed for children up to the age of 10.
3. All trash is to be placed in trash receptacles.

G. PERSONAL CONDUCT:

1. Smoking is not allowed inside the facilities at any time. Cigarette butts should be placed in containers outside. Smoking by minors is expressly forbidden in or on the facilities/premises.
1. Drugs or alcoholic beverages are not allowed in or on the facilities/premises.
2. Gambling or wagering of any kind is not allowed in or on the facilities/premises.
3. Abuse of church property is not allowed.
4. Abusive behavior toward other users or members of the church staff will not be tolerated.
5. Use only designated rooms.
6. Do not allow members of your group to wander throughout the facilities/premises.
7. All users are to treat the facilities/premises with respect and must leave the facilities/premises as clean and in the orderly manner in which the facilities/premises was found.

H. HOUSEKEEPING:

Each group is responsible for cleaning up after themselves:

1. Sweep or vacuum all crumbs and soil from carpet. Vacuum cleaners are located in the custodial closets in the main halls. Surfaces should be cleaned with cleaning solution provided in the custodial closet.
2. Empty all trash cans and remove all trash from the facilities/premises into the proper disposal receptacles outside at the rear of the facilities.
3. Return all tables, chairs and other furnishings to their proper place or storage location.
4. Turn off all lights, including restrooms.
5. Check to be sure all exterior doors are closed tightly. PLEASE MAKE SURE the INTERIOR DOOR BETWEEN the DISCIPLESHIP BUILDING and the WORSHIP CENTER BUILDING and the INTERIOR DOOR between the PRESCHOOL WING and the Lobby IS CLOSED.

I. FURNITURE AND EQUIPMENT:

The use of tables, chairs and certain items of equipment are conditionally granted with the following restrictions:

1. All tables and chairs must be set up before the activity and returned to their original location immediately afterward.
2. Furniture and equipment are not to be moved from room to room
3. Tables, chairs, audio-visual or electronic equipment may not be removed from the facilities and are therefore not available for loan or rental.
4. If chairs need to be moved in the sanctuary please pick them up or use the chair dollies which are stored in the storage closet to the left of the chancel.
5. The altar is not to be used.

J. ACCIDENTS AND INJURIES:

1. All accidents and injuries, which occur in or on facilities/premises, must be reported immediately to the Director of Administration or the Chair of the Board of Trustees. First-aid kits are located in the kitchens, in the discipleship lobby, on the second floor of the discipleship building, and in the gathering space for use in treating minor injuries.
2. Emergency Procedures:
 - a. In the event of an emergency, the Person-in-Charge should immediately call for professional assistance and notify the Director of Administration or the Chair of the Board of Trustees listed on the Facilities Use Guidelines. In the event of a fire, first evacuate the area, pull the fire alarm and/or call the listed emergency number. Use available fire extinguishers only if the fire presents no immediate danger to personal health and safety. Please remember.... fire fighting is best left to professional fire fighters.
 - b. Emergency Telephone Numbers:

Fire:	911	Church Office:	804-739-4535
Police:	911	Director of Administration:	804-247-2550
Rescue Squad:	911	Chair, Board of Trustees:	804-855-4201
Poison Controls:	786-9123		

K. LIABILITY AND INSURANCE:

Non-church sponsored groups and users are required to furnish evidence of Public Liability Insurance in the amounts scheduled below. Groups or users requesting substantial or extended use of the facilities are required to name Woodlake United Methodist Church in the policy as an additional insured. A certificate of insurance shall be furnished to the Director of Administration upon approval of the application.

1. Schedule of Insurance:
 - a. Personal Injury Insurance – In the amount not less than \$1,000,000 per occurrence/\$2,000,000 aggregate
 - b. Property Damage Liability – In the amount not less than \$1,000,000 per occurrence/\$2,000,000 aggregate
 - c. Bodily Injury Liability – In the amount not less than \$1,000,000 per occurrence/\$2,000,000 aggregate
2. Where the need for insurance coverage is questionable, the church’s insurance agent will be asked to make final determination
3. Insurance Requirements - Non-church organizations requesting Church facilities must comply with insurance requirements.

The undersigned hereby covenants and agrees to indemnify and save harmless Woodlake United Methodist Church, its officers and its directors from and against any and all claims, demands, cause of action, suits or judgments, including attorney’s fees, cost and expenses incurred in connections with such matters, or death or injury to persons or loss of or damage to property arising out of or in connection with the use of or occupancy of Woodlake United Methodist Church and its facilities by the undersigned, its agents, employees, invitees, customers, contractors, or subcontractors. The undersigned, in addition, hereby waives all claims of injury or damages sustained by the undersigned, its agents, employees, invitees, customers, contractors, or subcontractors resulting from occupancy or use of Woodlake United Methodist Church and its facilities by the undersigned and any action or injury of the undersigned resulting directly or indirectly from any act or negligence by the undersigned.

If the damage to Woodlake United Methodist Church or its facilities results from the acts of the undersigned, its agents, employees, invitees, customers, contractors, or subcontractor, the undersigned will notify Woodlake United Methodist Church Director of Administration and/or Chair of the Board of Trustees within a twenty-four (24) hour period. If the undersigned fails or refuses to make repairs, Woodlake United Methodist Church may, at its option, repair the damage, and the undersigned will pay Woodlake United Methodist Church the total cost of such repair.

L. RIGHT TO RELOCATE, CHANGE TIME OR DATE, CANCEL EVENTS:

WUMC reserves the right to reassign, change the time, date, or cancel any scheduled event by giving reasonable notice in advance of the scheduled event. In the event of an emergency or inclement weather, the church may cancel the use of the facility/premises without prior notice or liability.

M. SATURDAY SCHEDULE REQUIREMENTS:

1. When use of the facility is granted to groups for Saturday, prior arrangements must be made with the Director of Administration regarding cleaning of assigned areas and setting up for use on Saturday evenings or Sunday mornings.
2. The Worship Center facility is not available for use after 3:00 p.m. on Saturdays.

N. FEES:

1. All groups or users must complete the Facilities/Premises Use Agreement and pay any required fees.
2. For any "For Profit" groups using the facilities/premises a maintenance fee is as follows:

	<u>1/2 Day</u> [Up to 4 hrs.]	<u>Full Day</u> [5-8 hrs.]	<u>Hourly</u>
Small Meeting Rooms	\$50	\$100	\$15
Large Meeting Room	\$75	\$150	\$20
Sanctuary	\$175	\$350	\$50
Kitchen	\$175	\$350	\$50

3. Payments are to be made payable to WUMC and given to the Director of Administration prior to the first event.
4. A deposit of \$100 is required by non-sponsored WUMC users for all spaces except for the large kitchen where the deposit is \$175. If deficiencies are found during the inspection, or if a fob is not returned, the deposit will be retained by the church to cover the additional cleaning/maintenance effort.
5. If given a fob, it should be returned within 24 hours after the scheduled event unless special arrangements have been made and approved by Director of Administration.

KITCHEN USE: Please see attached Kitchen Guidelines and Check List.

Date received Kitchen Guidelines and Check List: _____

Approved by: _____
Chair, Board of Trustees

I hereby acknowledge that I have read and fully understand the above outlined Facilities / Premises Use General Guidelines and agree to adhere to all such guidelines.

Name of Group: _____
(Please print)

Group Representative: _____ Telephone: _____
(Please print)

Signature: _____ Date: _____