

Westover Hills United Methodist Church

Facility Use Policy

As a neighbor to the community, Westover Hills UMC seeks to provide space, as available, for appropriate non-profit or community centered events and meetings. This policy pertains to all church facilities and property.

Application for utilization of space is made by contacting Nicole Timms, Director of Community Engagement via email: whumccommunity@gmail.com or by phone: (804) 232-1769. After initial discussion of the proposed date of the event and space required, an organization or group may reserve the date and location by submitting the Facility Use Agreement form attached to this policy. Once the Facility Use Agreement form and the agreed-upon donation, if any, are received by the church administrative assistant, the event will be placed on the church calendar. Westover Hills UMC reserves the right to pre-empt any facility use reservation in the event of an emergency or unexpected event such as a funeral. Notice will be made as soon as possible, and every effort will be made to re-schedule the event, or the rental donation will be returned.

Depending upon the timing and/or frequency of the requested facility use, a representative of the organization using the facility may need to obtain a key from the church administrative assistant, along with a temporary alarm code and instructions on the operation of the security system. The key will be signed for by the representative of the group using the space and must be returned to the church office within one week following the event or series of events scheduled at the church. The organization using the facility will be responsible for any fees associated with the accidental or intentional initiation of the alarm system.

The organization is required to turn off all lights, adjust heat and cooling settings to where they were prior to the event, locking all doors and setting the security system if there is no one in the building when the organization leaves the property. All areas used by the organization must be cleaned. Furniture must be placed in the configuration in which it was found, unless otherwise instructed. Trash must be emptied into the trashcans located outside at the back of the church. All organizations must provide their own childcare, if needed. If children or youth under age 18 will be in attendance at the event, a copy of the Westover Hills UMC Child Protection Policy (attached) must be signed and submitted to the church office at the same time that the Facility Use Agreement is submitted. If the organization has its own written Child Protection Policy, a copy may be submitted in lieu of the WHUMC Child Protection Policy, as deemed acceptable by any member of the WHUMC Child Protection Committee.

Westover Hills UMC is not responsible for theft or damage of personal property.

The organization or group using the church agrees to indemnify, hold harmless, and defend Westover Hills UMC from any liability, loss, and/or injury by, or resulting from the user's members or guests while on church property. If the organization renting the building holds their own insurance policy, we do request a copy of that policy to have on file.

The following are not allowed on church property at any time: alcoholic beverages; illegal or improper use of controlled substances; profanity; firearms, even if by permit, except in the case

of law enforcement personnel. Smoking is prohibited inside the building. The church office entrance has exterior ashtrays for the convenience of smokers.

Donations for the use of church facilities are intended to defray the costs of providing space and for the services of involved personnel.

Schedule of Donations		
Room	Base Charge (up to 4 hrs)	Additional hours (per hour)
Social Hall	\$150.00	\$65.00
Kitchen	\$125.00	\$25.00
Sanctuary	\$200.00	\$50.00
Chapel	\$75.00	\$25.00
Other Rooms	\$50.00	\$15.00
AV Equipment	\$100 (\$50 for use & \$50 for staff member to be present for instruction)	

There is no charge for groups or organizations associated with the Church.

The Staff and/or Trustees may establish a lower requested donation. The donation requested shall not exceed those listed above. All fees are to be paid in advance.

A security deposit is required for one-time events. The amount of the deposit will be as follows:

Security Deposit Schedule	
1-50 people	\$250
More than 50 people	\$400
Use of Kitchen	\$250

Security deposits may also be required for groups that use the facility on an ongoing basis at the discretion of the Staff and/or Trustees.

The security deposit will be returned after facilities are inspected by a church representative and no damage is found.

Failure to comply with any of these policies may result in forfeiture of the right to use the facility.

The Church Council will review this policy each September.

Adopted by Westover Hills United Methodist Church Council 04/04/04. Revised 2016

**Westover Hills United Methodist Church
Facility Use Agreement**

Group Name _____ Application Date _____

Person Responsible _____ Phone Number (h) _____

Email address _____

Is This a Church Related Organization? _____yes _____no

Date Requested _____ Expected Attendance _____

Ongoing Events: _____ weekly _____ monthly _____ other (please specify)

Times that the space will be occupied (including set-up and clean-up) _____

Please briefly describe your activity _____

Additional Needs:

No. of chairs _____

No. of tables _____

PA System _____

Other requests: _____

Note: Additional needs will be met as the church is able. Please let us know of all your needs on this form so we can determine before the event if we are able to meet them.

(Please complete other side of form)

Facilities Requested (**Make Checks Payable to Westover Hills United Methodist Church**)

Schedule of Donations			
Room	Base Charge (up to 4 hrs)	Additional hours (per hour)	Total Donation
Social Hall	\$150.00	\$65.00	
Kitchen	\$75.00	\$25.00	
Sanctuary	\$200.00	\$50.00	
Chapel	\$75.00	\$15.00	
Other Rooms	\$50.00	\$15.00	
AV Equipment	\$100 (\$50 for use & \$50 for staff member to be present for instruction)		

Security Deposit Schedule	
1-50 people	\$250
More than 50 people	\$400
Use of Kitchen	\$250

Total Due: _____

Paid On: _____

Payment Received By: _____

I/we agree to abide by the policies listed on page 1 of the Facility Use Agreement.

The organization or group using the church agrees to indemnify, hold harmless, and defend Westover Hills from any liability, loss, and/or injury by, or resulting from the user's members or guests while on church property.

Signature _____ Date _____