

Mt. Pisgah United Methodist Church

Policy and Guidelines for Use of Church Facilities and Property



Mission: To bring others to Christ.

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Office Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.

I. Purpose

The primary purpose of Mt. Pisgah United Methodist Church (“MPUMC,” “Mt. Pisgah,” or “Church”) is to provide a place for Christian worship and fellowship, which serves the interest of the Church membership and the community at large.

This Policy is established to communicate the ministry of MPUMC through the use of Church facilities, as the Church believes that its ministry will be enhanced through the use of these facilities. This document (“Policy”) sets forth policies, procedures, responsibilities, guidelines, and terms of agreement relating to the use of Church facilities to ensure fair and equitable access to those facilities for all qualified groups and for Church-approved functions.

II. General Policy

MPUMC welcome the use of its facilities by Mt. Pisgah groups, its members, and groups may not affiliated with Mt. Pisgah.

A. Mt. Pisgah Groups

The Church encourages active use of its facilities by any organization within or sponsored by the Church. These include worship services, Church school activities, fellowship activities, youth and children’s activities, administrative functions (board, commissions, committees, and sponsored activities such as Scouts, United Methodist Women, United Methodist Men), and associated functions. These and similar functions will have priority in using Church facilities.

B. Member Private Functions

The Church welcomes the use of its facilities by members for private functions. Church facilities may not be used for “for profit” activities. Fund-raising projects conducted by Church organizations are not considered as “profit motivated.”

C. Non-Church Groups

The Church encourages use of its facilities for charitable and community service organizations when such use does not conflict with routine Church activities and whose mission and purpose is not in conflict with the mission and principles of MPUMC. Church facilities may not be used for “for profit” activities.

D. Priority for Scheduling

1. Church functions to include conference, district, and ecumenical functions
2. Functions of groups sponsored by the Church
3. Christian celebrations (e.g., weddings, baptisms) and funerals
4. Charitable and community service organizations
5. Member private functions

After any activity is approved and scheduled, it cannot be changed except in case of emergency.

With the exception of staff offices, no individual or group shall have exclusive and indefinite use of any space or equipment owned by the Church.

III. Facilities, Property, and Equipment Available for Use

A. Sanctuary

B. Chapel

C. Christian Family Life Center (CFLC)

See Appendix A.

D. Kitchen Facilities at the CFLC

See Appendix B.

E. Audio-Visual Equipment

The equipment must be reserved in advance and its use and operator must be approved by the appropriate staff member. This includes connecting any equipment to existing sound systems, projection equipment, computer equipment, or lighting systems.

F. Property

This includes use of any and all open areas, playground*, and parking lots. Use of this property for any function requires the same approval process as use of facilities.

G. Use of CFLC & Kitchen

Use of the CFLC and/or Kitchen requires the presence of an approved and trained person from Mt. Pisgah UMC. See Appendix D.

*As a reminder, the playground equipment is available for use of supervised children ages five and under only. The equipment is not designed for older children.

IV. Fees for Use of Facilities

See fee schedules – Appendix C.

V. Application Process

See Instructions and Forms page.

A. Application for Use of Facility and Agreement of Users

All non-Mt. Pisgah groups will be required to complete an “Application for Use of Facility” and the “Agreement of Users”. Groups that meet on a regular basis will be required to update these forms annually.

B. Liability Insurance Requirements

In order to obtain the required approvals, applications from outside groups should be submitted at least 30 days in advance. If requested, non-Church and non-member organizations using MPUMC facilities must provide a current certificate of liability insurance naming Mt. Pisgah United Methodist Church as an “Additional Insured” prior to using the facility. The responsible person assumes all risks associated with the use of these facilities and its equipment and also assumes the risks for all participants and attendees associated with the function. The participants release and discharge MPUMC from all claims for any personal injury suffered by any participant while using the facility or its equipment. MPUMC does not make any express or implied warranty of the premises, the equipment, the machinery, fixtures, or furniture. Any exception to this requirement must be approved by the lead pastor or the Trustee chairperson.

VI. Approval Process

A. Mt. Pisgah Groups

Mt. Pisgah groups do not require additional authority for normal, ongoing meetings and events but should schedule them through the office manager to avoid conflicts.

B. Outside Groups or Members Seeking to Schedule Private Events

Outside groups or members seeking to schedule private events must submit an “Application for Use of Facility” and “Agreement of Users”. This approval process can take up to 14 days. All weddings require approval from the lead pastor and must be scheduled through the office manager.

VII. Requirements, Responsibilities, and Restrictions

A. Person in Charge/Responsible Person

Each organization or group will designate an adult at least 21 years of age as being in charge of its activities. That person must be registered with the Church office by name, address, telephone number, and (if possible) email address. The person in charge of outside groups must be present at least fifteen minutes prior to the scheduled start of the meeting or event. The person in charge will ensure that all participants and attendees adhere to the Personal Conduct constraints outlined in this Policy and abide by the Mt. Pisgah Child Protection Policy.

The person in charge will be certain that a sufficient number of supervisory persons are available to maintain order and discipline. Minors shall not enter the building until the designated person in charge or assigned supervisor is available. The person in charge of supervision shall not leave until all minors are out of the building and have left the Church grounds.

It is the responsibility of the person in charge to see that all is in order before departing at the conclusion of the event. This shall include, but is not limited to, the following:

1. Return all chairs to chair racks and put racks in designated areas.
2. Break down all tables and replace on rack and put in designated areas.
3. Check floors for food/trash and pickup or vacuum if needed.
4. Remove any items brought into this area and return to original location.
5. If used, make sure the stage floor is pushed under for the door to close to the floor.
6. Take all trash to the dumpster located outside.
7. Turn off all lights! (Includes hallways, kitchen and stairwells).
8. Make sure all doors are locked.
9. If for some reason any of these guidelines cannot be followed, please contact the office by calling 794-5856 to discuss other arrangements.
10. Report any issues to the office by calling 794-5856 and leaving a message after hours.
11. Meetings should conclude by 10:30 pm.

Additional requirements are posted in various facilities outlining usage, rules, and cleanup. Anyone using any facility is required to follow the "Facility Rules Posted" in addition to this Policy.

B. Member Private Function Restrictions

1. Private functions should end by 10:30 pm unless a later time has been approved in advance.
2. Facilities may not be reserved by members for use by non-members or outside groups. Outside groups shall schedule use of facilities directly as per Paragraph 6B.
3. Members using Church facilities shall ensure that their guests adhere to the Personal Conduct constraints outlined in this Policy.

C. Parking

Parking facilities are provided and all vehicles should only park in designated parking areas.

The half-circle drive beside the Sanctuary is for loading and unloading purposes only.

Many children use our facilities; therefore, the Parking Lot speed limit MUST be observed. (15 mph)

VIII. Care of Church Facilities and Equipment

A. Hanging Pictures and Decorations

Temporary decorations should be hung in such a manner as not to mar or damage walls or woodwork. Installation or hanging of anything of a permanent nature will be allowed **only** after approval from the Trustees. All decorations shall be removed completely immediately following any activity unless otherwise agreed at the time of approval of the activities. It is strongly recommended that use of tape for decorating be restricted to glass only and all tape be removed when items are taken down.

B. Damages

Users must report any and all damage done to the building, equipment, or grounds. The report must be made to the office manager within 24 hours of the occurrence. Users must assume full liability for damages to Church property, equipment, or grounds. You may also complete a repair form located on the Building and Grounds bulletin board in the Gathering Room hallway. (Office phone number 804-794-5856)

C. Loan of Church Equipment

1. Minor equipment belonging to the Church may be loaned upon approval of the office manager. Minor, for these purposes, is defined as items whose total retail replacement value does not exceed \$300.
2. Major equipment is defined as item whose individual or collective worth exceeds \$300. No major or electronic equipment can be loaned without lead pastor or appropriate staff member approval.

All equipment loaned must be returned on time and in good condition. Borrowers are responsible for replacement and/or repair (at the discretion of the Church) of damaged or lost items. A log of all loaned equipment will be maintained by the office manager, which will include a list of the items loaned, to whom, date loaned out, date due back, and date returned.

IX. Personal Conduct

All groups using the Church buildings or grounds shall be restricted to their approved areas. The following shall apply to **all** groups and individuals using Church facilities.

1. Smoking is not permitted inside any building.
2. No alcoholic beverages are permitted in or on any Church property.
3. Gambling is not allowed (including bingo or raffle tickets).
4. Running is not allowed within the buildings except in appropriate areas at appropriate times under appropriate supervision.
5. Profanity or offensive language is not allowed.
6. **No food or drink** is allowed in the sanctuary or Chapel.
7. Possession or use of illicit drugs is not allowed.
8. Weapons are not allowed.
9. No skateboarding is allowed on Church property unless sponsored and organized by the Church.

Any violations of the above rules may result in prohibition of future use by the group and/or individuals involved.

X. Child Protection Policy

All activities taking place within MPUMC facilities and on Church property must be in compliance with Mt. Pisgah's Child Protection Policy. Any question regarding these guidelines should be directed to the office manager who will have the appropriate staff member respond.

(Attachment by Request)

Appendix A: Use of Christian Family Life Center (CFLC)

Mt. Pisgah's Christian Family Life Center (CFLC) is a multi-purpose facility that has been designed specifically for a variety of recreational and non-recreational uses. Because of the demand for the use of the CFLC and because the facility is furnished with expensive and sophisticated equipment, the following special rules apply to the use of the CFLC. These rules are in addition to this Policy.

1. Permission to use the CFLC does not include the use of the kitchen, stage, or sound system unless permission to use such facilities is specifically requested and approved.
2. Only individuals specifically trained to use the kitchen, stage, or sound system will be authorized and permitted to use and operate this equipment and names of all persons trained will be posted in the CFLC.
3. Under no circumstances shall minors under the age of 18 be permitted to enter the CFLC unless accompanied by a parent or other responsible adult.
4. Children under the age of 12 shall not be permitted on the stage unless supervised by a parent or other responsible adult.
5. No basketball, volleyball, or other ball games may be played in Side A (stage side) when the stage is set up.
6. Basketballs, volleyballs, etc. are to be used within the confines of the CFLC basketball court only and shall not be thrown, dribble, kicked, and/or rolled against the walls or used in other parts of the CFLC.
7. Athletic shoes must be worn for all athletic events held in the CFLC.
8. The following activities shall not be allowed in the CFLC: hanging on the rims or nets of the basketball goals, batting balls, football, soccer, skating, skateboarding, and bicycling. No baseballs, golf balls, or Frisbees may be thrown in the building
9. When the CFLC is used for athletic or recreational purposes, the person in charge shall, in addition to other duties and responsibilities, see that the main floor is vacuumed and trash is removed at the conclusion of the activity.
10. When the CFLC is used for events that require tables and/or chairs or other furniture (e.g., dining, shows), the person in charge shall be responsible for cleaning and returning the furniture to its proper storage location.
11. The CFLC is strictly limited each Sunday to Sunday Morning Worship Events. (No Sports allowed)
12. During Wednesday Night Fellowship Dinner, No sports will be allowed until all dinner activities have ended and all tables and chairs have been cleaned and stacked on appropriate racks.

Appendix B: CFLC Kitchen Guidelines

This document is a supplement to this Policy to further define specific guidelines applicable to use of the CFLC kitchen.

1. The kitchen doors and sliding serving door may be locked when the room is not in use. The office manager is responsible for issuing keys on a temporary or permanent basis. The kitchen will be unlocked during normal Sunday morning worship hours to allow access for Sunday school and congregational fellowship needs.
2. Groups or individuals wishing to use the kitchen shall make requests by submitting an "Application for Use of Facility" and "Agreement of Users" forms available in the Church office.

Full Use: In order for the request to be approved for full use of the kitchen, a person trained in the use of the kitchen equipment must agree to be present at the time of use. Training will be offered at least twice a year. The Kitchen Coordinator will maintain a current list of trained individuals.

Limited Use: If only limited use of the CFLC kitchen is requested, then training is not required. Limited use includes only the refrigerator, microwave, coffee pot, manual dish washing sink, hand washing sink, and countertop.

3. Groups are expected to bring and use their own paper supplies and food. Wraps, spices, and cleaning supplies that are stored openly may be used in moderation.
4. The following information will be posted in the kitchen:
 - Phone contacts for questions and emergencies
 - Equipment use and cleaning instructions
 - Checklist for restoring room to proper order
5. Items stored in the refrigerator and kitchen must be marked "Reserved for" with the owner's name and use date. The kitchen coordinator or a designated staff member may dispose of items if, in their opinion, the food is spoiling or has been abandoned.
6. All food stored in the kitchen must be in solid, sealed, plastic containers. (no plastic bags)

Kitchen Cleanup Checklist

1. Ovens and burners turned off and cleaned
2. Grill turned off and cleaned
3. Convection oven turned off
4. Three-compartment sink emptied and cleaned
5. Warming oven turned off
6. All cooking utensils cleaned and returned to proper storage area
7. All countertops cleaned
8. Dishwashing sinks cleaned and garbage disposal run
9. Dishwasher turned off, drained, and filter removed and cleaned
10. Dishwasher hood turned off
11. Range hood turned off
12. Floors swept
13. Trash emptied
14. Gas range hood cleaned
15. No leftovers in refrigerator unless marked as required above
16. Any food stored in the kitchen pantry must be in solid, sealed, plastic containers. (no plastic bags)

Appendix C: Fee Schedule

Group	Area	Cost	Time of Use	Janitor Fee
Member	CFLC* Use of "A" or "B" side	Donation	5 Hour Minimum or Increments including setup & take down	\$150
	CFLC Kitchen	Donation	5 Hour Minimum or Increments including setup & take down	\$50
	Classroom**	Donation	2 Hour Maximum	N/A
	Sanctuary	Donation		\$150
	Chapel	Donation		\$150
Non Member	CFLC* Use of "A" or "B" side	\$400	5 Hour Minimum or Increments including setup & take down	\$150
	CFLC Kitchen	\$200	5 Hour Minimum or Increments including setup & take down	\$50
	Classroom**	\$20	2 Hour Maximum	N/A
	Sanctuary	\$400		\$150
	Chapel	\$200		\$150
Additional Services:		Cost	Description	
	CFLC Coordinator	\$200 Minimum Per event	Approved person from Mt. Pisgah	N/A
	Kitchen Coordinator	\$100 Minimum Per event	Trained person from Mt. Pisgah	N/A
	Technician [°]	\$100 Minimum Per Event	Trained Person from Mt. Pisgah	N/A

*Includes limited use of kitchen (See Appendix B)

** No security fee required for use of classrooms unless room is destroyed.

[°] Event is defined as maximum of 3 hours with additional costs at \$50/hour.

Instructions and Forms

Please read the entire Policy. If after reviewing this Policy, you have any questions, please contact the office manager who will either answer your question or direct you to the appropriate person at MPUMC. Any exception to this Policy must be approved by the lead pastor.

Members: Reservations must be scheduled through the office in advance and all fees paid prior to the event.

Non-members: A non refundable reservation fee of \$25 (\$10 for classroom) is due at time of rental. Once a reservation has been submitted half (50%) of the total cost must be paid 30 days before the event. All of the total (100%) cost must be paid within 14 days of the event.

The reservation package must be submitted to the church office manager.

A complete reservation package must include the following:

1. Application for Use of Facility
2. Agreement of Users
3. Security Deposit
4. Reservation Fee
5. Certificate of insurance for a group (if required)

We sincerely hope you will enjoy the use of our facilities and have a successful and blessed meeting or event.

Application for Use of Facility

Mt. Pisgah United Methodist Church
1100 Mt. Pisgah Drive, Midlothian, VA 23113
Phone: (804) 794-5856 or Fax: (804) 379-3970

Name of Group: _____

Space Requested*: (**circle below**) Date Requested _____ Time: _____

List: 107, 109, Gathering Room, Kitchen, 209, 211, 214, 216, 217, 301, 302, 303,
304, Chapel, Sanctuary, CFLC (A), CFLC (B), CFLC Kitchen

* (Day: M, T, W, TH, F, Sat., Sun.,)

(Monthly___ or Weekly___) with Trustee Approval. Must submit annually.

Nature of Use _____

Number of Attendees Expected* _____

*Groups with 150+ attendees may be required to provide security (i.e., off-duty Chesterfield County Police officers).

Applicant's Name: _____

Address: _____, VA Zip _____

Phone (W) _____ (H) _____ (C) _____

Email _____

Are you a member of Mt. Pisgah UMC? _____

Two other people who will be present during the use of our facilities are:

Name: _____ Phone: _____

Name: _____ Phone: _____

Date: _____ and Time: _____ submitted.

Services	Request	Est. Fee
CFLC (A or B)		
CFLC Kitchen		
Classroom		
CFLC Coordinator		
CLFC Kitchen Coord.		
A/V Technician		
Janitor		

Agreement of Users
(Please read carefully)

I have read and thoroughly understand all the rules and regulations of Mt. Pisgah United Methodist Church as they relate to the use of the facility, including the Mt. Pisgah Child Protection Guidelines.

I (my organization, as well as those who participate) assume complete responsibility for all church property as well as those who participate in the activity applied for.

I (my organization) will replace or have replaced, within seven days, any damaged property for which we are liable.

I (my organization) understand that keys will not be duplicated or given to others in my group. If it is determined that keys given to me were duplicated by me or any of my participants, I agree to pay for new locks throughout the entire church structure. I will return all keys assigned to me to the office at the completion of my event or contract within 48 hours. Keys may be left in the Office Managers mail box.

I (my organization) will use only that part of the building that I have been given permission to use. Using areas not given permission for could result in loss of all usage privileges.

I (my organization) agree(s) to hold harmless, indemnify and defend Mt. Pisgah United Methodist Church from any and all liability which may result from any person using the facilities within the scope of the application.

I (my organization) agree(s) to be responsible for preparing for use and returning to same condition in which it was found, all areas which I, or we will use, including entrances and exits.

I agree that the Church as first priority for any space within and I may be moved to another location in the church or another date should the Church require the space.

Agreed upon and signed: _____
Date: _____

(FOR OFFICE USE ONLY)

APPROVAL AND SCHEDULING OF FACILITIES

Room Assignment: _____ Rental Fee: _____ Janitor Fee: _____

Deposit Received: _____ Check No.: _____ Key Needed: _____ Returned: _____

Special Instructions: _____

Office Manager Approved: _____ Date: _____

Final Approval by: _____ Date: _____